

Policy Title:	Graduation	
Policy No:	9072	Policy Version: 4
Original Submission Date:	2011, revised 2012, 2018	Approval Date: July 18, 2018
Approval Body:	Academic Council	Effective Date: July 18, 2018
		Revision Date: July 2021

Policy Statement

Students must meet all of the course and credit requirements for completion of the program in which they are enrolled to qualify for graduation. Academic Council must approve the awarding of all credentials as indicated in the Acsenda School of Management (ASM) Academic Calendar.

Purpose

The purpose of this policy is to outline the requirements for graduation, and the procedures for application and approval of students for graduation.

Scope

All students at ASM are subject to the graduation requirements and procedures.

Residency

Students must normally 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.

Exceptions to the above residency requirement may be made in cases where an official articulation agreement is in place which specifies otherwise, or otherwise approved by the Program Dean

Graduation Requirements:

Bachelor's Degrees:

To graduate, a student must have earned a minimum of 120 course credits for the Bachelor of Business Administration (BBA) degree or 123 credits for the Bachelor of Hospitality Management (BHM) degree and have satisfied the residency requirements with a minimum of 60 credits completed with satisfactory standing. A student must have completed all required courses and fulfilled the area of concentration specified in the program and have a graduation grade point average (GPA) of 2.0 or better.

Additionally, students must earn at least 48 credits from the Upper Division (courses designated as third or fourth year) including the minimum 15 to 21 credits required for the core concentration in the Bachelor of Business Administration (BBA) or 33 credits for the Bachelor of Hospitality Management (BHM).

Graduation GPA

All graduating students for a degree receive a graduation GPA determined as the average grade obtained in 30 credits of upper division courses. Included in this calculation of the graduation GPA are the required core concentration courses plus the additional approved upper division business core courses.

For the BHM degree, students receive a graduation GPA obtained in 33 credits of upper division. Included in calculation of the graduation GPA are the two courses in the capstone and internship courses.

Graduation Requirements – Other programs:

Post Graduate Diploma (PGD):

To graduate, a student must have earned a minimum of 54 course credits (including Portfolio courses) for the Post Graduate Diploma (PGD) and have satisfied the residency requirements and completed all courses with satisfactory standing. A student must have completed all required courses and fulfilled the area of concentration specified in the program and have a graduation grade point average (GPA) of 2.0 or better.

Post Graduate Certificate (PGC):

To graduate, a student must have earned a minimum of 36 course credits (including Portfolio courses) for the Post Graduate Certificate (PGC) in General Business Management and have satisfied the residency requirements and completed all courses with satisfactory standing. A student must have completed all required courses and fulfilled the area of concentration specified in the program and have a graduation grade point average (GPA) of 2.0 or better.

Advanced Diploma Business Administration (ADBA):

To graduate, a student must have earned a minimum of 60 course credits for the Advanced Diploma in Business Administration (ADBA) and have satisfied the residency requirements with and completed all courses with satisfactory standing. A student must have completed all required courses and fulfilled all the requirements specified in the program and have a graduation grade point average (GPA) of 2.0 or better.

Application for Graduation

Students who have completed all academic requirements for their degree, diploma or certificate must make formal application for graduation. Applications for graduation are made through the Office of the Registrar. Applications for graduation must be submitted to the Registrar even by those candidates who do not wish to participate in the graduation ceremony. Although applications for graduation are normally submitted prior to the completion of the final term of studies, final notification is dependent on results of the audit by the Registrar, the approval of the Dean and final approval of the Academic Council. Potential candidates for graduation will be informed, prior to their final term of studies, about any outstanding academic requirements. If any of those degree requirements are taken at another institution, with the approval of the Registrar, degree audit requires receipt of official transcripts.

Additionally, Graduation Diplomas and Official Transcripts of Academic Record will be withheld for students placed on financial or library hold, until all academic fees and other financial indebtedness have been resolved.

Authorization

Degrees are awarded by the authorization of Academic Council upon the recommendation of the Registrar.

Pre Authorization of Degrees

An exception to the standard procedure of Academic Council granting approval for conferring bachelor's degrees upon candidates who have satisfied all program requirements may be exercised if in the judgment of the President and Vice Chancellor, in consultation with the Registrar, a candidate's future may be adversely affected by waiting to the specified date of the next meeting of Academic Council. Under such circumstances, the President has the authority to act on behalf of Academic Council to give approval for granting a degree upon any candidate so specified by the Registrar. This date of advanced approval will appear on the official transcript as the date the degree had been granted. Moreover, where deemed necessary, the Registrar is authorized to issue an official, signed degree parchment prior to the official date of convocation to any candidate so approved by the President.

