Policy History	
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Approving Jurisdiction:	
Senate	
Administrative Responsibility:	
Provost and Vice President Academic	
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KPU | KWANTLEN POLYTECHNIC UNIVERSITY

Requirements for Graduation
Policy

DEFINITIONS

1. **Grade Point Average (GPA)**. The grade point average is calculated by multiplying the grade points associated with the letter grade assigned for each course by the number of semester credit hours assigned to that course, adding these values for all courses taken, and dividing the result by the total number of semester credit hours taken. Withdrawals are not included in the calculations.

2. **Cumulative Grade Point Average (CGPA)**. The cumulative grade point average is the GPA calculated over all the terms in which the student has been enrolled. In calculating CGPA, only the highest achieved grade is used for repeated courses.

3. **Program Grade Point Average (PGPA)**. The program grade point average is the CGPA calculated for those courses listed as program requirements for graduation.

POLICY

1. **Minimum requirements for graduation**

   A Kwantlen Polytechnic University credential will be awarded to a student who completes a recognized program and meets the following criteria:

Post Baccalaureate Diploma	A minimum of 30 semester credit hours coursework, with a minimum CGPA of 2.50 and PGPA of 2.50 where applicable.
Post Baccalaureate Certificate	A minimum of 15 semester credit hours coursework, with a minimum CGPA of 2.50 and PGPA of 2.50 where applicable.
Baccalaureate Degree	A minimum of 120 semester credit hours, with a minimum CGPA of 2.00, and PGPA of 2.00 or, for degree completion, a minimum of 60 semester credit hours, with a minimum CGPA of 2.00 and a PGPA of 2.00 for upper division courses only.
Associate Degree	A minimum of 60 semester credit hours that are equivalent to 20 three (3) credit courses, with a minimum CGPA of 2.00 and PGPA of 2.00. A minimum grade of C in each course for the Associate of Arts and a minimum C average across all courses for the Associate of Science.
Diploma	A minimum of 60 semester credit hours, with a minimum CGPA of 2.00 and PGPA of 2.00.
Advanced Certificate	Additional specialized courses completed after the awarding of a Certificate with a minimum CGPA of 2.00 and PGPA of 2.00.
Certificate	A minimum of 30 semester credit hours or successful completion of a program consisting of 6-12 months of full-time study or equivalent, with a minimum CGPA of 2.00 and PGPA of 2.00 where applicable.
Citation	A minimum of 15 semester credit hours or successful completion of a program consisting of less than 6 months of full-time study or equivalent, with a minimum CGPA of 2.00 and PGPA of 2.00 where applicable.
Certificate of Completion	Successful completion of program requirements with a minimum grade of MAS or EXP in all required courses.

   Because of external articulation and/or accreditation arrangements, some programs may require more than the minimum credit or course requirements stipulated above. The Senate must approve such exceptions.

2. **Graduation requirements**

   In order to qualify for a Kwantlen Polytechnic University credential, a student must successfully complete the graduation requirements for the program as published in the University calendar current at the time the student commences the program. If the program requirements change while the student is enrolled, the student may request in writing to be

evaluated against the graduation requirements in effect at the time of graduation rather than those in effect at the commencement of the program.

3. **Transfer credits and substitutions**

   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. Under ordinary circumstances, there is no time limit on the acceptance of transfer courses. However, Departments may set a time limit for the transfer of certain courses in which the requisite knowledge and skills are subject to rapid change. Up to 75% of the credits required for a credential may be obtained through a combination of transfer credit and prior learning assessment.

4. **Time Limits**

   Some programs may specify that the requirements for a credential be completed within a specific period of time. This information will be published in the Calendar. If no specific period is noted, the student must complete the credential within 10 years of commencing the program. Upon submission of a formal request, the Dean responsible for the program may approve time extensions.

5. **Second Credentials**

   In general, a student may not receive two (2) credentials for substantially the same coursework. A student who has qualified for a credential in one program and wishes to receive a second credential in a different program may apply credits and courses from the first credential toward the requirements of the second credential where appropriate. A minimum of 50% of the course work for the second credential must be from courses or modules that were 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 credential. In areas where the 50% rule cannot be accomplished, course requirements for an additional or joint credential must be approved in advance by the Office of the Registrar, in consultation with the appropriate Dean(s).

PROCEDURAL GUIDELINES

A student must apply on an "Application for Graduation" form or be recommended by program faculty in order to be considered for graduation.

For students planning to attend the graduation ceremony, the application or recommendation must be received in the Office of the Registrar on or before the application deadline, normally eight (8) weeks prior to the date of the graduation ceremony.

In determining whether a student qualifies for a credential, the requirements as published in the University Calendar in effect at the time of the student's initial enrolment in the program will be used unless the student has requested in writing to be evaluated against the graduation requirements in effect at the time of graduation. Where requirements have changed and prescribed courses were not available, suitable substitutions will be permitted upon approval of the Dean responsible for the program.

RELATED POLICIES

AC6 *Credit for Prior Learning*
AR7 *Graduation with Distinction*