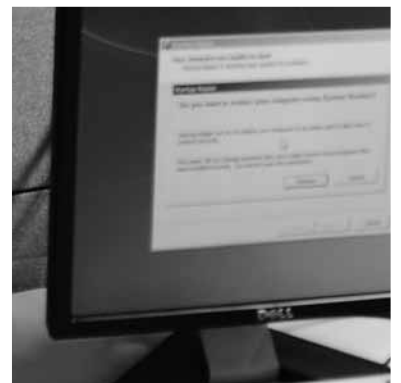


ACADEMIC POLICIES AND PROCEDURES



Academic Policies and Procedures

Most Centennial programs are eight months to three years in length. Bachelor's degrees take four years to complete. Upon successful completion of their program, all graduating students are awarded a diploma, certificate or bachelor's degree. This credential reflects the academic standards established by the College for our programs, in conjunction with professional and educational agencies.

STUDENT NUMBER

The first time you apply to the College, a nine-digit student number is assigned to you. It appears on your admission and registration papers. That number is the key to accurately maintaining all your records and files as a Centennial student.

ACADEMIC YEAR

We divide the calendar year into three semesters:

- Fall: September to December
- Winter: January to April
- Summer: May to August

The academic year for most of our full-time, post-secondary programs is two semesters. Some programs use a three-semester format. You may get more information about the academic year for your program from any Enrolment Services Office. Each semester is typically 15 weeks in length.

Under the Freedom of Information and Protection of Individual Privacy Act, under the legal authority of the Ministry of Colleges and Universities, Act R.S.O. 1980, Chapter 272, S.S.; R.R.O. 1980, Regulation 640, Centennial College is required to have written consent from applicants or students to release any information to a third party (e.g. employers, relatives, Social Services, Worker's Safety and Insurance Board or other government agencies).

MYCENTENNIAL: YOUR ACADEMIC RECORD ONLINE

As a student of Centennial College, you have access to *myCentennial*, the College student portal that takes information access to *myCentennial*, the College student portal that takes information access to a whole new level. Visit *myCentennial* at my.centennialcollege.ca and go to 'Centennial Links'. You will be able to:

- Pay fees including parking and locker
- Register for your semester courses
- View your grades
- View your unofficial transcript
- Degree/diploma audit (an evaluation of your academic record to determine if you are ready for graduation)
- View 'holds' or restrictions on your registration
- Access your personal information (view and make changes to your address and phone number)
- View your fee statement
- Check your registration status
- Access and print your T2202A tax form(s)
- Order an official transcript

CONNECT WITH MYCENTENNIAL

- *myCentennial* is a free web service that gives all registered students personalized, online access to College announcements. E-mail, grades, timetables and research tools from any Internet connection. *myCentennial* e-mail is a primary source of communication from the College.
- *myCentennial* can be accessed from the front page of the Centennial College website or directly at my.centennialcollege.ca.

Enter:

1. Your login ID, which is your nine-digit student number
2. Your initial password which is your date of birth (Note: you will be asked to change the password upon initial login.)

For assistance logging in to *myCentennial*, call the Help Desk at 416-289-5000, ext. 5280.

GENERAL EDUCATION

To graduate from most programs, you must take general education courses as described below. General education courses are offered in five categories:

- Arts in Society
- Civic Life
- Social and Cultural Understanding
- Personal Understanding
- Science and Technology

In the first semester of most programs, your general education course is prescribed. This means your program requires that you take the assigned course.

Here are the general education requirements you will need to graduate:

Centennial College students are required to complete three (3) General Education courses for Diploma and Advanced Diploma programs. Stipulated below is the identification of the three courses:

- 1 College Mandated (GNED 500 – Global Citizenship: From Social Analysis to Social Action)
- 1 Program Mandated
- 1 Elective (chosen by the student)

For students taking a one-year Certificate program one (1) GNED elective is required.

The number of mandated and elective General Education courses required for Applied Degree programs varies by programs.

If you are required to take additional English or math courses due to your skills assessment results, or you must repeat prerequisites due to receiving failing grades, you should note that this could delay the completion of your program, that it will likely require you to pay additional tuition fees, and that it might affect your eligibility for financial aid.

