

Part 5

GRADUATION

1. APPLICATION FOR GRADUATION	89	6. NAMES ON PARCHMENTS	90
a. Graduation Fee	89	7. AWARDED POSTHUMOUSLY	90
b. Application Deadlines	89	8. TRANSCRIPTS	91
c. Outstanding Document Deadlines	89	a. Requirements Completed	91
d. Withdrawal of Application Deadlines	89	b. Degree, Diploma or Certificate Awarded	91
2. OUTSTANDING ACCOUNTS	89	9. PARCHMENT REPLACEMENT	91
3. CONVOCATION INVITATION	90	a. Name Change	91
4. CONFERRAL	90	b. Lost or Stolen Parchment	91
a. Order of Conferral	90	c. Damaged Parchment	91
b. Distinction or Great Distinction	90	10. CONVOCATION ATTENDANCE	91
c. Medals	90	a. Academic Dress	91
5. CONFERRAL IN ABSENTIA	90	11. REVOKING DEGREES	92

Convocation ceremonies are held twice annually. The spring ceremonies are scheduled for the Thursday and Friday following the week of the Victoria Day long weekend. The fall ceremonies are scheduled for the Saturday following Thanksgiving in October. See the **Academic Schedule (p. 15)** for complete information. Students who fulfill degree, diploma or certificate requirements during the fall or spring semesters attend the spring ceremony. Students who complete during the summer session attend the fall ceremony. Students who may be completing degree requirements elsewhere (see **B.A. or B.Sc. After Completion of a Professional Degree in Part 7 - Faculty of Arts & Science on p. 141**) follow the procedures outlined below.

1. APPLICATION FOR GRADUATION

Each degree, diploma or certificate candidate must formally apply to graduate by completing the *Application for Graduation* which is available on the Bridge (www.uleth.ca/bridge).

It is the responsibility of the student to ensure that his/her name appears on the graduation list.

Students may only attend the Convocation indicated on their *Application for Graduation*.

Students who do not graduate at the Convocation indicated on their *Application for Graduation* must submit another application by the appropriate deadline.

a. Graduation Fee

All students applying to graduate will be charged a \$26.25 non-refundable, non-deferrable graduation fee.

b. Application Deadlines

Semester of Completion	Deadline*	Ceremony
Fall	November 1**	Spring
Spring	March 1	Spring
Summer	August 1	Fall

c. Outstanding Document Deadlines

Semester of Completion	Deadline*	Ceremony
Fall	Last working day of December**	Spring
Spring	April 30	Spring
Summer	Last Monday of August	Fall

d. Withdrawal of Application Deadlines

Semester of Completion	Deadline*	Ceremony
Fall	Last working day of December**	Spring
Spring	April 30	Spring
Summer	Last Monday of August	Fall

* When the deadline date occurs on a weekend or on a Statutory or Civic Holiday, the deadline will be the next working day.

** Undergraduate students only

2. OUTSTANDING ACCOUNTS

Students owing the University fees, fines or other charges will not be permitted to graduate; will not be permitted to participate in ceremonies; will not be listed in the Convocation program; and will have transcripts withheld. This includes outstanding tuition fees, housing charges (including Telecom charges) and library fines.

Deadlines to clear all outstanding accounts in order to be permitted to graduate are as follows:

- Undergraduate students completing program requirements in the fall semester: December 1 (for Spring Convocation).

Note: Undergraduate students wishing to have 'completed' noted on their transcript in January (for reasons of employment, etc.), **must have all outstanding accounts cleared before their transcript will be released.** For example, a student completing Education requirements in the fall semester who may be eligible for teacher certification in January, must have all accounts paid before the Registrar's Office can release the transcript.

Applications for undergraduate students not eligible for 'completed' approval at the end of the fall semester (for academic or financial reasons) **will remain active** for Spring Convocation. These students are not required to submit another application. The April 1 payment deadline for outstanding accounts will apply.

- b. Students completing program requirements in the spring semester:
April 1 (for Spring Convocation).
- c. Students completing program requirements in summer session:
August 15 (for Fall Convocation).

Note: Students wishing to have 'completed' noted on their transcript in September (for reasons of employment, etc.), **must have all outstanding accounts cleared before their transcript will be released.** For example, a student completing Education requirements in summer session who may be eligible for teacher certification in September must have all accounts paid before the Registrar's Office can release the transcript.

