

COLLEGE POLICY

Policy No. & Title: **A-199 Graduation**
Policy Sponsor: Vice-President, Academic
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2026-07-31

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

Graduand: A student who has met all the criteria for successful completion of their program of study but has yet to be conferred their credential.

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 two (2) graduation ceremonies each year – typically one in the spring, and one in the fall. Graduations may be held in-person or virtually.
- 3) The College delegates to the individual Campus locations the authority to schedule and operationalize up to two (2) graduation ceremonies at each location (*when graduand populations warrant*).
- 4) In-Person graduation ceremonies shall be held off-site to ensure regular College operations can continue at the campus location(s).
- 5) Virtual graduation will be hosted online through a graduation website hosted by the College.

- 6) A Valedictorian must be chosen from the graduating class. This graduand shall be in good standing and exemplify the expectations the College has for students.
- 7) 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.
- 8) 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