

# Graduation

See policy L.5 that can be viewed at the Library or online at [kwantlen.ca/policies](http://kwantlen.ca/policies) for further details.

Graduation eligibility is evaluated by the Records & Graduation Office after a Graduation Credential Request Form has been submitted. It is the student's responsibility to ensure program and degree requirements are met. Students should consult with the appropriate Faculty or with Educational Advising for assistance in determining whether program requirements have been met prior to applying for graduation.

Upon completion of the graduation audit, the Records & Graduation Office forwards the names of all eligible candidates to Senate for conferral. The University Senate confers credentials during the months of September – June each year, prior to the awarding of credentials at either of the Spring or Fall Convocation ceremonies.

## APPLICATION FOR GRADUATION CREDENTIAL

Every candidate for a credential must make a formal application for graduation by submitting a Graduation Credential Request Form to Student Enrolment Services. The form may be downloaded at [kwantlen.ca/ses/forms](http://kwantlen.ca/ses/forms). Graduation requests may be submitted anytime during the semester in which you will complete your program requirements, but must be submitted before the deadline posted to the convocation website ([kwantlen.ca/convocation](http://kwantlen.ca/convocation)) in order to be eligible to attend the Convocation Ceremony.

Student obligations relating to fees, library books, rental or borrowed equipment or other materials must be met before a credential will be released.

## MINIMUM GRADE POINT AVERAGES

A minimum **Program Grade Point Average (PGPA)** and **Cumulative Grade Point Average (CGPA)** of 2.00 is required for graduation for most programs. Post Baccalaureate certificates and diplomas require a CGPA and PGPA of 2.50 where applicable.

## TRANSFER OF COURSES FOR GRADUATION

A student may apply transfer credits for courses or modules taken at secondary and other post-secondary institutions, as well as credits obtained through prior learning assessment, toward credential requirements.

Academic departments may set a time limit on the acceptance of transfer courses in which the requisite knowledge and skills are subject to rapid change.

Up to 75% of the credits required for graduation in a program may be obtained through a combination of transfer credit and prior learning assessment. This applies to first credentials only. In general, a student may not receive two credentials for substantially the same coursework. A minimum of 50% of the course work for a second credential must be from courses or modules not used to satisfy the requirements for the first

credential. This requirement does not apply to the additional specialized courses taken for an Advanced Certificate.

Students are normally expected to complete at least 60 credits at Kwantlen Polytechnic University for a B.A. degree; however, they may apply for an exemption to this ruling on an individual basis. If such an exemption is granted, then residency may be limited to no fewer than 30 credits. In any case, at least 50% of the required upper level credits within the subject area must be completed at Kwantlen.

In order to have previous academic work evaluated, students must submit a Request for Transfer Credit form, as well as all other required documentation and fees as stipulated on the Transfer Credit website: [kwantlen.ca/transfercredit](http://kwantlen.ca/transfercredit). Requests for transfer credit should be submitted as early as possible in the student's program. Substitutions for prescribed courses in a program may be approved by the appropriate Dean upon submission of the Request for Course Substitution form to the Graduation Officer. Such requests should be submitted prior to enrolling in the substitute course.

## GRADUATION WITH DISTINCTION

See policy L.4 which can be viewed at the Library or online at [kwantlen.ca/policies](http://kwantlen.ca/policies).

Students who graduate with a minimum Program Grade Point Average (PGPA) of 3.75 from a program which utilizes letter grades will be considered to have graduated with distinction. Students who graduate with outstanding achievement (as determined by program faculty) from a program which does not utilize letter grades will be considered to have graduated with distinction.

The phrase "*With Distinction*" will appear on the student's transcript and credential.

## TIMEFRAMES FOR COMPLETING PROGRAMS

See policy L.5 that can be viewed at the Library or online at [kwantlen.ca/policies](http://kwantlen.ca/policies) for further details.

Program	Time Limit (years)	Minimum Credits Required
Bachelor's Degree	10	120
Associate Degree	10	60
Post Baccalaureate Diploma	10	30
Diploma	10	60
Post Baccalaureate Certificate	10	15
Advanced Certificate	10	variable
Certificate	10	30
Citation	10	15
Certificate of Completion	10	variable

Note: The following programs have time limits that differ from the time limits specified above:

- Bachelor of Science in Nursing timeframe for completion: seven (7) years
- Bachelor of Science in Nursing Post Baccalaureate timeframe for completion: seven (7) years

- Degree Completion for Registered Nurses timeframe for completion: six (6) years

## **CONVOCATION CEREMONY**

All students who successfully complete a program at Kwantlen that is at the undergraduate, vocational or preparatory level are eligible to attend the Convocation Ceremony.

Submission of the Graduation Credential Application and the Ceremony Application forms must be in accordance with published deadlines for students wishing to attend the Convocation Ceremony.

Information about Convocation, including applicable deadlines, is available on the Convocation website at [kwantlen.ca/convocation](http://kwantlen.ca/convocation).