

Policy Title:	Residency Requirements	
Policy No:	9003	Policy Version: 2
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Approval Body:	Academic Council	Effective Date: July 18, 2018
		Revision Date: July 2021

Policy Statement

Acsenda School of Management requires that any student take at least a minimum number of courses at Acsenda School of Management to qualify for an Acsenda School of Management degree, diploma or certificate. Unless otherwise specified in a formal articulation agreement, or under exceptional circumstances approved by the Program Dean, students will normally be required to complete fifty percent (50%) of a degree program through courses taken at Acsenda. Students must normally complete all program requirements for diploma or certificate programs through courses taken at Acsenda.

Students must take a minimum of 60 credits (20 courses) at ASM to be eligible to graduate from a degree program. While students may receive more than 60 transfer credits toward an ASM degree program, including both transfer credits and credits for PLAR (Prior Learning Assessment and Recognition), only 60 of those credits may be applied to their program. Students must satisfy both the minimum residency requirement of 60 credits and all specified courses for the degree program in which they are enrolled. The BBA students must complete all specified courses in one of the areas of concentration required for the degree.

Students must complete all credits at ASM to graduate with a diploma or certificate.

Credit taken at a partner institution through an approved articulation agreement or Study Abroad student exchange can apply towards residency requirements. Credit received through courses that are articulated through the BC Council on Admissions and Transfer - Transfer Guide can apply towards residency requirements. Purpose

Scope

Acsenda School of Management requires 60 credits (20 courses) to be taken at Acsenda School of Management in the BBA program for a candidate to be eligible to graduate

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Graduation	Completion of all requirements of a program of study verified by the Office of the Registrar and approved by the Academic Council of Acsenda School of Management
Residency	The minimum number of credits to be completed at an institution to qualify for graduation from that institution.
Transfer Credit	Credit awarded for courses completed at an institution other than Acsenda School of Management

Related legislation

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Related policies

Policy Number	Policy Title
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9072	Graduation
9000	Transfer Credit

Responsibility

- The Enrolment Services Office is responsible for the evaluation of transfer credit and insuring that residency requirements are met.
- The students are responsible to submit the Application for Graduation and the graduation fee before their last term of study. All requirements for the credential must be met with before the approval for graduation is granted by the Academic Council.
- The Registrar is responsible for auditing each student's file and ensuring that the student has met the residency requirements for graduation for the type of credential (degree, diploma or certificate) to be granted.

Procedures

Transfer Credit evaluations will be evaluated through the Enrolment Services office as outlined in the Transfer Credit Policy.

Any appeals for exceptions to the residency requirement will be reviewed by the Dean of the particular program.