

<b>TYPE:</b>	Administrative
<b>TITLE:</b>	Graduation
<b>NO.:</b>	ADMIN-209
<b>RESPONSIBILITY:</b>	Vice-President, Academic and Students and Associate Vice President, Enrolment and International Education
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	February 2026

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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 outlines 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 the defined program requirements.
- 4.3. 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. Specific programs might have higher PGPA requirements.
- 4.4. To qualify for graduation, a student must complete at least 25 per cent of the program's courses at DC.
- 4.5. All students are responsible for applying for graduation; in some cases, students who have completed the program requirements may also be audited.

- 4.6. A course may only be used once to satisfy the requirements of a single program of study.
- 4.7. Students may apply to graduate from a program for which they have met the requirements. 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.
- 4.8. To comply with the Ministry of Colleges, Universities, Research Excellence and Security (MCURES) 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 Professional and Part-time Learning, students have twice the duration of the program plus one semester, or five years, to complete, whichever is longer.
- 4.9. Students with permanent [disabilities/exceptionalities](#), who are registered and approved through the Access and Support Centre (ASC), may require a reduced course load as a learning accommodation and will be permitted to take additional semesters to complete a program.
- 4.10. 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.
- 4.11. 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.
- 4.12. 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. Exceptions will only be approved by the Executive Dean of the Faculty.
- 4.13. 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 and approved.
- 4.14. 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.
- 4.15. 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. Otherwise, a Certificate of Achievement in Memoriam will be issued.
- 4.16. All credentials not claimed within a two-year period following convocation are destroyed.

- 4.17. 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. All students who have applied to graduate will be notified of their eligibility in writing to their personal email by the RO no later than two (2) weeks prior to convocation.
- 5.1.3. The RO will audit the academic student records of potential graduates against the program of study as recorded when the students started their program, to ensure they have completed all requirements.
- 5.1.4. 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.
- 5.1.5. 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 that are digitally published;
  - 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 Advancement and Alumni Affairs for the promotion of the Alumni Association.

### **5.2. The Student Development Office, First Peoples Indigenous Centre, and the Community Integration through Cooperative Education will identify recipients of the student leadership awards.**

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

#### 5.3.2. Academic Awards

##### 5.3.2.1. Highest Ranking Graduate

- To be eligible for consideration, graduates must have maintained full-time status throughout their program and have completed their studies within the expected length of the program and graduation term.
- 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 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 Awards Selection Committee, which selects a recipient based on the published award criteria.

#### 5.3.2.4. Durham College Alumni Association (DCAA) Leaders of the Future Awards

- Following the completion of graduation audits, the Student Leadership Awards Selection Committee may select up to 20 recipients for the DCAA Leaders of the Future Awards. Recipients are chosen based on nominations received from the campus community that are in alignment with the published award criteria.
- 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 Awards Selection Committee reviews the list of nominations for the DCAA Leaders of the Future Award and selects the top student leader in accordance with the published award criteria.

#### 5.3.2.6 Indigenous Student Award

- This award is presented to a graduating Indigenous student who has demonstrated consistent and outstanding leadership within the Indigenous community. Students may self-nominate or be nominated by a peer, employee, or a member of the Durham College Alumni. The Outstanding Indigenous Graduate Award selection committee reviews all nomination forms and selects based on the published award criteria.

## 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;
- Durham College Certificates (exceeding 205 total hours); and
- Recognition of Achievements.

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

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

5.4.3. Durham College Certificates and Recognition of Achievements are signed by the:

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

## 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 a request to the RO.

5.5.3. Graduates who do not attend their convocation ceremony may pick up their credentials at the RO in the Student Services Building of the 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. Digital credentials will be distributed to students through the MyCreds electronic document system.

## **6. 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.

## **7. 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