

	Approved by: Academic Coordinating Committee
	Authorizer: Executive Dean, Academic Administration and Executive Director, Registrar Services and International Education
	Effective Date: April 13, 2011
<b>Procedure Title: Graduation Requirements and Convocation Procedure</b>	

**Procedure Statement:**

Students are eligible to graduate and participate in convocation upon completion of all academic requirements in their program of study, including co-op placements (if applicable).

Students actively registered in cohort delivered programs who take longer than the designed program length of time to complete their studies are accountable for completing any new or additional courses that may result due to changes in the program of study.

Unless otherwise stated, students registered in non-cohort delivered programs must complete the program of study within seven years of being admitted to the program.

**Scope:** This procedure applies to all students registered in programs for which a credential is issued and programs which are included in the convocation ceremonies.

Conestoga reserves the right to determine the programs which are included in the Convocation ceremonies.

- Programs awarded a College Certificate, Certificate of Achievement, and/or Recognition of Learning are not included in Convocation ceremonies.

**Note:** A credential may not be granted for a program that has been cancelled.

**Definitions:**

**Academic Team**

Heads of schools, program heads, program co-ordinators and faculty members who are responsible for the academic content and delivery.

**Convocation**

A formal ceremony for the conferment of academic credentials and awards.

**Program of Study**

A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma or degree or other document awarded by the board of governors.

**Cohort**

An intake of group of students to a specified program of study with a defined start and completion date.

**Non-Cohort**

Represents activity where the student decides when he/she wishes to start and which courses to enroll in. Conestoga non-cohort activity is typically categorized as Continuing Education.

**Cancelled Program**

A program that is no longer offered and no students are enrolled.

**Responsibilities:****Academic Team**

- Establish, publish and communicate program standards to students at the beginning of the program.
- Keep students informed of progress throughout the semester.
- Determine the academic decision.
- Inform active students of changes that are made to the program of study after a cohort's admit term.

**Executive Director, Registration Services and International Education**

- Ensure policy and procedures are in place, accessible and communicated.
- Coordinate the Convocation planning committee.

**Associate Registrar**

- Ensure adherence to policies, procedures, processes and timelines.
- Maintain the accuracy and confidentiality of all student records.

**Records Officer**

- Enter achievement and academic decisions following established procedures and processes ensuring accuracy and confidentiality of student records.
- Ensure convocation invitation and program information is accurate.
- Ensure convocation invitations are sent.
- Ensure documents/letters/awards are prepared.

**Student**

Complete all program requirements for their program of study.

- If program completion takes longer than the designed program length, student must complete and submit an Application to Graduate Form to the Registrar's Office.
- Apply for readmission if student has been absent from the program for one semester or longer, has withdrawn, or has been discontinued.
  - Upon re-admission, student will be placed into the current version of the program of study.
- Register attendance for convocation.

**Graduation Procedure**

1. Academic team reviews Achievement Profile reports for students eligible to graduate and makes academic decisions based on an evaluation of the student's academic record against the Program of Study version assigned to the student.
2. Academic team communicates academic decisions to the Records Officer.
3. Records Officer enters decisions on the student record.

*For those Cohort students who wish to graduate from a program to which they have **not** been admitted, the following needs to occur:*

1. Student completes the Application to Graduate Form for the new program and submit (including payment) to the Registrar's Office.
2. Records Officer generates and forwards the Achievement Profile report to the Academic Team for an academic decision.
3. Academic team reviews Achievement Profile report and makes academic decision based on completion of program requirements.
4. Academic team returns approved Achievement Profile report to the Records Officer.
5. Records Officer enters the academic decision on the student record and communicates decision to student.

**Convocation Procedure:**

1. Records Officer will:
  - a. Ensure eligible students are invited to the appropriate convocation ceremony.
  - b. Prepare student achievement, award letter(s), program letter and credential for presentation at convocation and/or mailing.
  - c. Mail documents to:
    - Apprenticeship students
    - Students who do not attend their convocation
    - Students who complete their program of study at the end of the Fall semester

**Note:**

Students who complete their program of study requirements, (ie. part-time diploma and/or certificate programs) but do not apply to graduate in time for their respective convocation will be invited to the next convocation ceremony.

**References:**

Academic Recognition Policy  
 Application to Graduate Form RO425  
 Achievement Profile Report  
 Academic Standing and Promotion Requirements Procedure  
 Readmission Procedure

**Revision Log:**

<b>Revision Date</b>	<b>Summary of Changes</b>
Dec. 8, 2009	Degree Management Committee / Academic Forum
March 30, 2011	Policies and Procedures Committee
April 13, 2011	Academic Coordinating Committee