TRANSFER CREDIT FOR GENERAL EDUCATION

Students who attended an accredited university or another college and have successfully completed courses that are considered to be general education are eligible to apply for transfer credit (OACs are not eligible for general education credit). A subject-related equivalent course is required for the program-mandated general education course. It is not required for elective courses. A minimum "C" grade is required for transfer credit course approval. Please see page 18 for transfer credit deadlines for submission.

CO-OP EDUCATION

School of Business and School of Engineering, Technology and Applied Science

Most three-year advanced diploma programs in business and engineering technology offer the option of a co-op education. This arrangement combines academic courses and related paid work experience with approved employers. In most cases, your four-month work terms will alternate with academic terms (after semester 3), so you won't have the traditional summer break between academic years.

To qualify for co-op work terms, you must complete 80 per cent of year one courses, achieve a minimum grade of C in COMM-170/171 and a minimum GPA of 2.500 in Engineering Technology and Applied Science and Business programs. An additional fee is payable to cover administrative costs (also see Co-op Education Fee, page 23).

School of Transportation

Four co-op Apprenticeship two-year diploma programs are offered in Transportation. As a co-op student in one of these programs, you are also a registered apprentice who will be completing, by the end of your program, the three levels of Ministry approved apprenticeship training in your field of choice. You will be in class for eight months, complete an eight month full-time paid Co-op Apprenticeship with an approved employer and return to college for a final eight months to complete your studies.

Co-op education staff work closely with students to make their work experience as meaningful as possible. However, finding and arranging for the job is ultimately the student's responsibility. Staff also work with a wide variety of organizations in business and industry to promote the program and locate appropriate available positions.

As part of your co-op education, we will help you:

- prepare your resumé
- learn job search techniques and interviewing skills
- define on-the-job expectations
- set and achieve your objectives
- develop your academic and career potential.

For more information, call 416-289-5000, ext. 2524.

GRADE REPORT

Your grades are available to you online through *myCentennial* (my.centennialcollege.ca) at the end of each semester. Grade reports are not mailed.

Because this is confidential information, we do not give out grade information by phone.

If you are enrolled in one of our degrees offered jointly with UTSC or Ryerson University, you will receive your grade report from the university.

GRADE SYSTEM

Letter Grade	Grade Description	Numerical Equivalents	Grade Point Equivalents (GPA)
A+	Outstanding achievement	90-100%	4.5
A	Excellent achievement	80-89%	4.0
B+	Very good achievement	75-79%	3.5
B	Good achievement	70-74%	3.0
C+	Satisfactory achievement	65-69%	2.5
C	Acceptable achievement	60-64%	2.0
D+	Pass**	55-59%	1.5
D	Pass**	50-54%	1.0
F	Failure	0-49%	0
FNA	Failure Non-attendance		0
P	Pass (GPA neutral)		
I	Incomplete*		
CIP	Course in progress		
AEG	Aegrotat standing		
AUD	Audit status		
GNR	Grade not reported		
NR	Student currently enrolled in course, yet to be graded		
SUB	Substitution of one required course by another		
WNP	Withdrew without academic penalty		
NGR	No grade required		
TCR	Transfer credit		
EXW	Exceptional waiver		

* Satisfactory incomplete course work for reasons beyond student's control. The student has up to 12 calendar months after the scheduled end of the course to complete requirements as determined by the instructor who assigned the 'I' and to thereby qualify for a passing grade. After 12 calendar months, an outstanding 'I' grade will be converted to 'F' or 'FNA', and thereafter, the course must be repeated to achieve a passing grade.

** In some programs, these course grades may not be considered as a passing grade, and a higher passing grade may be required.

Note: A different grade system, using numerical grades, applies to the Bachelor of Science Nursing (BScN) degree program and grade reports are issued by Ryerson University at the end of each semester.

INCOMPLETE GRADE

You may have done satisfactory work throughout a course, but were unable to complete all course work for reasons beyond your control. In this situation, your professor may agree to assign you an "I" grade, to allow you time to complete the missing work.

As part of the "I" grade, your professor will set out what you need to do to get a final grade in the course, and how much time you have to complete the work (no more than one year after the "I" grade is posted). After one year the "I" grade is converted to an "F" grade (failing grade) and students have to repeat the course to obtain credit.

