Durham College Policy and Procedure

TYPE:	Administrative
TITLE:	Graduation
NO.:	ADMIN-209
RESPONSIBILITY:	Executive Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Graduation marks a student's successful completion of their prescribed program of study. Ensuring that Durham College (DC) students have met a minimum standard of academic achievement enhances the reputation of the College by acknowledging the quality of our programs and the preparation of our students to enter the workplace or pursue further education.

2. Purpose

This policy and procedure outline the framework for the processes, roles and responsibilities associated with the graduation process.

3. Definitions

Refer to Durham College's Standard Definitions.

4. Policy statements

4.1. The Office of the Registrar (RO) is the sole authority in confirming a student's eligibility to graduate.

4.2. DC will grant credentials to any student who has met or exceeded the minimum defined program requirements.

4.3. Students may apply to graduate from a program for which they have met the requirements.

4.4. It is a student's responsibility to be aware of program-specific requirements for graduation including, but not limited to: a minimum program grade point average (PGPA) of 2.0 for certificate, diploma, advanced diploma, graduate certificates and all degrees; minimum course grades; and/or restrictions on the permissible number of course failures.

4.5. To qualify for graduation, a student must complete at least 25 per cent of the program's courses at DC.

4.6.   Only full-time students in the final semester of their programs will be automatically audited for completion of their program. All other students must apply for graduation to determine eligibility.

4.7.   A course may only be used once to satisfy the requirements of a program of study.

4.8.   Students may qualify for more than one credential by applying common courses toward multiple credentials. Multiple credentials will not be awarded retroactively for the same area of study and evaluation.

4.9.   To comply with the Ministry of Colleges and Universities' (MCU) requirements and ensure credentials meet current industry standards, the maximum time allowable for any student to complete a post-secondary program is twice the duration of the program plus one semester. The maximum time allowable for any student to complete Board of Governors' or Recognition of Achievement certificates is five years. For any credential pursued through part-time learning, students have twice the duration of the program plus one semester, or five years, to complete, whichever is longer.

4.10. Students with permanent disabilities/exceptionalities, who are registered and approved through the Access and Support Centre, may require a reduced course load as a learning accommodation and will be permitted to take additional semesters to complete a program.

4.11. Students who have completed programs within the maximum time allowable, but have not notified the College, may apply to graduate with a credential that reflects the original program completion date and the actual date of issue.

4.12. Students may have their credentials withheld in situations such as, but not limited to: failing to settle outstanding debts to the College; or failing to return College-owned equipment or materials.

4.13. Students who have left the College for one or more semesters will not be eligible to graduate from a program that is no longer offered by the College.

4.14. A student's full legal name, as recorded on the student information system at the time of application, will be printed on their credential unless otherwise requested in writing by the student.

4.15. All students eligible to graduate from a post-secondary, apprenticeship, or Board of Governors certificate program, who achieve a PGPA of 4.0 or higher, will be awarded the President's Honour Roll.

4.16. A student shall be considered for graduation posthumously if 75 per cent of the program requirements have been successfully completed at their time of death.

4.17. All credentials not claimed within a two-year period following convocation are destroyed.

4.18. Credentials may be reproduced upon request of the graduate, for a fee. A reproduced credential will reflect the original date of graduation and the actual date of re-issue.

5. Procedure

5.1. Review and Verification of Graduate Eligibility

5.1.1. After final grades have been entered, a list of all full-time students who are in the final semester of their programs will be extracted from the system by the RO. The timing of this process will be in accordance with grade submission deadlines published in the academic calendar.

5.1.2. Non-full-time students, including those in the Critical Care Nursing program and Professional and Part-time Learning, must proactively apply for graduation within published deadlines using the Graduation Application form.

5.1.3. Students seeking to apply common courses to attain more than one credential must declare to the RO their intention to do so in their graduating year. Students must meet all program learning outcomes of each discrete credential.

5.1.4. In situations where a student has left the College and the program is no longer offered at DC, the RO will work with Faculties to identify whether there is a program from which the student may be eligible to graduate.

5.1.5. Upon notification of a student's passing, the Registrar will approve, in consultation with the Executive Vice-President, Academic and the Executive Dean of the program, individuals for posthumous graduation. In the event that 75 per cent of the program's requirements have not been met at the time of the student's passing, a Certificate of Achievement in Memoriam will be issued.

5.1.6. All students who have applied to graduate will be notified of their eligibility in writing by the RO no later than two (2) weeks prior to convocation.

5.1.7. The RO will audit the academic student records of potential graduates against the programs of study as recorded when the students started their programs, to ensure they have completed all requirements.

5.1.8. The RO will share graduation eligibility audit results with academic Faculties and meet, as necessary, to review individual files. The RO will then generate a final list of graduates.

5.1.9. The final list of graduates is used by the RO to produce graduate credentials and is shared, in whole or in part, with:

- The Communications and Marketing Department to produce convocation ceremony programs;

- The Finance Department for the purpose of identifying graduating students with any outstanding balances;

- Financial Aid and Awards to identify scholarship recipients;

- International Education for immigration purposes;

- The Office of Development and Alumni Affairs for the promotion of the Alumni Association; and

- The Office of Equity, Diversity and Inclusion to identify recipients of the Durham College Alumni Association (DCAA) Leaders of the Future Awards, The Doris and Gordon Willey Founder's Cup for Excellence and The President's Award of Excellence in Student Leadership.

