Durham College Policy and Procedure

TYPE: Administrative
TITLE: Graduation
NO.: ADMIN-209
RESPONSIBILITY: Executive Director/Registrar
APPROVED BY: Durham College Leadership Team
EFFECTIVE DATE: May 2019
REVISED DATE(S):
REVIEW DATE: May 2022

1. Introduction

Graduation marks a student's successful completion of their prescribed program of study. Ensuring that Durham College 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 is the basis upon which decisions are made regarding student eligibility for graduation at Durham College. It also documents the processes, roles and responsibilities associated with the graduation process.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. Durham College will produce credentials for any student who has met or exceeded the minimum defined program requirements.

4.2. Strategic Enrolment Services (SES) will be the sole authority in confirming a student's eligibility to graduate.

4.3. All full-time students in the final semester of their program will be audited for completion of their program. Continuing Education students, Critical Care Nursing program, as well as part-time and off-track students (in post-secondary programs) must apply for graduation (within the application deadlines) in order to be considered.

4.4. To qualify for graduation, a student shall complete at least 25 per cent of the program's courses at Durham College.

4.5. It is the student's responsibility to be aware of program-specific requirements for graduation including, but not limited to: a minimum PGPA of 2.0 for certificate, diploma, advanced diploma and graduate certificates; a minimum PGPA of 2.5 for baccalaureate/bachelor's degrees; minimum course grades; and/or restrictions on the acceptable number of course failures.

4.6. A general education (GNED) course may only be used once to satisfy the requirements of a program of study.

4.7. Students may be declined permission to graduate and/or have their credentials withheld in situations such as, but not limited to: failure to settle outstanding debts to the College; failure to return College-owned equipment or materials; exceeding graduation timelines, and unresolved conduct issues.

4.8. In order to ensure that the credential meets current industry standards, the maximum time allowed for any student to complete a post-secondary program is twice the duration of the program plus one semester and five years for Board of Governor and Recognition of Achievement certificates. When it is identified that a student will exceed this timeframe, SES (in consultation with the relevant school office), will determine the most appropriate program of study for the student to be audited against.

4.9. In the event a program is suspended or cancelled, Durham College will commit to supporting students currently enrolled in that program to complete their credential for the time period it would normally take to complete the program. The College will work with off-track students to try and find the courses necessary at other institutions to complete their program.

4.10. Students who have left the College for one semester or more will not be eligible to graduate from a program that is no longer offered by the College. The College will work with students in this situation to try to identify a program they may be eligible to complete. Program completion is subject to the duration requirements as outlined in policy statement 4.8.

4.11. 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 shall be eligible for the President's Honour Roll.

4.12. Credentials are awarded to students at convocation. If a graduating student is absent from the ceremony, the credential is awarded 'in absentia' and may be obtained from SES following convocation. All credentials not claimed within a two-year period following convocation are destroyed.

4.13. Credentials may be reproduced upon request of the graduate. The credentials will reflect the original date of graduation, as well as the date of re-issue.

4.14. Students may qualify for more than one credential by applying common courses toward multiple credentials. Students must declare their intention to do so to SES in their graduating year and must meet all of the program learning outcomes of each unique credential.

4.15. Students who leave the College before completing their full program (e.g. a two-year diploma instead of a three-year diploma or a one-year certificate instead of a two-year diploma) may be awarded a lesser credential.

4.16. Multiple credentials will not be awarded retroactively for the same study and evaluation. Students who have graduated with an Ontario College Diploma will not be awarded an Ontario College Certificate in the same area of study. Similarly, students who have graduated with an Ontario College Advanced Diploma will not be awarded an Ontario College Diploma in the same area of study.

4.17. A student who has completed a program within the required duration as outlined in policy statement 4.8 but has never notified the College, may be eligible to receive a credential that reflects the original program completion date, as well as the date of issue.

4.18. The student's full legal name, as recorded on the student record, will be used for printing on the credential unless a request for a legal name change is submitted, accompanied by official government-issued documentation. Exceptions will be considered on an individual basis.

4.19. 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. Individuals being considered will be approved by the Executive Director/Registrar, in consultation with the Vice-President, academic, and the Executive Dean/Dean for the program. In the event that 75 per cent of the program requirements have not been met, a "certificate of achievement in memoriam" will be issued. This document will be prepared upon notification of the student's passing.

5. **Procedure**

   5.1. Review and Verification of Graduate Eligibility

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

      5.1.2. SES will verify the academic files for potential graduates against the program of study as recorded when students started their program to ensure they have completed all of the program requirements.