SUPPLEMENTAL EXAM

Students are often required to obtain passing grades in their final examinations as well as maintaining an overall passing grade in a course. However, there may be times when a student who has been passing all other requirements, fails a final examination due to extenuating circumstances. The College will provide an opportunity for the student to raise the failing grade to the minimum passing grade. In this case, the student who is passing in the course, but fails the course as a result of failing the final examination, may be permitted to write a supplemental examination as determined by the faculty and the Chair of the department. The supplemental examination should normally occur within two weeks after the final grades are posted.

Apprenticeship programs may have criteria and processes for supplemental examinations that vary from general College policy.

Procedures for supplemental examinations may vary among School departments and may vary based on accreditation requirements.

Supplemental exam results will not be substituted for the entire previous course grade but will be computed as part of the final grade calculation. The supplemental final examination will be designed to replace the final examination as described on the course outline. The GPA will be calculated with the grade as usual to a maximum of 60 per cent. See your school program advisor or program coordinator for further details of the supplemental exam process and grading.

Supplemental exams have a minimum fee of \$35 for each supplemental exam administered to a student. Schools may determine a higher fee where costs associated with the examinations require it.

ACADEMIC CONTINUANCE

Students who meet or exceed school or program academic standards are considered to be in Good Academic Standing (GS). It should be noted that the minimum academic progress standards are higher in some programs due to external regulatory or placement requirements. In such cases, students will be expected to adhere to those standards. Such standards must be published and made available in writing to students prior to the beginning of their enrolment in the program or as they are modified.

Students whose academic record does not meet school or program standards are subject to the following: Conditional Academic Standing (CS), Probationary Academic Standing (PB), Academic Suspension (AS), and Academic Debarment (AD), and may require the approval of their program Chair before being allowed to continue in the next semester or program segment.

For unique conditions which relate to academic continuance, refer to your program's official curriculum and/or the course outline.

The Academic Appeal Application form is available from any Enrolment Services Office.

Refer to: The Student Code of Conduct Policy and Procedures

ACADEMIC STANDING

The standings are determined on the basis of a full-time enrolment of a minimum of 70 per cent of the course load for a given semester and are defined as:

Academic Standing	Description
Good Academic Standing (GS)	All school or program standards have been met or exceeded. These include a minimum term average of 2.00 and a pass in all courses taken, but may be higher for some programs.
Conditional (CS)	A student will initially be placed on conditional academic standing if their term grade point average falls between 1.00 and 1.99 or they have failed a course in the current semester.
Probationary (PB)	A student will be placed on probationary academic standing if, while on Conditional Academic Standing, their term grade point average falls between 1.00 and 1.99, or they fail a course in the current semester. A student will be placed on probationary academic standing if at the conclusion of any semester their term grade point average falls below 1.00.
Academic Suspension (AS)	Academic Suspension will result when a student on Probationary Standing maintains a term Grade Point Average of 1.99 or lower or fails an additional course in the relevant term. Such students will be suspended from their program of study for a minimum of two semesters and may be permitted to resume their program upon completion of the suspension.
Academic Debarment (AD)	A second academic suspension from the same program will result in a two-year debarment from that program with the option of re-applying for admission. During this period, the student will be permitted to apply to another program at the College.

SUCCESSFUL COMPLETION OF PROGRAM REQUIREMENTS

Students must successfully complete all program requirements in order to be eligible for graduation, and may be required to complete said requirements prior to progressing from one level of their program to the subsequent level.

ACADEMIC APPEALS

Students have the right to appeal any action or decision which may affect the ultimate evaluation of their performance in a course or program. Academic appeals are limited to matters affecting evaluation or decisions on Admission, Re-admission or Prior Learning Assessment & Recognition.

To initiate a formal Academic Appeal of a grade, the student must submit the appeal form within 10 working days of the date on which the student received notice of the final grade. Grades are released on *myCentennial* and this is considered to be notification.

The *Academic Appeal Application* form is available from any Enrolment Services Office.

COURSE CHANGES (ADD/DROP)

You may add or drop courses during the first 10 days of the semester or class without academic penalty. To do this, you may use the web registration system available through *myCentennial* to add, drop or change sections. If your program does not allow you to change via *myCentennial* you must complete a *Request for Academic Change (Add/Drop)* form available from any Enrolment Services Office. Your form must be signed by a school advisor, program coordinator or other school designate, in order to have the course drop(s) processed by Enrolment Services.