5.2. Legal Name

5.2.1. A student's legal name will be used for graduation purposes unless a request for a legal name change is submitted to the RO, accompanied by official government-issued documentation. Students can request an exception by submitting the Change of Name / Gender Identity Update form to the RO; requests will be considered on a case-by-case basis.

5.3. Determination of Medal and Award Recipients

Once all academic student records have been audited, medal recipients, President's Honour Roll recipients, and highest-ranking graduates will be identified.

5.3.1. Academic Medals

To be eligible for consideration for an academic medal, graduates within the academic year must be full-time, part of a cohort, and have completed their studies within the expected graduation term of their program.

- The student with the highest PGPA from all diploma and advanced diploma programs is selected to receive the Governor General's Academic Medal and W. Bruce Affleck Memorial Scholarship. Where there is a tie, the student with the highest weighted average for the courses in their program is awarded the medal. Recipients are not eligible for other College medals.

- The student with the highest PGPA in an apprenticeship, certificate, diploma, advanced diploma, graduate certificate and degree program (across all Faculties) is selected to receive a Durham College Medal. Where there is a tie, the student with the highest weighted average for the courses in their program is awarded the medal. Should a Fall graduate be the award recipient, they will be invited to attend the Spring convocation to receive the award.

- All medal winners are advised of their awards by the Executive Vice President, Academic.

5.3.2. Academic Awards

5.3.2.1. Highest Ranking Graduate

- To be eligible for consideration, graduates within the academic year must be full-time, part of a cohort, and have completed their studies within the expected graduation term of their program.

- For each cohort, the student with the highest PGPA in each certificate, diploma, advanced diploma, graduate certificate and degree program will receive the honour of highest-ranking graduate. Where there is a tie, the student with the highest weighted average for the courses in the final year of their program is awarded the honour of highest-ranking graduate.

5.3.2.2. President's Honour Roll

- Students who have achieved a PGPA of 4.0 or higher at the time of graduation will be designated for the President's Honour Roll.

- All qualifying students will receive congratulatory letters.

5.3.2.3. The Doris and Gordon Willey Founder's Cup of Excellence

- Prospective graduates apply for The Doris and Gordon Willey Founder's Cup of Excellence. Applications are reviewed by the Student Leadership Working Group, which selects a recipient based on published award criteria.

- This award is only presented at the Spring convocation. Should a Fall graduate be the award recipient, they will be invited to attend the Spring convocation to receive their award.

5.3.2.4. DCAA Leaders of the Future Awards

- Once graduation audits are complete, the Student Leadership Working Group determines up to 20 recipients for the DCAA Leaders of the Future Awards based on nominations received from the campus community.

- Awards are distributed to recipients at the DCAA Annual General Meeting.

5.3.2.5. President's Award of Excellence in Student Leadership

- To determine the recipient of the President's Award of Excellence in Student Leadership, the Student Leadership Working Group reviews the list of nominations for the DCAA Leaders of the Future Award. The working group selects the top student leader based on the published award criteria.

- This award is only presented at the Spring convocation. Fall graduates who are nominated for the DCAA Leaders of the Future Award are reviewed the following Spring for the President's Award of Excellence in Student Leadership. Should a Fall graduate be the award recipient, they will be invited to attend the Spring convocation to receive their award.

5.4. Production of Credentials

5.4.1. Seven different types of credentials may be produced. These are:

- Certificates;
- Diplomas;
- Advanced Diplomas;
- Graduate Certificates;
- Degrees;
- Board of Governors' Certificates (exceeding 205 total hours); and
- The Centre for Professional and Part-time Learning's Recognition of Achievement certificates.

5.4.2. Certificates, diplomas, advanced diplomas, graduate certificates, and degrees are signed by the:

- President;
- Chair, Board of Governors;
- Executive Vice-President, Academic; and
- Registrar.

5.4.3. Board of Governors and Recognition of Achievement certificates are signed by the:

- Executive Vice-President, Academic; and
- Registrar.

5.4.4. The final graduate list will be sent by the RO to an external printer for credential production. Prior to sharing any graduate information with an external printer, the RO will ensure that confidentiality agreements have been signed.

5.5. Distribution of Credentials

5.5.1. Credentials are distributed on-site after each convocation ceremony.

5.5.2. If a graduate requires a record of the completion of their credential for employment or admission purposes, prior to their convocation ceremony, they can submit an Official Documentation Request form to the RO.

5.5.3. Graduates who do not attend their convocation ceremony may pick up their credential at the RO in the Student Services Building of Oshawa campus, one week after all ceremonies have been completed.

5.5.4. A graduate may submit a Credential Mailing Request form to the RO to have their credential mailed or couriered to them. A fee will be charged for this service and payment is required at the time the request is submitted.

6. Roles and responsibilities

6.1. It is the responsibility of the Executive Vice-President, Academic to ensure that this policy and procedure is fully implemented.

6.2. It is the responsibility of students to be aware of program-specific requirements to graduate, and to ensure they apply to graduate within timelines published by the RO.

6.3. It is the responsibility of academic Faculties to submit grades for all graduating students within prescribed timelines to ensure graduation audits can be completed on time.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

Forms for applying to graduate and credentials are available in alternate formats upon request.

8. **Non-compliance implications**

    Failure to comply with this policy and procedure may compromise the integrity of the credential granting process as determined by MCU, ultimately having a negative impact on the reputation of the College and its graduates.

9. **Related forms, legislation or external resources**

    - Change of Name / Gender Identity Update form
    - Credential Mailing Request form
    - Graduation Application form
    - Ministry of Colleges and Universities – Minister's Binding Policy Directive on Framework for Programs of Instruction
    - Official Documentation Request form