Degree Recognition

Acsenda School of Management shall provide all graduates with a formal degree parchment (diploma) that provides the following information:

- Name of the Institution
- Name of recipient
- Credential (degree, diploma or certificate) obtained

- Granting Authority
- Signature of Granting Authority
- Date attained

Convocation

Conferring of degree parchments to students who have been awarded a bachelor’s Degree, Diploma or Certificate occurs at the convocation ceremony. Applications for graduation must be received at least eight (8) weeks before the convocation ceremony. Those who are unable to attend the ceremonies will receive their parchment by mail.

Graduates of distinction

Academic Distinction refers to outstanding academic performance maintained throughout the duration of the degree program without failures. Two titles of formal recognition are awarded:

- ” **With Distinction**” -- for students with a graduation GPA of 4.0 to 4.19 who have received a minimum CGPA of 3.0 (percentage 72 to 75) with no failed courses.
- ”**With High Distinction**” -- for students with a graduation GPA of 4.20 to 4.33 who have received a minimum CGPA of 3.0 (percentage 72 to 75) with no failed courses.

These titles of distinction are entered on the degree parchment directly beneath the entry for degree concentration.

Definition

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

Word/Term	Definition
Dean	The ‘Dean’ refers to appropriate academic program head.
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
Convocation	Ceremony where degrees or diplomas are formally conferred by the Chancellor
WGP	Weighted GP is the weighted grade-point equivalent for a course.
TGPA	Term Grade Point Averages are calculated each term by dividing the sum of the weighted grade points (WGP) by the total GPA credits attempted during the term.
CGPA	Cumulative GPA is the GPA for all courses taken at Acsenda up to and including the last term audited. Cumulative GPAs are calculated by dividing the sum of all WGPs by the total GPA credits attempted up to and including the last block reported.
In good standing	Cumulative GPA 2.0 (60%) or better
Residency	The minimum number of credits to be completed at an institution to qualify for graduation from that institution.

Related legislation

None

Related policies

Policy Number	Policy Title
9054	Grading Scheme
9003	Residency Requirements

Responsibility

- 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 requirements for graduation for the type of credential (degree, diploma or certificate) to be granted.
- The Financial Administrator is responsible for confirming that students have paid all of the required fees and that no financial obligations are outstanding.
- The Manager Library and Instructional Services must confirm that students have returned all materials loaned and have paid any outstanding fines.
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- The Registrar is responsible for presenting and recommending a list of students who qualify for graduation (name, student identification number, specific name of the credential earned, date completed and graduating GPA) to the Academic Council.
- Academic Council is responsible for the final approval and awarding of the credential.
- The Registrar's Office is responsible for preparing the parchment signed by the Chancellor, the President, and the Registrar.
- The Chancellor is responsible for conferring the degrees at the convocation ceremony.

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1. APPLY TO GRADUATE

Students must complete the **“APPLICATION TO GRADUATE” form** and submit it to the Registrar’s Office when they register for their last academic term or at least 8 weeks before the end of their last term. Applications must be received by the Registrar along with the required graduation fee before the Registrar’s Office will audit each student’s file to determine eligibility for graduation.

2. AUDIT

The Registrar’s Office conducts an audit of the student’s file to determine that all requirements for graduation have been met and that there are no outstanding financial and library obligations.

The Registrar presents the graduates to Academic Council who have met the graduation requirements

3. APPROVAL TO GRADUATE

The Registrar presents a motion to approve a list of graduates at the next scheduled quarterly meeting of the Academic Council (January, April, July and October). The Academic Council has the final authority to approve or deny the granting of degrees, diplomas or certificates.

Students approved for graduation will be issued an official and final transcript that confirms the granting of the degree. The diploma (parchment) for the credential earned will be issued at that time.

Any requests for a transcript before the date of Academic Council’s approval will be unofficial and will not include GPA details or confirmation of granting the degree.

Degrees are formally conferred by the Chancellor at the Convocation ceremony.

4. GRADUATION INTERVIEW

Students are encouraged to schedule an appointment for an exit interview by completing and submitting an “GRADUATION INTERVIEW” form to the Registrar’s Office.

- The Graduation interview provides an opportunity for students to provide feedback on their experience at ASM.
- The appointment can be made any time after the midterm exam one and a half month before the end of student’s final term. The Graduation interview must be conducted before the week of the final exam (the last week of the term).
- The Graduation interview will be conducted by a senior academic staff member. Information from the exit interview is confidential is thereby collated and reported without identifying individual respondents.

APPENDICES

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