Be careful when trying to drop a course. You are not considered to have dropped the course officially if you ceased to attend classes, or merely notified your professor of your intent to drop the course, or provided verbal notice to Enrolment Services staff.

PROGRAM TRANSFERS

Current and past students may request a transfer into another program by completing an *Application for Program Transfer* form available from the Enrolment Services Office. Program transfers are not automatic, however every effort will be made to accommodate your choice. Once a transfer is approved, you will receive credit for any courses you have already completed in the program that you are currently registered in, which are common with the program into which you transfer.

WITHDRAWING OR REDUCING YOUR COURSES? WHAT ARE THE IMPLICATIONS

Before you withdraw from your program, or drop one or more courses, make sure you are aware of the deadlines to withdraw and how it effects your academic record and fees and understand the consequences of dropping one or more courses or withdrawing from your program.

Withdrawing or reducing (i.e. by dropping) courses may have any of the following effects:

- Change your eligibility for an OSAP loan.
- Extend the duration of your studies, or delay your graduation.
- Add to your expenses via additional fees (i.e. the result of extending your studies).
- Affect your 'sponsorship' arrangements.
- Affect your eligibility for inter-collegiate sports.
- Impact prerequisites for upcoming semesters.

TUITION FEE POLICY FOR STUDENTS WITH DISABILITIES – REDUCED COURSE LOAD

Students with disabilities who require the accommodation of a reduced course load due to the impact of a documented disability may be eligible to have tuition fees reduced for the final courses needed to complete their program. Centennial College also provides other financial assistance options for students with documented disabilities who require this accommodation. Students must be registered with the Centre for Students with Disabilities (CSD) in order to qualify.

Please contact the CSD for information at 416-289-5000 ext. 2627 or e-mail csd@centennialcollege.ca.

WITHDRAWAL FROM A PROGRAM

Once registered, a seat in the class is reserved for you. You are academically and financially responsible for your program unless you officially withdraw by the given deadlines. To officially withdraw, you must submit a *Withdrawal Form* to the Enrolment Services Office. You will be given a date-stamped copy of the document in return, and you should retain this as proof of withdrawal. The date your written notice of withdrawal is received is your effective date of withdrawal. You are not officially withdrawn if you cease to attend classes, or verbally notify your instructor, Enrolment Services staff, or other College staff of your intent to withdraw. Should you cease to attend classes, and do not officially withdraw, you will remain enrolled and will be assigned a 'FNA' (Fail Non-attendance) grade. Note: You must submit a *Withdrawal Form*, even if you paid by Fee Deferral, RESP or Instalment. Certain minimum non-refundable fees may apply.

WITHDRAWAL FROM A FULL-TIME PROGRAM WITH PARTIAL REFUND OF FEES

(For students enrolled in full-time programs)

To qualify for a partial refund of the tuition component of fees, you must submit a *Withdrawal Form* to the Enrolment Services Office within the first 10 days of the semester. After this deadline passes, fees will not be reduced or refunded. This deadline also applies to students who have paid their tuition using a loan from OSAP.

Your refund will consist of the tuition you have paid for the current semester, less \$100 (\$500 for international students) plus other non-refundable fees. A different refund process applies to the BScN program (check with the Enrolment Services Office). You will also receive a 100 per cent refund of any advance payment you've made for future semesters. Note that fees such as the student services fee, instalment plan fee, OSAP fee-deferral fees, skills assessment fee, late fee, are non-refundable.

WITHDRAWAL WITHOUT ACADEMIC PENALTY

(For students enrolled in full-time programs)

To withdraw from a program without academic penalty (i.e. without being penalized by a 'F' or 'FNA' grade), you must submit a *Withdrawal Form* to the Enrolment Services Office by the specified date in the semester. This deadline is noted in the *Important Dates Calendar* issued during registration and is available in the Enrolment Services Office and on *myCentennial*.

PETITIONS (LATE WITHDRAWAL)

In rare circumstances, the College may allow students to withdraw after the relevant deadline and receive either a partial refund or withdrawal without academic penalty.

