

<b>Policy Title:</b>	Program Completion – Undergraduate		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	August 30, 2018	<b>Effective date:</b>	August 30, 2018
<b>Policy Sponsor:</b>	Vice President, Academic	<b>Date last reviewed:</b>	August 30, 2018
<b>Date of Mandatory Review (expiry date)</b>	August 2023	<b>Date of last revision of Procedures</b>	n/a - none

## 1 POLICY

1. The amount of time to complete the academic requirements of the undergraduate program may not exceed five years.
2. Under extenuating circumstances, extensions to the time to completion may be approved by the Vice President, Academic, upon the recommendation of the Registrar.

## 2 PURPOSE

To establish the maximum period of time a student may be enrolled in the undergraduate program.

## 3 SCOPE

Undergraduate students.

## 4 INFORMATION AND COMPLIANCE PLANS

N/A

## 5 RELATED POLICIES (not a comprehensive list)

- Graduation
- Leave of Absence
- Part-time Student

## 6 DEFINITIONS

Extenuating circumstances are matters beyond the control of the student.

### **New Policy Approved (date):**

From Academic Calendar, Residency Policy – Undergraduate,  
April 25, 2008

### **Policy Revision History (dates):**

Program Completion – Undergraduate, June 29, 2017  
August 31, 2017  
August 30, 2018

-----END OF POLICY-----

**7 PROCEDURES**

N/A

**New Procedure (date):**

**Procedure Revision History (dates):**

**8 ATTACHMENTS**

None