Graduation

See policy L.5 that can be viewed at the Library or online at kpu.ca/policies for further details.

Graduation eligibility is evaluated by the 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 Graduation Office forwards the names of all eligible candidates to Senate for approval. The University Senate approves candidates for graduation during the months of September – June each year, prior to the awarding and conferral 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. The form may be downloaded at kpu.ca/ses/forms and may be submitted by email to graduation@kpu.ca, via fax at 604-599-2086 or in person at any campus Student Enrolment Services Office. 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 (kpu.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 additional credentials 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 KPU.

Students are responsible for working with an academic advisor to determine if and how transferred courses apply toward satisfying graduation requirements.

In order to have academic work evaluated that was completed after the commencement of studies at KPU, 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: kpu.ca/transfercredit.

All transfer credit assessments must be complete prior to requesting an assessment of graduation. Requests for transfer credit may not be submitted once a student has submitted a credential evaluation request. Requests for transfer credit should be submitted as early as possible to ensure eligibility to attend Convocation.

COURSE SUBSTITUTIONS

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 kpu.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 kpu.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

In the event of a discrepency between this document and the official KPU 2015-16 Calendar (available at www.kpu.ca/calendar/2015-16), the official calendar shall be deemed correct.

2015-16 Calendar   **www.kpu.ca/calendar/2015-16**

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 Senate-appoved program at KPU 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 kpu.ca/convocation.