Contact the Enrolment Services Office at 416-289-5300 for details about the petition process. Note that you must submit:

- The *Withdrawal Form*,
- A one-to-two page compelling letter of explanation as to why you are making the request, and
- Supporting documentation (e.g. doctor's note if you were ill)

WITHDRAWAL FROM A COURSE WITHOUT ACADEMIC PENALTY

(For students enrolled in Continuing Education courses in addition to full-time courses, if paid separately)

To withdraw from a Continuing Education course without academic penalty (i.e. without a 'F' or 'FNA' grade), you must officially withdraw by the mid-point of the course. The mid-point is reached when 50 per cent of the scheduled classes (meetings) are completed.

WITHDRAWAL FROM A CE COURSE WITH PARTIAL REFUND OF FEES

(For students enrolled in Continuing Education courses in addition to full-time courses, if paid separately)

To qualify for a partial refund of fees (i.e. the tuition component, less a \$25 administrative charge), you must officially withdraw by the following deadlines:

- Before the start of the first scheduled class, if the course has four or fewer classes (meetings);
- Before the start of the third scheduled class (meeting), if your course has more than four meetings;
- 30 calendar days after receiving print-based course materials. If you are enrolled in online courses, please check our website at centennialcollege.ca/dl. Click on "Online Programs" and "Important Dates" for withdrawal deadlines.

HOW ARE REFUNDS ISSUED?

A refund cheque will be mailed even if you paid by credit card. If you registered online, the refund will be issued to the credit card. Please allow a minimum of two weeks for processing. A minimum of two weeks is required for processing however longer wait times may be experienced during peak processing periods.

TAX RECEIPTS (T2202A)

T2202A official information will be made available online through *myCentennial* by February 28 each year. T2202A forms are not mailed.

TIME LIMIT ON CREDITS AND GRADUATION

You are usually expected to complete your program within the following time limits, based on your original date of registration:

- One-year program – up to two years
- Two-year program – up to four years
- Three-year program – up to five years
- Degree programs – up to six years
- Continuing education, post-secondary programs – five years

You'll need written approval from your program Chair or Director to extend the time limit.

If you have to take time off from your studies, you can re-enter your program without going through the admission process again, as long as you are still within the time limits listed above. Use a *Re-Admit/Program Transfer* form, available from any Enrolment Services Office to start your course work again.

RE-ADMISSION/PROGRAM CONTINUANCE

Students are subject to the regulations of the College regarding probation, suspension or expulsion from their program. Students may be denied permission to continue their studies, or to return to their program, if they do not maintain the required academic standing.

ACADEMIC TRANSCRIPT

The academic transcript is the official record of your academic activity at Centennial College. You may view your unofficial transcript by using *myCentennial* (my.centennialcollege.ca). To request an official version of your transcript, you can use one of the following methods. A fee per copy will be charged.

1. Your fastest method: access your *myCentennial* and select "Order Transcript" and follow the steps to request a transcript for pick-up at the Progress Campus Student Services Hub or have it mailed to a specific location. This service is expected to be available in Fall 2009.
2. Complete a *Request for Academic Transcript* form (available in the Enrolment Services Office and at centennialcollege.ca) and submit it to the Enrolment Services Office. You must present photo identification (Student ID card or driver's licence) when requesting your transcript.
3. If you are applying to another Ontario college or university, order your transcript online at ontariocolleges.ca.
4. Mail or fax a written request to the Enrolment Services Office at 416-289-5232. The Enrolment Services Office will only service mailed or faxed requests which contain the following required information:
 - Your full name (plus any previous name)
 - Your Centennial College student number
 - Your date of birth
 - A legible copy of a valid photo identification (e.g. driver's licence or passport) which also shows your signature
 - Your handwritten signature on your academic transcript request letter
 - A daytime phone number
 - Your current return address
 - The person and address (e.g. institution, college or university) to whom your Centennial transcript should be mailed.

Should you fax your request, there is no need to also send your request by mail. Kindly address transcript-related mail to:

**Enrolment Services Office
Transcript Services, Progress campus
Centennial College
P.O. Box 631, Station A
Toronto, ON Canada
M1K 5E9**

Verbal requests (e.g. via the phone) for academic transcripts will not be accepted. Transcript requests are normally serviced within five to 10 working days after receipt of the request – longer during peak service times. Centennial College is not responsible for transcripts which are lost or delayed in the mail. Should you owe fees or fines, transcripts will not be provided.

