

SUBJECT

Convocation Requirements

Convocation Requirements #A-7

PROCEDURE

Students are eligible to receive an official transcript, certificate, diploma, or degree when:

1. they have successfully completed a prescribed program of instruction, and
2. they have been recommended by the Vice President/Director/Manager and certified by the Registrar's Office, and
3. the recommendation has been approved by the Board of Governors.

To be eligible to attend convocation and to receive the official transcript, certificate, diploma, or degree the following requirements must be met:

1. A prospective graduate must submit an **Application for Graduation** to Student Services by the first month of their final semester.
2. All debts owing to the College must be fully paid. All borrowed College property must be returned to the College.
3. A prospective graduate must successfully complete their program of studies.
4. Students who complete their program of study mid-year should contact the Registrar's Office to arrange for an academic credit check, in order to receive their certificate or diploma.

Certificates, diplomas, and degrees are distributed at convocation ceremonies. Those students wishing to pick up their official transcript, certificate, diploma, or degree in person must provide identification, e.g. Student ID card. Those who are unable to attend the ceremonies and/or those who complete a program well in advance of the convocation ceremony will receive their certificate, diploma, or degree by mail.

Provisional Graduates

Students enrolled in a program in progress and where final grades are not available at the time of graduation will be allowed to participate in the convocation ceremonies; however, will be deemed provisional graduates.

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2021-06-20	2012-11-01	2022-06-20	A-7 Policy	ACADEMIC	1	1