COLLEGE POLICY

Policy No. & Title: **A-199 Graduation**
Policy Sponsor: Vice-President, Operations
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2028-07-31

Purpose

Graduation (or Convocation) is the culminating experience in a student's academic journey. It is a celebration of the student's academic achievement of program completion. As a celebration, this event is typically shared with fellow students, College faculty and staff, and the student's family and loved ones. This policy and its associated procedures describe the College's expectations regarding graduation and actions and timelines associated with its successful delivery.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

Graduate: An individual who has met all the criteria for successful completion of their program of study and has had their credential conferred upon them.

POLICY

1) The College is committed to celebrating the academic success of its students by officially conferring upon them their earned credential(s) at annual graduation ceremonies.
2) The College shall hold up to one(1) graduation ceremony each year – typically in the fall. Graduation ceremonies will be held in-person and may not be available in all campus locations. When determining graduation locations, the College will consider the proximity of graduate to other campus locations and the feasibility of holding a regional ceremony.
3) The College delegates to the appropriate College departments the authority to schedule and operationalize the annual graduation ceremony.
4) In-Person graduation ceremonies shall be held off-site to ensure regular College operations can continue at the campus location(s).

5) As part of the College's commitment to celebrating the academic success of its students, the College will maintain graduation recognition webpages that recognize and celebrate graduates. These static webpages may include graduate names, program information, honours and awards, valedictorian recognition, photographs, messages, and other graduation-related content as determined by the College.
6) As part of the College's commitment to celebrating the academic success of its students, all College members are encouraged to attend their local graduation ceremonies. College members will not be paid any additional wages, nor are they provided with lieu time to attend a graduation.
7) Members of the College Executive will be assigned to attend graduation ceremonies.

Related Policies
A-111 Academic Progression

Supporting Documents/Forms
A-199p Graduation - Procedure