PHOTO ID

Your Centennial College photo identification card is used to access many College services, for examination identification purposes and is issued to full-time new entrants through the Enrolment Services Office. A \$12 fee will be charged to replace any lost or stolen cards.

To obtain your card, you must be enrolled in courses for the current semester and present one piece of official, government-issued photo-identification at the time of having your picture taken. Acceptable photo-ID includes: a valid passport, age of majority card, valid driver's licence, your Canadian citizenship card or the certificate of Indian status card. The Ontario Health Card and the TTC Metropass will not be accepted as proof of your identity. Check *myCentennial* for photography dates and times throughout the year. Students registered in programs at The Centre for Creative Communications campus must obtain student photo ID cards from this campus location.

ADDRESS OR NAME CHANGE

Please be sure to tell us of any change in your address and home or business phone numbers so we can make sure important information reaches you. You can change your address through *myCentennial*, or by notifying us in writing. You are responsible to ensure your correct address is on file with the College.

Be sure to also change your address with the Student Financial Services Office if you are receiving OSAP. Include your student number, if possible, along with your old and new address and phone numbers. If you change your name during your studies at Centennial, let us know so we can keep your student record complete and accurate. Bring proof of your name change (driver's licence or marriage certificate, for example) **in-person** to any Enrolment Services Office.

CONFIDENTIALITY

Ontario's Freedom of Information and Protection of Privacy Act requires that the College protect student privacy. This means we cannot give any information about you to anyone outside the College, not even a parent or guardian, spouse, family or friend. We cannot release, for example, information on you:

- Address and phone number
- Student status
- Timetable
- Grades and academic record
- Attendance.

If you need proof of academic achievement for an employer, arrange for an official transcript (see Academic Transcript). We will not release information to you over the phone.

Under unusual circumstances (e.g. an international student who names someone in this country to act on their behalf), you can make special arrangements, in writing, for the release of information to someone else. Contact the Enrolment Services Office for details.

POLICIES AND PROCEDURES

There are a number of policies and procedures that govern the way we behave at the College. These policies (academic and non-academic) are available at our website and in offices such as Student Relations, Advising, CCSAI (Student Association) and Enrolment Services.

All members of the College community have rights and responsibilities. It is important that everyone in our College community be aware of these rights and responsibilities and adhere to them upon enrolment. Most importantly, everyone at the College has the right to work/study/learn in an environment that is respectful and free from discrimination, harassment and disturbance. Everyone shares the responsibility to educate themselves on College policies, procedures and regulations and ensure adherence.

RESOLUTION

It is not necessary to file a formal complaint in order to resolve a conflict. Where appropriate, parties in a dispute will be encouraged to resolve their conflict through an informal, early resolution process. If you have questions about any policy or process, a good place to start is by contacting the Student Relations Office at sattwala@centennialcollege.ca

If you are involved in or wish to make a complaint involving a dispute with any member of the College community, you can submit a complaint. For information or assistance in making a complaint or resolving a dispute, consult with:

- Student Relations Office
- 416-289-5000, ext. 2499
- Academic Department
- CCSAI (Student Association) Office

SANCTIONS

Students of the College community who violate the College policies and procedures are subject to sanctions ranging from temporary dismissals (from class) and verbal warning to suspensions and expulsions. Many sanctions can be appealed on specified grounds.

Policies which govern the behaviour and conduct of students:

- Academic Honesty
- Grade Appeals
- Disruptive Student Behaviour in the Classroom and Other Learning Environments
- Harassment and Discrimination Prevention
- Student Code of Conduct
- Violence Prevention Policy

Other policies (such as College Posting Policy) will also be available through appropriate offices.



Board of Governors

2011/12

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Effective September 2011

Centennial College strives to ensure the accuracy of the information in this publication/on this website. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time.

Graduation

GRADUATION FROM A PROGRAM

To graduate from a Centennial College program, you must do the following:

1. Satisfactorily complete all the required courses which comprise your certificate, diploma, or degree program with a GPA of 2.0 or greater.
2. Ensure that at least 25 per cent of the courses comprising your program are completed at Centennial College.
3. At the beginning of the semester in which you expect to complete all graduation requirements, submit an *Application to Graduate* form to the Enrolment Services Office. On this form, you must identify the name of the program (e.g. Computer Systems Technology – Networking), and the number of the program (e.g. CENT Code 3405) you are completing. Unless you signal your intent to graduate by submitting an *Application to Graduate* form, the Enrolment Services Office will not act to audit your eligibility for graduation.

