ASSOCIATE OF ARTS (BUSINESS) DEGREE

STUDENT INFORMATION

Legal First Name	Legal Last Name (family name)	Gender ☐ M ☐ F	Date of Birth DD / MM / YYYY	Student ID Number

CONTACT INFORMATION

Unit/Apartment Number	Street Address	City	Province/State
Country	Postal/ZIP Code	Telephone Number	Email Address

GRADUATION CHECKLIST

Please complete this section by checking each of the program requirements that you have completed and then sign a declaration below.

☐ Completed all required coursework, including at least:

    ☐ 6 credits in first-year English

    ☐ 9 credits in science which include at least:

        ☐ 6 credits in mathematics

        ☐ 3 credits in laboratory science

    ☐ 36 credits in arts which include at least:

        ☐ 24 credits in economics

        ☐ 12 additional credits in arts

        ☐ at least 18 credits in economics at the second-year level

    ☐ 12 credits in commerce

☐ Completed the above program requirements with a GPA of 2.0 or greater

OFFICE USE ONLY

ENGLISH (6 credits)	1	2
SCIENCE (9 credits)	Lab	Calculus
		Statistics
ARTS (36 credits)	1	2
	3	4
Economics (24 credits)	1	2
	3	4
	5	6
	7	8
COMMERCE (12 credits)	1	2
	3	4

All program requirements must be met prior to degree conferral

Academic Advising

Total second-year credits: _____ GPA: _____ _____ Initials

Transfer credit: assigned ___ unassigned ___

Application for graduation complete: Y / N _____ Initials

Registrar

No academic holds _____ Initials

Program requirments met: Y / N _____ Initials

Degree conferred: Y / N _____ Initials

Office of the Registrar

No non-academic holds _____ Initials

Student record complete: Y / N _____ Initials

Conferred date: _____

DECLARATION

To the best of my knowledge, I,_____,
have completed the above specified graduation requirements. I am applying for graduation from the above program following the term

    ☐ Fall   ☐ Winter   ☐ Spring   ☐ Summer of the year 20_____.

☐ I consent to receive information about alumni services and promotional emails from Alexander College regarding programs or offers that may be of interest to me. I understand that I may unsubscribe at any time via email.

Signature	Date DD / MM / YYYY

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
A	85%-89%	4.00	B	72%-75%	3.00	C	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/