ASSOCIATE OF SCIENCE (COMPUTER SCIENCE) 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

  ☐ 6 credits in mathematics which include at least:

    ☐ 3 credits in calculus

  ☐ 36 credits in science which include at least:

    ☐ 12 credits in first-year science

    ☐ 18 credits in second-year science in two or more subject areas

    ☐ 6 additional credits in science

  ☐ 6 credits in arts

  ☐ 6 credits in arts, science, or other areas

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

OFFICE USE ONLY

ENGLISH (6 credits)	1	2
MATHEMATICS (6 credits)	1 Calculus	2 Calculus
SCIENCE (36 credits)	1 Computer programming	2 computer programming
	3 Computer programming	4 Computer programming
	5 Lab 1st	6 CPSC 2nd
	7 CPSC 2nd	8 CPSC 2nd
	9 Science 2nd	10 Science 2nd
	11 Science 2nd	12
ARTS (6 credits)	1 Arts elective 1st	2 Arts elective 1st
ELECTIVES (6 credits)	1	2

All program requirements must be met prior to degree conferral

Graduation Officer

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

Transfer credit: assigned ____ unassigned ____

Application for graduation complete: Y / N _____ Initials

Registrar

No academic holds _____ Initials

Program requirements 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

APPLICATION FOR GRADUATION

Students may apply for graduation after the first day of class in their final (expected) term. Early applications for graduation will be held pending release of final grades at the end of term.

To submit an application for graduation, students are required to meet with the Graduation Officer to review program requirements, calculate GPA, and complete an official Application for Graduation form.

• When all final grades for the final term are available, the Graduation Officer will submit the Application for Graduation form, together with any other relevant documentation (e.g., letters of transfer credit), to the Registrar.

• The Registrar reviews applications and confers credentials. Approved credentials are returned to the Graduation Officer for processing.

• The Graduation Officer completes a final student record check, and notifies the student of any holds or additional information required. Graduation documents are not issued to students under unresolved Registrar or Financial holds. If there are not holds on the student account, the Graduation Officer officially records the graduation, and issues graduation documents.

• The degree parchment is submitted to the Provost and Registrar for signing.

• Students are officially notified of the outcome of their request to graduate by the Graduation Officer within six weeks of application. The notification will include instructions for pickup of graduation documentation and provide students with the option to have the documents mailed free of charge. The official graduation notification will also include information about convocation and alumni services.

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.
• Grades of W 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 Associate 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: http://alexandercollege.ca/admissions-and-registration/academic-calendar/