POLICY WITH RESPECT TO PERIOD OF CANDIDACY

POLICY NUMBER: 2013-02-POL

TITLE OF THE POLICY: Policy with respect to Period of Candidacy

DATE OF ADOPTION: April 10, 2013

SUPERCEDES: New

DATE OF IMPLEMENTATION: April 2013

PROJECTED DATE OF REVISION: April 2016

PURPOSE OF THE POLICY: Define the period of candidacy for all students

REVISION NUMBER: N/A

ACCOUNTABILITY: Registrar

ASSOCIATED PROCEDURES: Registrar

1. Preamble

The purpose of this policy is to define the amount of time each student is allotted to complete a given degree, diploma, certificate or precollege programme. This policy on Period of Candidacy (POC) seeks to expedite the completion of all students and in conjunction with the ongoing review of courses and programmes it is designed to ensure that students graduate with a body of knowledge that is current and relevant. A course of study that spans a protracted period is at risk of producing students whose earlier classes are no longer relevant.

2. Scope

This policy covers all programmes, degrees, diplomas, certificates and precollege programmes approved by the Academic Board and offered by The College.
3. **Period of Candidacy**

The period of candidacy for degrees, diplomas and certificates is presented below:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Period of Candidacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>10 years</td>
</tr>
<tr>
<td>Associate</td>
<td>6 years</td>
</tr>
<tr>
<td>Diploma</td>
<td>4 years</td>
</tr>
<tr>
<td>Certificate</td>
<td>4 years</td>
</tr>
<tr>
<td>Precollege</td>
<td>2 years</td>
</tr>
</tbody>
</table>

The Period of Candidacy is determined based on the first semester that the student enrolls.

4. **Extension of Candidacy**

4.1. Students who are nearing the end of their period of candidacy may petition The College to have their candidacy extended. Students will be ineligible for an extension of candidacy if they have failed to complete at least three quarters of the programme of study.

4.2. At least one regular semester prior to the end of candidacy, a student may petition for an extension of his or her period of candidacy by submitting a completed Period of Candidacy Extension Form to his or her academic advisor who will forward the petition to the relevant Academic Dean/Executive Director through the Chair/Academic Head of the School/Unit responsible for the programme.

4.3. The Academic Dean/Executive Director will notify the student, in writing, of the decision regarding the petition. The Academic Dean/Executive Director will also notify the Chair/Academic Head of the School/Unit, the Records Department and the Academic Board.

4.4. In those instances where a request for an extension of candidacy has been denied, the student may appeal the decision, through the Dean/Executive Director, to the Academic Affairs Senior Team. The decision of Academic Affairs Senior Team is final.

5. **CANCELLATION OF CANDIDACY**

5.1. Students who do not complete, within the allotted time, all College requirements for the programme for which they have registered will have their candidacy in the programme cancelled and all academic records closed.
5.2. Students whose POC has expired must apply for readmission to The College. Readmissions are governed by the Policy with respect to Readmissions.

6. Implementation

The Registrar will approve the administrative procedures that will be used to implement the policy and announce the policy to The College community, post both the policy and procedures on the College’s website and publish both the policy and related procedures.

7. History

New: History of preceeding policy is not well defined.

Rev A (8 April 2013): Student status (full-time and part-time) removed from POC calculation.

Precollege programmes added to the scope of the policy.

Submitted but not tabled for approval

Rev B: (8 April 2013): same as Rev A, except

Removed reference to Dean’s Council

Added readmission upon cancellation