



DEPARTMENTAL MANUAL

Policy & Procedure

TITLE: Graduation Policy	NUMBER: 01-12
Section: Learner Progression	Date Approved: August 2016 Date Reviewed (Revised): Date to Be Reviewed: August 2018
Source: RN Professional Development Centre	
Distribution: RN Professional Development Centre	Approval: Director, RNPDC

Policy Statement

All learners who wish to graduate from their respective programs and receive a certificate of completion and/or program record must meet all program graduation requirements and submit a completed Intent to Graduate form.

Purpose of Policy

The purpose of this policy is to provide learners and faculty with the process for applying to graduate and the associated conditions of graduation from an RNPDC educational program.

Definitions

Graduation: Successful completion of all requirements of an educational program at RNPDC.

Graduation ceremony: Ceremony where graduates of an educational program will receive a certification of completion and a program record.

GUIDELINES

- Requirements for graduation are specific to each program. They include but are not limited to, examinations, assignments, skills testing, OSCEs, simulation, clinical placements (and submission of associated documentation) and portfolios.
- Learners must obtain the minimal grade in all components of a course/program to successfully graduate.
- All requirements for graduation must be clearly communicated to learners in the program syllabi.
- Any outstanding fees must be paid in full in order to graduate.

PROCESS

The learner seeking to graduate will:

1. Submit all requirements for graduation to faculty at the appropriate time, including any clinical documentation and portfolio submissions.
2. Ensure all fees related to courses/program are paid in full to RNPDC.
3. Complete and submit the *Intent to Graduate Form* three weeks prior to the scheduled graduation.

Faculty will:

1. Determine if a learner meets the graduation requirements of an educational program.
2. For learners who are struggling to meet the requirements or who are unsuccessful refer to Policy #01-07 Program Progression or Policy #01-10 Disqualification.
3. Review and approve *Intent to Graduate Forms* received.
4. Provide list to administrative staff of successful graduates.

Administrative staff will:

1. Prepare certificates of completion, program records and graduate letters as per individual educational programs needs.
2. Ensures Director signs appropriate documents.
3. Collaborate with faculty to ensure graduates and relevant stakeholders receive graduation documents.
4. Ensures this work is completed prior to the graduation ceremony, for applicable programs.

Related Documents:

Intent to Graduate Form

#01-07 Program Progression Policy

#01-10 Disqualification