Students who clear outstanding accounts after the April 1 or August 15 deadlines will be required to re-apply for a subsequent Convocation.

3. CONVOCAATION INVITATION

In mid-March (for Spring Convocation) and late August (for Fall Convocation), an invitation is mailed to each applicant. Applicants can also access this information online at www.uleth.ca/convocation.

4. CONFERRAL

Degrees, diplomas and certificates are conferred upon a graduand only during Convocation ceremonies, whether the student is in attendance or not. If a graduand is absent, his/her degree, diploma or certificate can only be released following the conferral process.

a. Order of Conferral

Spring

The spring ceremonies are scheduled for the Thursday and Friday following the week of the Victoria Day long weekend.

The Order of Conferral for spring ceremonies is as follows:

Ceremony I - Thursday morning

- School of Graduate Studies
- Bachelor of Arts
- Bachelor of Arts and Science

Ceremony II - Thursday afternoon

- Bachelor of Science
- Faculty of Health Sciences

Ceremony III - Friday morning

- Faculty of Education
- Combined Degrees with Education
- Faculty of Fine Arts

Ceremony IV - Friday afternoon

- Faculty of Management
- Combined Degrees with Management

Fall

The fall ceremonies are scheduled for the Saturday following Thanksgiving in October. The Order of Conferral for the Fall is as follows:

- School of Graduate Studies
- Faculty of Arts and Science
- Faculty of Education
- Faculty of Fine Arts
- Faculty of Health Sciences
- Faculty of Management

See the **Academic Schedule (p. 15)** for complete information.

b. Distinction or Great Distinction

Undergraduate degrees with Distinction or Great Distinction are conferred upon students who have displayed outstanding academic performance during their undergraduate degree programs. In the Faculty of Education, outstanding practicum performance is also required.

Standards for Distinction or Great Distinction are dependent upon program. Please refer to **Institutional Honours** in the relevant Faculty Part of the Calendar for information on how these citations are awarded (see **Parts 7, 8, 9, 10, or 11**).

c. Medals

Each year, Faculties award a University of Lethbridge Gold Medal to their most distinguished graduand. Two medals are awarded by the Faculty of Arts and Science.

The Silver Medal of The Governor General of Canada is awarded to the graduate with the highest academic standing in an undergraduate program.

The Gold Medal of The Governor General of Canada is awarded to the graduate with the highest academic standing in a graduate program.

The School of Graduate Studies Silver Medals of Merit are awarded to a graduating student from each degree program for excellence in graduate studies.

The William Aberhart Gold Medal in Education is awarded to the graduating student who has shown the highest general proficiency in the final two years of the Bachelor of Education program.

Applications for these medals are not required. For complete information, please refer to **Part 15 - Awards and Scholarships, Section 1.e.1, p. 459**.

5. CONFERRAL IN ABSENTIA

Graduands who do not attend their ceremony will have their degree, diploma or certificate conferred upon them 'in absentia.'

The parchments are available for pick up at the Registrar's Office during the week following the Convocation ceremonies. Parchments not picked up will be mailed to the students' permanent address.

6. NAMES ON PARCHMENTS

The full legal name of the graduand will appear on the parchment. Changes in name must be supported by copies of legal documentation (e.g., marriage certificate, divorce decree, vital statistics certificate, etc). **Legal given names cannot be replaced with nicknames or initials.**

7. AWARDED POSTHUMOUSLY

With the approval of a Faculty Council, a degree, diploma or certificate may be awarded posthumously to a deceased student who had completed his/her program or was completing the last semester of his/her program. Posthumous awards will be noted on the transcript.

8. TRANSCRIPTS

a. Requirements Completed

After official verification from the Faculty that the student has successfully completed all program requirements, the Registrar's Office includes an official notation on any transcript issued prior to Convocation that program requirements have been completed.

b. Degree, Diploma or Certificate Awarded

After official verification from the Faculty, and after completion of the conferral process, the Registrar's Office includes an official notation on all transcripts of graduating students that the degree, diploma or certificate has been awarded. This notation includes the major(s), minor(s), concentration and specialization designation, and any Academic Distinction, Honours Thesis or Co-operative Education designations.

