

Application for Graduation

ASSOCIATE OF ARTS (BUSINESS) DEGREE

Legal Last Name Legal Last Name (family name) Gender Date of Birth DD / MM / YYY		ASSOCIATE OF AN	13 (603)	INESS) D	LGKLL					
COUNTACT INFORMATION Unit/Apartment Number Street Address City Province/State Country Postal/ZIP Code Telephone Number Email Address GRADUATION CHECKLIST Successful	STUDENT INFORMATION									
Unit/Apartment Number Street Address City Province/State	Legal First Name				/		Student ID Number			
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HOW TO APPLY

When a student has completed, or is about to complete, their final term of the program of study, they are eligible to apply for graduation.

Students who wish to apply for graduation will see Academic Advising to check requirements and prepare the application. Applications for graduation are then evaluated and credentials issued by the Office of the Registrar.

The procedure to apply for graduation is as follows:

The standard processing time for graduation is normally 6 weeks from the date that grades were released for the final course(s) of the program.

Applications for graduation can be made either:

- After grades have been released following the final term of study; or,
- During the final term of study (after the first day of classes)
- 1. Prior to submitting the Application, the student meets with an **Academic Advisor** to review program requirements and to calculate GPA. If the Advisor determines that the student is ready to apply for graduation, the student is assisted to complete the Application for Graduation form.
- 2. An Application for Graduation fee (\$25) is paid by the student to the **Student Financial Services Office**. The receipt is to be attached to the Application for Graduation form. The fee is refundable in the event that a credential is not conferred.
- 3. Provided that all final grades are available, the Academic Advisor submits the Application for Graduation form, together with any other relevant documentation (e.g. letters of transfer credit, fee receipt, etc.) to the **Registrar.**
- 4. The Registrar evaluates the Application for Graduation, and if all requirements are in order, approves conferral of the credential and issues credential documentation (e.g. degree parchment, etc.).
- 5. The Office of the Registrar checks to ensure that there are no holds on the student account which need to be cleared before the student can receive their credential documentation. The student is notified of the status of their application by email, and provided with instructions to pick up their documentation or to have the documentation mailed to home, etc.

GRADE POINT AVERAGE (GPA)

For each course included in the calculation of GPA, the course Grade Point value is multiplied by the number of course credits. The resulting values are summed over all courses and the total is divided by the total number of credits. The result is the Grade Point average, or GPA.

To determine term GPA, add the point value for all courses in a given term and divide by the total number of attempted credits in the term. To determine the cumulative GPA, add the point value for all courses and divide by the total number of attempted credits.

Grade	%	GPA	Grade	%	GPA	Grade	%	GPA	Grade	%	GPA
A+	90%+	4.33	B+	76%-79%	3.33	C+	64%-67%	2.33	D	50%-54%	1.00
А	85%-89%	4.00	В	72%-75%	3.00	С	60%-63%	2.00	F	49% or below	0.00
A-	80%-84%	3.67	B-	68%-71%	2.67	C-	55%-59%	1.67	W	-	-

Notes:

- GPA values are rounded up or down to the nearest hundredth of a percentage.
- Where a course has been successfully repeated, only the higher grade is used in the calculation of the GPA.
- Courses numbered 099 and lower are not used in the calculation.
- All failed attempts at a course are counted in the GPA until the course is passed.

To be eligible for graduation in an Associate Degree program, students must complete all program requirements with a minimum cumulative grade point average of 2.0 (equivalent to a 'C' average).

TRANSFER CREDIT POLICY

Limitations on Quantity of Transferred Credit

External credit granted may not exceed 50% of the total credit required for the program. For example, 60 credits are required for completion of the Associate of Arts degree and therefore a maximum of 30 credits can be presented for transfer into the program.

Unassigned Credit

In order to ensure that the program learning outcomes are met, only 25% unassigned credits are to be applied toward a degree.

Applicability

Credit transfer cannot be used as a substitute for meeting all of the credential requirements. For example, obtaining a total of 60 credits does not eliminate the requirement to complete a laboratory science course. Each course accepted for transfer credit must satisfy at least one requirement for the credential.

Level of Study

AC will only accept undergraduate courses for credit transfer and prerequisites to a maximum of a 200-level credit at AC. Graduate courses may be considered for exemptions to this policy, via application to the Registrar, so long as the courses adhere to the College's credit transfer guidelines and do not interfere with the student's ability to attempt further courses at the College.

Full versions of these policies are available online: https://alexandercollege.ca/admissions-and-registration/academic-calendar/