

## Senate Policy

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### **Graduation Approval Process and Convocation**

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#### **Description:**

This policy outlines the graduation process at OCAD University.

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#### **Approvals:**

Approved by Academic Standards  
Committee: Approved by Academic  
Council:  
Date Effective: September 2007

Revised by Academic Standards Committee: February 2014  
Revision approved by Senate: April 2014  
Date Effective: April 2014

Revised by Academic Standards Committee: February 2017  
Revision approved by Senate: February 2017  
Date Effective: March 2017

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**Approval Authority:** Senate

**Signature:** Sylvia Whitton, Chair

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#### **Graduation**

After each academic term OCAD University awards undergraduate and graduate degrees and diplomas to eligible students.

#### **Policy:**

##### **Adjudication and Approval Process**

1. To be considered for graduation, students who have completed their program requirements must submit their intent to graduate by the published deadlines.
2. At the end of each academic term, the Office of the Registrar, in consultation with the Faculties and Graduate Studies, conducts a final review of the academic records of all students who have submitted their intent to graduate.
3. The names of the students who have met graduation requirements are

presented to the Senate Academic Standards Committee for approval, as well as a report on any trends or problems of note. This approval must take place at least two weeks prior to the convocation ceremony. Faculty representatives may also present information about trends and/or problems that should be noted or addressed by the Committee.

4. The Senate Academic Standards Committee submits a formal request to Senate for final approval of the graduands. In the spring, this approval must take place at least two weeks prior to convocation.

### **Diploma Parchments**

OCAD University diplomas (parchments) include the full legal student name as recorded in the OCAD University student database, the name of the credential awarded, the formal name of the student's major or program, graduation honours if applicable and the month and year the credential was conferred. The conferral date reflects the date the student received Senate approval to graduate.

### **Convocation**

A formal spring convocation ceremony is held after the end of the winter term, usually in early June. As a convocation ceremony is not normally held in the fall or winter, students approved to graduate after the spring/summer and fall terms are invited to attend the following spring convocation ceremony.

### **Convocation Program**

Each intent to graduate submission must include explicit permission to print the student's name and credential as well as award information in the convocation program. The convocation program will reflect each student's chosen name as recorded in the OCAD U student database. The convocation program is finalized two weeks prior to the convocation ceremony.

### **Participation in Convocation**

All students approved to graduate by Senate are invited to participate in a formal convocation ceremony.

Under exceptional, extenuating circumstances, students who have fulfilled all core requirements for their major program and completed all but one 0.5 credit elective course may submit a written appeal for special permission to participate in convocation ceremonies. Appeals are considered by the student's Dean. The student must register for their final course requirement in the spring/summer term and submit their intent to graduate in the fall before the appeal is considered.