9. PARCHMENT REPLACEMENT

If a replacement parchment is required, the following procedures must be followed:

a. Name Change

1. The original parchment must be returned before a new one will be issued.
2. A written request, including the graduand's signature, must be submitted, accompanied by copies of two pieces of documentation proving name change (e.g., marriage certificate, divorce decree, vital statistics certificate, etc).
3. A \$25 (plus GST) re-issue fee is charged.

b. Lost or Stolen Parchment

1. A written request, including the graduand's signature, verifying the circumstances of loss must be submitted.
2. A \$25 (plus GST) re-issue fee is charged.

Note: *The parchment will be stamped in a lower corner indicating that it is a duplicate, with the date of re-issue.*

c. Damaged Parchment

1. The original parchment, or what remains of a damaged parchment, must be returned before a new one will be issued.
2. A written request, including the graduand's signature, must be submitted.
3. A \$25 (plus GST) re-issue fee is charged.

10. CONVOCATION ATTENDANCE

Graduands include only those whose degrees, diplomas or certificates have been approved by their Faculty Councils and who have no outstanding accounts with the University. Graduands must be dressed in the academic attire approved by the University of Lethbridge for the credential that is being conferred.

The graduands process as a discrete group, sit in an area reserved for graduands, and proceed to the platform to have their credential conferred under the guidance of the Marshals of the Graduands. Unless a graduand can demonstrate a special need (e.g. service dog), no one except approved graduands will process and sit with the graduands, or appear on the platform for conferral.

a. Academic Dress

The academic dress of the University of Lethbridge is unique to the institution. Different kinds of degrees are represented by different kinds of academic dress as follows:

Bachelor's Degree

Bachelor's graduands wear a black gown and a black mortarboard.

The Bachelor's degree hoods are a shell of black lined with blue, trimmed with a twisted gold and blue cord. Specific degrees are distinguished by the colour of braid on the lining:

Bachelor of Arts:	White braid
Bachelor of Science:	Golden yellow braid
Bachelor of Arts and Science:	White and gold braid
Bachelor of Education:	Light blue braid
Bachelor of Fine Arts:	Brown braid
Bachelor of Health Sciences:	Red and gold braid
Bachelor of Management:	Light brown braid
Bachelor of Music:	Pink braid
Bachelor of Nursing:	Red braid

Students receiving Combined Degrees wear the colours of the two degrees on the braid.

Master's Degree

Master's graduands wear a black gown and a black mortarboard.

All master's degree hoods are a shell of black, lined with blue. An exterior border of light blue satin indicates the hood is for a master's-level degree and the distinguishing braid follows the colours of the undergraduate hoods.

Doctor of Philosophy

Doctor of Philosophy graduands wear a royal blue gown with walden blue velvet facings and chevrons, outlined in bright gold piping, and a walden blue befeater with a bright gold tassel.

The Doctor of Philosophy hoods are a shell of royal blue, lined with sapphire blue satin and a bright gold chevron; the walden blue velvet trim is outlined in bright gold piping, reflecting the colours of the University of Lethbridge.

Guest seating at Convocation is open to the general public subject to availability of seats within prescribed safety limits of the venue. However, the first priority for guest seating is assigned to invited guests of University of Lethbridge graduands.

For the purposes of Convocation, the **Academic Staff** Party is restricted to Professors Emeriti, Registrar, current and retired Faculty Members, and Librarians, excluding Deans and Vice-Presidents. The Academic Staff process as a discrete group and sit on the platform. Academic Staff shall be robed in the academic regalia to which they are entitled by virtue of their recognized academic degree or, failing that, in the approved cap and gown of the University of Lethbridge.

Any individual listed as a faculty member in the Calendar of an accredited post-secondary institution, the focus of which is on teaching, scholarship and research, shall be allowed to join and to process with the Academic Staff Party upon request to the Convocation Coordinator.

The **Chancellor's Party** includes the Chair of the Board of Governors, full Deans and Vice-Presidents, members of the Senate Executive Committee, members of the Board of Governors, Native Student Advisor or their designate, and all those Distinguished Guests invited to Convocation by the Chancellor (including those individuals selected to receive honours). The Chancellor's Party processes as a discrete group and sits according to a seating plan in a reserved area of the platform.

11. REVOKING DEGREES

The University has a policy to govern the revoking of a degree after it has been awarded. See **Part 4 - Academic Regulations, Policies, and Program Requirements, Section 9. Other Policies (p. 81)**. The full policy is available online at www.uleth.ca/policy/revoking-degrees-policy.