

<b>POLICY NUMBER</b>	<b>ED 17-0</b>
<b>APPROVAL DATE</b>	<b>JUNE 27, 2011</b>
<b>PREVIOUS AMENDMENT</b>	<b>NEW</b>
<b>REVIEW DATE</b>	<b>JUNE 27, 2016</b>
<b>AUTHORITY</b>	<b>SENATE</b>
<b>PRIMARY CONTACT</b>	<b>PROVOST &amp; VICE-PRESIDENT, ACADEMIC</b>

### **POLICY**

The university holds Convocation ceremonies in June and October of each year, and students who have completed all requirements for graduation in an undergraduate, graduate, or university preparation program are eligible to participate in the ceremony.

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### **REGULATIONS**

#### **Eligibility of Students to participate in the Convocation ceremony**

1. The student must be associated with a senate-approved certificate, diploma, or degree at the undergraduate, graduate or university preparation level.
2. The student must have successfully completed all program requirements, including practicum assignments and field schools.
3. Instructors must have submitted all marks for program courses to the Office of the Registrar at least five weeks prior to the Convocation ceremony.
4. All transfer credit and Prior Learning Assessment (PLAR) must be recorded by the deadline to have marks submitted.
5. Students who have any outstanding financial obligation to TRU at the point of program completion will not be permitted to graduate nor attend Convocation.

6. Students will have the opportunity to attend the next scheduled Convocation once they have successfully completed all program requirements and the approval for eligibility to graduate has been received in the Office of the Registrar by the deadlines stated below.

### **Eligibility of Programs to participate in the Convocation ceremony**

All programs that are Senate-approved leading to a certificate, diploma or degree will be eligible for approval to participate in Convocation ceremonies.

A student who has received a bachelor's degree and returns to complete only the requirements of the honours program in the same field as in the original degree, or the requirements in another major or honours field in the same degree, will not receive the degree again, nor a notation on the original parchment, nor be eligible to attend the Convocation ceremony.

### **Application for Convocation**

Students must apply for graduation and attendance at Convocation by completing and submitting the appropriate form(s). The deadline for submitting an application to graduate and attend Convocation is March 31 for the June ceremony and July 31 for the October ceremony.

The name on the diploma will appear exactly as reflected in the University's official records. Individuals requesting a change of name on the parchment must submit original or notarized documentation to support a legal change of name and it must be submitted to the Office of the Registrar with or before the application to graduate and/or attend the Convocation ceremony. This includes the addition of a middle name.

### **Deadlines for Mark Submission and Program Requirement Completion to be eligible for inclusion in the Convocation ceremony**

All course marks and credential requirements must be recorded as successfully completed at least five weeks prior to the Convocation ceremony. Deans and Program Advisors must approve students' eligibility to graduate at least four weeks before the Convocation ceremony.

In cases where approval for eligibility to graduate is received by the Office of the Registrar after the deadlines for Convocation, the student can request to participate in a

subsequent Convocation ceremony within 12 months of the date of the approval of their eligibility to graduate. Credentials will be sent to the mailing address on file if all University financial obligations are satisfied. If a student has outstanding financial obligations to TRU, the credential and transcripts will not be released. When this occurs the student must contact the Office of the Registrar directly indicating when these obligations have been satisfied.

**Notification Procedures for Program Participation in the Convocation ceremony**

For new programs leading to credentials approved by senate, The Office of the Registrar will determine which ceremony the graduates will attend and notify the appropriate Dean's Office of the date and time. All related deadlines for Convocation will be applied to all programs.