

GRADUATION

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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. Students who fulfill degree requirements during the fall or spring semesters attend the spring ceremony. Students who complete during the summer term/session attend the fall ceremony.

1. APPLICATION FOR GRADUATION

Each degree 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 or Spring	March 1	Spring
Summer	August 1	Fall

c. Outstanding Document Deadlines

Semester of Completion	Deadline*	Ceremony
Fall or Spring	April 30	Spring
Summer	Last Monday of August	Fall

d. Withdrawal of Application Deadlines

Semester of Completion	Deadline*	Ceremony
Fall or 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.

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:

- a. Students completing program requirements in the fall or spring term/session:
April 1 (for Spring Convocation).
- b. Students completing program requirements in summer term/session:
August 15 (for Fall Convocation).

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

3. CONVOCATION 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 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, 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 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

b. Medals

Each spring, 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 Medals of Merit are awarded to the most distinguished graduating students.

For complete information, please refer to Awards and Scholarships.

5. CONFERRAL IN ABSENTIA

Graduands who do not attend their ceremony will have their degree 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 the School of Graduate Studies, a degree 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. Degree Awarded

After official verification from the School of Graduate Studies, and after completion of the conferral process, the Registrar's Office includes an official notation on all transcripts of graduating students that the degree has been awarded. This notation includes the major(s), concentration, and specialization designation, and any 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 have been approved by Graduate Studies Council and who have no outstanding accounts with the University. Graduands must be dressed in the academic attire approved by the University of Lethbridge that 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 with or, 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:

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 specific degrees are distinguished by the colour of braid on the lining.

Master's of Arts:	White braid
Master's of Science:	Golden yellow braid
Master's of Education	Light blue braid
Master's of Counselling	Light blue braid
Master's of Fine Arts	Brown braid

Master's of Science (Management)	Light brown braid
Master's of Music	Pink braid
Master's of Nursing	Red braid

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 **Academic Regulations, Policies, and Program Requirements, Section 9. Other Policies (p. 55)**. The full policy is available online at www.uleth.ca/policy/revoking-degrees-policy.