5.1.3. SES staff will meet with each school (Administrative Coordinator or designate) to review all potential graduate audit files. If course substitutions are identified, the changes are applied to the student record and the student file is re-audited to ensure all program requirements have been met. All course substitutions are documented and reflected in the Student Information System.

5.1.4. SES will generate a final list of graduates and share this with each school office for review. Final changes will be identified and adjustments will be made by SES as necessary.

5.1.5. SES shares the final list of graduates with:

- Communications and Marketing to produce the convocation program;
- SES for the production of credentials;
- Office of Student Diversity, Inclusion and Transitions to identify recipients of DCAA Leader of the Future Awards, The Doris and Gordon Willey Founder's Cup for Excellence and The President's Award of Excellence in Student Leadership;
- Financial Aid & Awards to identify scholarship recipients for the convocation program;
- International Education for immigration purposes; and
- Office of Development and Alumni for the promotion of the Alumni Association.
- Finance for the purpose of identifying graduating students with an outstanding balance.

5.1.6. Students who have successfully passed the graduation audit process are updated to a status of 'approved not yet awarded' in the student information system by SES. Students who do not pass the graduation audit are updated b SES to a status of 'not eligible'.

5.1.7. Approximately two weeks prior to convocation, students identified as 'not eligible' will be sent an e-mail by SES advising them of their status. The student is advised to contact their school office if they feel an error has been made.

5.1.8. After convocation ceremonies have been held, all qualifying graduates have their status changed in the student information system by SES to 'certificate awarded", "diploma awarded" or "degree awarded".

5.2. Determination of Medal and Award Recipients

5.2.1. Once all student files have been audited (approximately one month after final grades have been submitted), medal recipients, President's Honour Roll recipients, and highest ranking graduates will be identified under the following criteria:

5.2.1.1. 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 100 per cent of the normal duration of their program.

- The student with the highest PGPA from all diploma and advanced diploma programs is selected. This individual receives 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. This recipient is not eligible for other College medals.

- The student with the highest PGPA in an apprenticeship, certificate, diploma, advanced diploma, graduate certificate and baccalaureate/bachelor's degree program (across all schools) 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, he or she will be invited to attend the spring convocation to receive his or her award.

- All medal winners are advised of their awards by the Vice-president, Academic. Congratulatory letters and cheques are prepared by Financial Aid & Awards and recipients may pick these up in-person in the Student Services Building or have them mailed to them.

- SES advises Marketing and Communications of the medal winners.

- Communications and Marketing will:
  - Arrange for the engraving of the medals; and
  - Contact the recipient to arrange for a photo session at convocation.

5.2.1.2. 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 the published award criteria.

- This award is only presented at the spring convocation. Fall graduates apply in the fall of their graduating year and are reviewed the following spring. Should a fall graduate be the award recipient, they will be invited to attend the spring convocation to receive their award and will sit in the VIP section on the graduation floor.

- The Manager, Student Development will:
  - Advise the award winner;
  - Request the production of cheque for the award;
  - Provide the name of the recipient to Communications and Marketing for the production and framing of a certificate; and
  - Provide the name to SES for notation on the graduate's name card and inclusion in the convocation program.

- Communications and Marketing will:
  - Prepare and frame the certificate;
  - Arrange for the engraving of The Doris and Gordon Willey Founder's Cup for Excellence and keepsake award; and
  - Contact the recipient to arrange for photo sessions at convocation.

5.2.1.3.   President's Honour Roll

- Students who have achieved a PGPA of 4.0 or higher at point of graduation will be designated for the President's Honour Roll (excluding Recognition of Achievement recipients).

- SES will run an extract of all qualifying graduates and congratulatory letters will be produced.

- Letters will be included in the credential envelope for all recipients.

5.2.1.4. Highest Ranking Graduates

- To be eligible for consideration for a convocation medal, graduates within the academic year must be full-time, part of a cohort, and have completed their studies within 100 per cent of the normal duration of their program.

- For each term, the student with the highest PGPA in each certificate, diploma, advanced diploma, graduate certificate and baccalaureate/bachelor's 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.

- SES will produce certificates for all highest ranking graduates and they will be included in the credential envelope.

5.2.1.5. 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 then 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 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 and will sit in the VIP section on the graduation floor.

