

Graduation Policy (Greystone College Montreal)

The conditions that need to be met for a student to graduate from Greystone College Montreal are as follows:

- The student has fulfilled all admission requirements for their program.
- The student has successfully completed all courses in the program's curriculum.
- The student has met all learning objectives (i.e., the competencies the program aims at developing) of the year-version of the program they are enrolled in.
- If applicable, the student has successfully completed the work experience component.
- All grade-related forms have been accurately completed and included in the student's record, with all supporting documents attached.
- The student has submitted an application for a (SU) grade, if applicable, and academic management has provided a decision with justification. A copy of the application is in the student file.
- There are no current requests for rewriting any exams.
- There are no grade reviews in progress.
- The student has attained the required proficiency level in the French language as mandated by the Ministry of Higher Education in Québec, with all necessary documentation included in the student's file.

Procedure

Upon completion of the student's academic studies and, if applicable, the work experience component, the College reviews all graduation requirements. A decision is then made whether to approve or deny graduation. Once graduation is confirmed, the student receives their diploma.

The Student Services Manager (or delegate) prepares the diploma according to the approved template, which includes an official signature. The diploma is then issued to the student, and a copy is archived in the student's record.

Recommended timelines for diploma production:

- Verification of graduation requirements: within 3 business days from the student's final day of attendance in the program.
- Decision on graduation – within 5 business days from the student's final day of attendance in the program.
- Diploma production: within 10 business days from the student's final day of attendance in the program.

The diploma includes:

- The college's name, as it appears on its license
- The college's licence number and institution type, if applicable
- Student's name
- Program title and code, if applicable
- Number of credits earned



The college is required to affix its seal to every diploma issued to a student.

**Please note that in this policy, the term "diploma" is used generically. Readers should interpret it as referring to the certificate or attestation of college studies specific to the program in which the student is enrolled.*