

### R3.12 – Program Graduation



<b>Approval Body:</b>	Academic Council
<b>Approval Date:</b>	August 2014
<b>Amendment Date:</b>	December 2023
<b>Next Review Date:</b>	December 2024
<b>Supporting Documents:</b>	
<b>Related Policy:</b>	Not Applicable

#### Purpose

The purpose of the Program Graduation policy is to establish clear guidelines and procedures for graduation, ensuring consistent communication of requirements and criteria, supporting learners in their journey toward program completion, and maintaining the integrity of the graduation process at Stenberg College.

#### Principles

- To graduate from a program and be granted an academic credential, students will be expected to have successfully completed all components of their program of study.
- Applications for graduation are made through the Registrar or designate and must include any applicable fees.
- Stenberg College maintains a standardized grading scale; specific grade requirements for graduation are outlined in program-specific materials.
- Further completion requirements are described in program materials and available on Stenberg College's website.
- Final notification will depend on the Program Dean/Director's approval after completing the final program auditing procedures.
- Graduation parchments and official transcripts will be withheld from students placed on financial hold until all academic fees, other fees owing, and other financial indebtedness has been resolved and until all equipment borrowed from Stenberg College has been returned.
- Graduation documents are issued and mailed in accordance with the service timelines published by the Registrar or designate. Additional or replacement documents may be subject to fees as outlined in the current fee schedule.
- Graduation ceremonies will occur twice per calendar year.

#### Roles and Responsibilities

##### *Registrar or Designate Responsibilities*

- The Registrar or designate will notify candidates for graduation if any outstanding academic or program completion requirements are expected.
- The Registrar or designate will submit the names of graduation candidates to the Program Dean/Director for approval.

##### *Student Responsibilities*

- Students must ensure that all academic fees, outstanding balances, and any other financial indebtedness are fully paid.
- All borrowed equipment must be returned to Stenberg College in good order.
- Students must apply for graduation within the identified timeframe prior to their anticipated graduation date. This also applies to students who do not wish to participate in the graduation ceremony.

Programs may have requirements that vary.