

## GRADUATION AND CONVOCATION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	A. Academic
<b>Parent Policy:</b>	A10
<b>Approval Date:</b>	June 15, 2023
<b>Effective Date:</b>	June 15, 2023
<b>Procedure Owner:</b>	Vice President, Student Experience

<b>Overview:</b>	This procedure guides both student assessment for graduation from a program of study, and eligibility to attend the convocation ceremony.
<b>Procedures:</b>	<p><b>Issuing of Credentials</b> The Office of the Registrar issues parchments for provincially approved credentials, and Certificates of Achievement.</p> <ol style="list-style-type: none"> <li>1. All majors completed concurrently will be indicated on the parchment.</li> <li>2. If an additional major(s) is completed in a different year, the original parchment must be surrendered to the Office of the Registrar to receive a new parchment listing all majors.</li> <li>3. Only one parchment will be issued per program. Parchments are issued three times per year, in February, June and October, for students that have successfully completed their program of study.             <ol style="list-style-type: none"> <li>a. February parchments are issued for programs completed September 1 to December 31</li> <li>b. June parchments are issued for programs completed January 1 to April 30</li> <li>c. October parchments are issued for programs completed May 1 to August 31</li> </ol> </li> <li>4. Parchments are sent to students by regular mail to the current address on record. Parchments may be issued at other times, with the approval of the Registrar (e.g. industry licensing).</li> </ol> <p>Industry Training &amp; Continuing Education issues Certificates of Professional and Continuing Education or Certificates of Participation.</p> <p><b>Graduation Requirements</b> Graduation requirements for provincially approved and Industry Training &amp; Continuing Education college approved credentials are found in the Program of Study in the Olds College Academic Calendar.</p>

Eligible graduates are assessed for graduation upon completion of program requirements.

### **Program Completion**

Students complete the program requirements of the approved Program of Study as defined at the time of their first enrolment.

1. If a change is approved to a Program of Study, the college will make reasonable efforts to provide opportunities for the student to complete their program requirements.
2. Students have five-years from the date of their first enrollment in a program to complete all requirements. Students re-commencing study after a break of 12 months or longer, within a five-year period, must reapply for admission and will fall under the Program of Study in effect for the academic year during which they recommence their studies.

### **Honours and Distinction Designation**

1. Students obtaining a program GPA of 3.50 to 3.69 in a provincially approved credential will receive "Honours" designation.
2. Students obtaining a program GPA of 3.70 or higher in a provincially approved credential will receive "Distinction" designation.

### **Multiple Programs**

A student will only be registered in one program at any one time. A student may complete additional coursework that leads to completion of program requirements for an additional program. Credit courses can also be used to meet the program requirements of a second program if it is a higher credential. However, when completing a lesser or equivalent credential after having completed a higher credential, a minimum of 10% new credit is required.

### **Multiple Majors**

Students may complete courses from multiple majors concurrently or sequentially.

### **Convocation**

Normally, and in accordance with the Calendar of Important Dates, the ceremony will be held annually on a Saturday in June.

### **Convocation Participation**

Application to attend convocation will open December 1 of each academic year. It is the responsibility of each student to submit an application by May 1 if they wish to attend.

To be eligible to participate in convocation, students must meet one of the following the following requirements by May 1:

1. Be in good standing (refer to Policy D31 Academic Integrity), and
2. Have one course remaining in a Certificate of Professional and Continuing Educations , or
3. Are expected to complete the program by August 31, or
4. Completed program requirements for provincially approved or college approved programs of 12 or more credits in the last 12 months (May 2 to May 1), or
5. Have 9 or fewer credits outstanding in a provincially approved program, or
6. Completed the Certificate of Professional and Continuing education, or
7. Are expected to complete program requirements by August 31, or
8. Completed apprenticeship education program that leads to one of four credentials including Advanced Diploma, Diploma, Certificate or Certificate of Achievement, or

Definitions:
Related Information:
Review Period:
Revision History:

<p>9. Are expected to complete all program requirements by August</p> <p>Registration to attend convocation will open December 1 of each academic year. Each student must register by April 15 if they wish to attend.</p> <p>1. Outcomes related to non-academic misconduct and academic integrity may impact a student's eligibility to attend convocation.</p> <p>Student account must be in good standing.</p>
<p>A09 Student Academic Record (Records, Grading and Academic Standing) Policy A09 Grading &amp; Academic Standing Procedure <a href="#">Academic Calendar</a> I01 Calendar of Important Dates Policy</p>
<p>3 Years</p>
<p>New: September 25, 2003 Revised: June 24, 2004 Revised: June 26, 2008 Revised: June 24, 2009 Revised: December 13, 2012 Revised: February 28, 2013 Revised: December 7, 2016 Revised: November 9, 2017 Revised: June 15, 2023</p>