



# Procedure

Procedure Name	<b>Graduation</b>		
Procedure #	AD 2.6	Parent Policy	AD 2.0 Academic Progression Policy
Policy Owner	Vice-President Academic	Effective Date	July 1, 2020
Procedure Owner	AVP Student Progression & Registrar	Review Date	July 2025
Approved by	AVP Student Progression & Registrar	Approval Date	June 17, 2020

## 1.0 Purpose/ Background

This procedure outlines the process that determines a student’s eligibility to receive a Ministry-approved or Board-approved credential and the criteria for issuing parchments for degree, diploma, and certificate programs. This procedure does not apply to apprentice courses and programs.

## 2.0 Definitions

Term	Definition
Credential	An earned qualification.
Graduate	A student who has met all the program outcome requirements and whose parchment has been conferred.
Graduation Grade Point Average (GGPA)	The GGPA is calculated using only the courses required to satisfy the program requirements. If the student repeats a course, only the highest grade will be included in the GGPA calculation. The GGPA is used to determine a student’s eligibility for graduation and for honours standing.
Inclusive Post-Secondary Education	A college and university course audit program maintained by Inclusion Alberta and Persons with Developmental Disabilities (PDD).
Parchment	A formal document received in recognition of successful completion of a credential.
Residency Requirements	The minimum number of credits in a program that must be taken through NAIT in order to receive a credential.

## **3.0 Procedures**

### **3.1 General Graduation Procedures**

- 3.1.1 Students must complete all requirements of the approved program of study in effect at the time they enter the program.
- 3.1.2 Students will not be granted a credential until they have completed all of the requirements necessary to earn the parchment.
- 3.1.3 Students will be provided with the opportunity to progress towards graduation when there are changes to the program of study.
- 3.1.4 The Office of the Registrar is the only office at NAIT that issues parchments.

### **3.2 Eligibility to Graduate Procedures**

- 3.2.1 To earn a credential, students are required to meet all program requirements.
- 3.2.2 A credential for a program is conferred upon a student once, even if the student successfully completes the program requirements more than one time. The credential notated on the official transcript will reflect the earliest program completion date.
- 3.2.3 The Office of the Registrar verifies graduation eligibility according to the programs of study approved by the Ministry or the Board of Governors.
- 3.2.4 Students in a diploma or certificate program who commenced or restarted their studies after July 1<sup>st</sup>, 2017 must have a minimum graduation GPA (GGPA) of 2.0 to qualify for graduation.
- 3.2.5 Students in an applied degree or degree program who commenced or restarted their studies after July 1<sup>st</sup>, 2013 must have a minimum graduation GPA (GGPA) of 2.0 to qualify for graduation.
- 3.2.6 Students must fulfill NAIT's residency requirement by successfully completing a minimum of fifty percent (50%) of the program requirements for their credential through NAIT. Credits earned through transfer credit or assessment of prior learning do not apply towards the residency requirement.
- 3.2.7 NAIT graduates who are interested in pursuing a subsequent credential at NAIT must complete a minimum of thirty-five percent (35%) of the subsequent program requirements in order to earn a subsequent credential.
- 3.2.8 Students can only graduate from a program once. The Office of the Registrar will add a notation on the transcript for students who complete additional program concentrations post-graduation.
- 3.2.9 **Completion timeline:**  
Students must complete all program requirements within the following timelines:

Program type	Student type	Completion timeline
Ministry-approved degree programs:	Students that started their programs before July 1 <sup>st</sup> , 2020	7 years
	Students that started their programs on or after July 1 <sup>st</sup> , 2020	Standard program length + 3 years
Ministry-approved diploma, certificate:	Students that started their programs before July 1 <sup>st</sup> , 2020	7 years
	Students that started their programs on or after July 1 <sup>st</sup> , 2020	Twice the standard program length
ESL program	All students	Twice the standard program length
Board-approved certificate (continuing, professional learner) programs:	All students	3 years

**Ministry-approved degree, diploma, certificate programs:**

Students who do not complete all program requirements within the completion timeline outlined above will be required to discuss their completion plan with their program area. The student and the program leader must request an exception to the procedure and obtain the Procedure Owner’s approval by submitting an Exception Request Form. Students may be required to complete additional coursework to meet the current program graduation requirements.

**ESL program and board-approved certificate (continuing, professional learner) programs:**

Students who do not complete all program requirements within the completion timeline outlined above will be provided an opportunity to discuss their completion plan with their program area. Students may be required to complete additional coursework to meet the current program graduation requirements.

**3.3 Parchment Procedures**

- 3.3.1 Parchments will display the graduate’s name as shown on their current NAIT record.
- 3.3.2 Students auditing a program through Inclusive Post-Secondary Education will receive a Certificate of Achievement.

- 3.3.3 Students will graduate ‘With Honours’ notated on their parchment if they achieve a Graduation GPA of 3.7 or higher and have met all program completion requirements.
- 3.3.4 Students must satisfy all outstanding financial obligations to receive a parchment.
- 3.3.5 Re-issued parchments will always display the program name at the time of graduation.
- 3.3.6 The graduation date on the parchment is 10 business days past the end date of the final term. The Office of the Registrar and relevant school dean must approve an earlier graduation date for graduates who require further accreditation by an external agency.
- 3.3.7 NAIT reserves the right to revoke parchments issued in error or due to academic misconduct.

**4.0 Exceptions to the Procedure**

4.1 Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed

**5.0 Related Documentation**

- AD 2.0 Academic Progression Policy
- AD 2.1 Academic Standing Procedure
- AD 2.2 Grades Procedure
- GPA Calculations (How-to) (<http://www.nait.ca/91992.htm>)

**Document History**

<i>Date</i>	<i>Action/ Change</i>
Sept. 9, 2021	Updated 3.2.9
December 15, 2021	Updated 3.2.9