ONLINE DEGREE/DIPLOMA AUDIT

Use *myCentennial* (my.centennialcollege.ca) to conduct an online audit of your progression towards graduation.

ELIGIBILITY

When you've completed all the requirements of your program satisfactorily, you're ready to graduate. Receiving your degree, diploma or certificate means you have:

- Successfully completed a prescribed program of instruction
- Been approved for graduation by the College Board of Governors.

You may receive only one certificate, diploma or degree at each level in your field. If you're working towards a diploma, you ordinarily won't be granted a certificate or diploma at a lower level in your field. To do this, you would have to withdraw from the longer program and have completed all the requirements for a certificate or diploma at the lower level.

HONOURS DESIGNATION

Centennial College recognizes outstanding scholastic achievement by issuing Honours and High Honours designations to eligible graduates of all programs. These designations are noted on the student's diploma or certificate, and are based on the following criteria:

- Honours – a cumulative Grade Point Average (GPA) equal to or greater than 3.900, but less than 4.300 ($\geq 3.900, < 4.300$) on a scale of 4.500.
- High Honours – a cumulative Grade Point Average (GPA) equal to or greater than 4.300 (≥ 4.300) on a scale of 4.500.



DIPLOMA IN A SECOND MAJOR

Some of our programs offer several options or choices of major. After you've graduated in one major or option, you may study for a diploma in another major in the same program without repeating the common courses. You will need approval from your program Chair to do this.

The total courses required for you to complete the new option will be based on the graduation requirements (curriculum) in effect at the time you enrol in that option. Projects and field work may not be carried over and you must complete required general education electives.

DOUBLE DIPLOMAS

A Centennial graduate may study for a diploma or certificate in a different program without repeating common courses, with the program Chair or Coordinator's approval. The total courses required to complete the new program will be determined by its curriculum.

CONVOCATION AND YOUR DEGREE/DIPLOMA/CERTIFICATE

A highlight of the Centennial year is our main convocation and graduation ceremonies, held in June. At this time, degrees, diplomas and certificates are presented to students who have successfully completed their programs. Graduates may invite two guests to join them in the celebration, which usually includes a guest speaker and reception.

We encourage graduates to participate in this memorable occasion. If, for some reason, you are unable to attend the ceremony, you may pick up your certificate, diploma or degree from the Progress Enrolment Services Office after Convocation. Degrees, diplomas or certificates will be available for pick-up for one week after the convocation ceremonies, after which time they will be mailed.

Should you require a replacement, a fee of \$50 will be charged.

CURRICULUM AND REGULATION CHANGES

Centennial College makes every effort to offer programs and courses as described in this calendar. However, the College reserves the right to cancel or change courses, programs, fees, admission requirements, locations and regulations, where necessary.

If a course is cancelled, we'll refund your fees or you may transfer to another course in that semester. Usually, we notify you by mail or phone, so be sure we have your current address and home and business phone numbers. In the event that a program must be suspended or cancelled, we'll make every effort to enable students to complete their program.

If this situation arises, your program Coordinator or departmental Chair will be able to give you more information.

CENTENNIAL COLLEGE ALUMNI ASSOCIATION INC.

The Alumni Association represents the more than 85,000 graduates of Centennial College. As a graduate you become a lifetime member and have an opportunity to maintain your special ties to the College and your colleagues by participating in the Association.

The Association's objectives are to facilitate fellowship and communication among members and to provide a means for members to contribute to the betterment of the College.

We sponsor many programs and services for graduates, and assist groups who wish to organize reunions and alumni events.

Our board of directors is composed of dedicated volunteers from various programs of study and all walks of life. If you would like to share your time, energy and expertise, or if you have simply fallen out of touch and want to start receiving the alumni magazine or your alumni card, please contact the Alumni Office at 416-289-5218, fax 416-289-5237, or e-mail: alumni@centennialcollege.ca or visit our office located in the Student Centre at Progress campus or our website: centennialcollege.ca/alumni.