- The Manager, Student Development will:
  - o Advise the award winner;
  - o Request the production of cheque for the award;
  - o Provide the name of the recipient to Communications and Marketing for the production and framing of a certificate; and
  - o Provide the name to SES for notation on the graduate's name card and inclusion in the convocation program.

5.2.1.6. DCAA Leaders of the Future Awards

- Once graduation audits are complete, the Student Leadership Working Group will determine recipients of the DCAA Leaders of the Future Awards (20 awards) based on nomination forms received from the campus community.

- The Manager, Student Development will:
  o Advise the award winner;
  o Request the production of cheque for the award;
  o Provide the names of the recipients to Communications and Marketing for the production of certificates; and
  o Provide the names to SES for inclusion in the convocation program.

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

5.3. Production of Convocation Program

5.3.1. The final list of graduates, medal and award recipients is sent to Communications and Marketing by SES.

5.3.2. Communications and Marketing prepares a first draft of the convocation program for review by SES.

5.3.3. Adjustments are made by SES as necessary.

5.3.4. Once this process is complete, SES shares draft convocation program with the academic school offices.

5.3.5. The Executive Director/Registrar approves the final copy before sending the convocation program to print.

5.4. Production of Credentials

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

- Certificates;
- Diplomas;
- Advanced Diplomas;
- Graduate Certificates;
- Baccalaureate/Bachelor's Degrees;
- Board of Governors Certificates (where total hours exceed 205 hours); and
- Continuing Education Recognition of Achievement certificates.

5.4.2. Certificates, diplomas, advanced diplomas, graduate certificates, and baccalaureate/bachelor's degrees contain the following signatures:

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

Board of Governors and Recognition of Achievement certificates contain the signatures of:

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

Prior to the production of credentials, all signatures will be verified to ensure they are current. If any signatures require updating, the President's Office or the Office of the Vice-President, Academic will be contacted (as appropriate) by SES to obtain the most current ones.

5.4.3. Prior to sharing any graduate information with the external printer, SES will ensure that all confidentiality agreements have been signed.

5.4.4. The master graduate list is sent by SES to the external printer for credential production and once processed, the credential file is produced and reviewed. Once approved, the external printer creates the actual credentials.

5.4.5. Upon delivery, printed credentials (sealed and embossed) are reviewed by SES for errors/omissions and all corrections are either resent to the external printer for reprinting or reprinted in-house (depending upon timing and volume).

5.4.6. SES places finished credentials into credential envelopes. Any special letters and/or awards are also included with the corresponding credential.

5.4.7. Credentials are filed in alphabetical order for pick up after the convocation ceremony.

5.4.8. For graduates with outstanding financial balances, SES will place a credential hold notification in their credential envelope. The graduate will receive their credential once all outstanding fees are paid.

5.5. Distribution of Credentials

5.5.1. Credentials are distributed on-site after each convocation ceremony. When a graduate returns their gown, the credential will be released.

5.5.2.   Those graduates who do not attend convocation may pick up their credential at the Student Services Building, Oshawa Campus one week after all ceremonies have been completed.

5.5.3.   A graduate may choose to have their credential sent if in-person pickup is not possible. A fee will be charged for this service and payment is required at the time the request is submitted.

5.5.4.   All credentials not claimed within a two-year period following convocation are destroyed. After this time, graduates may request that a duplicate credential be produced. A fee will be charged for these requests and payment is required at the time the request is submitted.

6.   Roles and responsibilities

6.1.   It is the responsibility of the student to ensure they apply to graduate within the published timelines as established by SES.

6.2.   It is the responsibility of the academic schools to ensure that grades for all graduating students are submitted within prescribed timelines in order to ensure that graduation audits can be completed on time.

6.3.   It is the responsibility of Communications and Marketing to produce the final copy of the convocation program, produce all special certificates, and ensure that awards are acquired and engraved.

6.4.   It is the responsibility of the Manager, Student Development to provide the names of the Founder's Cup, President's Award of Excellence in Student Leadership, and DCAA Leaders of the Future Award recipients in accordance with published timelines.

6.5.   It is the responsibility of Financial Aid & Awards to provide a list of all scholarship recipients in accordance with published timelines.

6.6.   It is the responsibility of the Executive Director/Registrar, to ensure that this policy and procedure is fully implemented.

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 Accessibility Plan (ADMIN-203).

Forms for applying to graduate, convocation programs, 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 graduation and credential granting process, ultimately having a negative impact on the reputation of the College.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Ministry of Training, Colleges and Universities – Minister's Binding Policy Directive on Framework for Programs of Instruction