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**Graduation Policy**

Name of Policy

**September 01, 2021**

Implementation Date

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**Chief Executive Officer**

Position(s) Responsible

**September 01, 2021**

Date of Last Revision

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In order to graduate, students must have met all terms and conditions of the Enrollment Contract.

**Procedure:**

1. Students must:
  - a. Achieve a passing mark on each course within the program of study as set out in the Program and Course Outlines;
  - b. Students whose program of study includes a Work Experience Placement must have successfully completed the entire Work Experience Placement.
  - c. Have paid all fees and tuition owing under the Enrollment Contract.
  - d. Have returned all items borrowed from the College.
  - e. Provide the College updated contact information in order that the College may contact them after graduation.
  
2. Once all the above noted requirements have been met, the College will process the student's transcripts and other relevant graduation documents.