

1.0 POLICY

Grant MacEwan University limits the period of time permitted to complete program requirements for Ministry approved credentials. This restriction ensures the currency of program curriculum and maintains the integrity of program credentials. The University recognizes that rapid change in society influences curriculum development, program learning outcomes, and accreditation standards.

2.0 RATIONALE AND GUIDING PRINCIPLES

- 2.1 MacEwan University program development minimizes barriers to student mobility and promotes student success while maintaining the integrity of educational programs.
- 2.2 MacEwan University supports the principle that credentials are awarded based on curriculum that is current.
- 2.3 MacEwan University is committed to complying with quality standards established by professional associations and quality assurance bodies.

3.0 SCOPE AND DEFINITIONS

- 3.1 In this policy, time limit is defined as the maximum period of time permitted a student to complete a program (including all graduation requirements) and be eligible for a Ministry approved credential. This time limit is calculated from the first day of the term in which the student is accepted into any given program.
- 3.2 This policy applies to programs that grant Ministry approved credentials including: baccalaureate degrees, applied degrees, diplomas, certificates, post-diploma certificates, post-basic certificates, post-degree certificates, and post-degree diplomas
- 3.3 This policy applies to all program students whether full-time or part-time.

4.0 REGULATIONS

- 4.1 The Provost and Vice President Academic is responsible for this policy.
- 4.2 The Office of the University Registrar is responsible for administration of this policy.

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- 4.3 Students who are candidates for Ministry approved credentials must satisfy all program requirements within established time limits.
 - 4.4 The period of time permitted for completion of program requirements varies by credential type:
 - 4.4.1 Certificates 4 years
 - 4.4.2 Post-Diploma Certificates 3 years
 - 4.4.3 Post-Basic Certificates 3 years
 - 4.4.4 Post-Degree Certificates 3 years
 - 4.4.5 Diplomas 7 years
 - 4.4.6 Post-Degree Diplomas 4 years
 - 4.4.7 Applied Degrees
 - (a) of two year duration 6 years
 - (b) of four year duration 10 years
 - 4.4.8 Baccalaureate Degrees 10 years
 - 4.5 The period of time permitted for completion of program requirements is not affected by students changing majors within the same program.
 - 4.6 Program Exemptions to Program Time Limits
 - 4.6.1 Program/department chairs may apply for an exemption to the program time limit and recommend an alternate shorter or longer time limit based on factors related to the career field and/or to the discipline.
 - 4.6.2 Applications to shorten or extend the program time limit must include a rationale and supporting material and require approval by the dean and the Academic Planning and Priorities Committee.
 - 4.6.3 The Office of the University Registrar will be advised by Academic Planning and Priorities Committee of program time limit exemptions.
 - 4.6.4 The Office of the University Registrar will maintain a list of programs that have been approved for exemptions and publish the information.

4.7 Individual Exemptions to Program Time Limits

- 4.7.1 In extenuating circumstances, a student may be granted permission by the program/department chair and the dean of the relevant Faculty or School to extend the program time limit for completion of their program of study. The student must complete the program, all graduation requirements, and be eligible for a credential by the extended timeline.
- 4.7.2 The dean will notify the Office of the University Registrar of the time limit extension, and the Office of the University Registrar will advise the student accordingly.

FACT SHEET

DATES:

Approval 2010.11.16
Review 2015.11

SOURCE:

2006.04.12 New policy as recommended by Academic Council 06.02.14, and approved 06.04.12 by Board motion 01-04-12-2005/06.

2009.10.08 Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.

2010.11.16 Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-07-11-16-2010.

2014.10.28 Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.

2014.12.22 Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.

RELATED POLICIES:

C1005 Credentials
C1010 Program Approvals and Changes
C1035 Repeating Credit Courses at MacEwan University
C2000 Subsequent Baccalaureate Credential
C2070 Academic Standing
C2100 Graduation
C5010 Admissions

IMPLEMENTATION DATE: September 1, 2011