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<b>Executive Responsibility:</b>	Vice-President Academic and Provost	<b>Next Review:</b>
<b>Administrative Responsibility:</b>	Registrar and Director of Enrolment Services	<b>Policy:</b> <a href="#">94.06</a>

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PROCEDURE:

1. Minimum Requirements for Degree Graduation (Refer to the Calendar for degree requirements)
  - 1.1 Each student must meet the specific degree and program requirements as approved by Senate.
  - 1.2 It is the student's responsibility to ensure that all requirements for the degree, including faculty/departmental specifications, are met. Advisors are available to provide information, guidance and assistance in checking that all degree requirements are met. Students should see the appropriate advisor early in their program of studies.
  - 1.3 Students who have received permission to complete a course or courses elsewhere must have all course work completed and a final transcript from the institution must be received by VIU's Records office before the application to graduate can be processed.
2. Standing at Graduation
  - 2.1 Graduating Average

The graduating average of a student in a Bachelor's degree program is determined as the weighted average of the grade values assigned to courses:

- -numbered 300 and above; and,
- attempted and/or completed at Vancouver Island University (or in a partnership program and considered to be "resident credit"); and,
- -acceptable within the degree program.

-If such a course has been repeated, grades from all attempts will be included in the calculation.   A course that has been used in the calculation of the student's graduating average for one degree cannot be used for credit towards another

degree. Students who have completed, or plan to complete more than the minimum upper-level requirements for their first degree, with the intention of applying the additional course work towards the requirements of a second degree, must seek permission of the Dean of their faculty by January 31 in the final year of their first degree. Unless otherwise specified, students must have a graduating GPA of at least 2.0 ("C") in order to graduate.

The graduating average of a student in a Master's degree program is the weighted average of all courses attempted and/or completed at VIU towards completion of the program.

## 2.2 With Distinction ~~(B.A., B.B.A, and B.Sc. only)~~

With the exception of Section 2.2.1, below, the notation "With Distinction" shall be used on the degree parchment, the convocation program, and transcript for those students whose graduating averages are ~~3.50~~ equal to or higher than the minimum distinction GPA calculated as:-

- the 90<sup>th</sup> percentile of the pooled graduating GPA from all graduates in the same degree program since September 2010<sup>1</sup> or the previous five years, whichever is most recent; or,
- in cases where the degree program has fewer than ten graduates since September 2010, the minimum distinction GPA is 3.67 ("A-").

The minimum distinction GPA will be recalculated twice each year: once in July, and once immediately following the date that the final graduates are conferred for the January convocation ceremony.

2.2.1 A degree program may choose not to grant "With Distinction" status to its graduates. Upon approval by the appropriate Faculty Council, the Registrar will be notified.

Other degree programs may choose to grant "With Distinction" status. In such cases the department must publish their criteria in their program's section in the calendar.

## 3. Transcript of Academic Record

An official transcript is a certified complete record of academic performance. Transcripts will not be issued until all financial obligations to VIU have been cleared.

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<sup>1</sup> As of September 2010, Vancouver Island University adopted a 4.33 grading system, replacing the previously used ten-point system.