

Graduation and Convocation Ceremonies

Responsible Authority:	Office the Registrar – Academic Records
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PURPOSE

To document the College policy on graduation requirements and for Ontario College & Continuing Education Credentials, Bachelor Degrees, and the College's Convocation Ceremonies.

SCOPE

This policy applies to all graduates and students.

POLICY

1. Timing

1.1. Full-time Post-Secondary or Apprentice Students

Students registered in the final semester of their program are not required to complete an application to graduate. If eligible, graduation will be automatically processed.

The following full-time students must complete the online application to graduate within the first 90 days of their final semester:

- Students who are completing their programs through part-time studies,
- Students who are completing their program but are not registered in the final semester of their program,
- Students who choose in their final semester to graduate from an alternate program with similar curriculum requirements.

1.2. Continuing Education Students

Students must submit a certificate request to their program co-ordinator upon completion of all program requirements.

2. Graduation Eligibility

Students will be awarded their credential upon meeting all college and program requirements. Requirements include but are not limited to:

2.1. GPA, Grade, and Curriculum Requirements

The following are the minimum requirements for graduation from a program and for receipt of a credential. Students must have:

- A program GPA of 1.70 for diploma or certificate programs, or 2.30 for degree programs,
- Met all grades and curriculum requirements of the program of study.

2.2. Program Residency Requirements

2.2.1. Post-Secondary Credentials

Twenty-five percent (25%) of the credit courses in a declared program of study must be earned at George Brown College over and above exemptions, advanced standing and prior learning assessment credits. Students in fast-track programs must complete 25% of the credits for the duration of the non-fast track version of the program.

2.2.2. Continuing Education Credentials

Fifty percent (50%) of the credit courses in a declared program of study must be earned at George Brown College over and above exemptions, Advanced Standing and Prior Learning Assessment credits for programs eligible for George Brown College certificates.

2.3. Time Limitations for Program Completion

Diploma, Post Diploma, Certificate, and Degree programs must be completed within a determined time limitation for a student to be eligible to graduate. This time limitation is based on the length of the program:

- 1 year programs – up to 3 years
- 2 year programs – up to 4 years
- 3 year programs – up to 5 years
- 4 year programs – up to 6 years
- George Brown College certificate programs – up to 3 years

The time limitation may be extended at the discretion of the Office of the Registrar, upon the recommendation of the Dean of the student's Faculty or Centre.

2.3.1 Time Limitations for Suspended Programs

The college will provide students enrolled in suspended programs the opportunity to complete the program within the normal time period of the program.

2.4. Fees and College Property

Students must pay all fees as stipulated by the college and return college properties at the completion of a course or program. Failure to do so will result in an accounts receivable hold (AR Hold) being placed on the student's account. This may also result in a student's final credential being withheld, and could result in restrictions on attending convocation ceremonies.

3. Multiple Credentials

Students may qualify for more than one credential if program requirements are met by applying common courses toward multiple credentials. They must also meet the residency requirements of all credentials. Students must complete the online application to graduate within the first 90 days of their final semester. Students may only graduate from one credential per term.

4. Alternate Credentials

Students who leave their current program or the college before completing their full program may be awarded an alternate credential if the student meets eligibility requirements (e.g., a two-year diploma instead of a three-year diploma or a one-year program certificate instead of a two-year diploma).

4.1. To receive an alternate credential:

- The program must be an active ministry approved program that is offered by the college, and
- The students must meet all other graduation eligibility requirements outlined in section 2 above.

4.2. Students must declare their graduating program by completing the online application to graduate within the first 90 days of their final semester.

5. Majors, Minors, and Specializations

Students do not have the option to declare a major or minor in GBC programs.

Specializations may be available in some programs but are not recorded on transcripts or credentials.

6. Awarding Posthumous Credentials

A posthumous credential may be awarded by the Office of the Registrar, upon the recommendation of the Dean of the student's faculty if the following requirements are met:

- The student must have completed a significant portion of the final year of the program.
- The student must have been in good academic standing [see definitions] and expected to graduate.

7. Credentials

7.1. Ontario College Diplomas & Certificates

A diploma or certificate is issued to students who have successfully completed programs approved by the MCU as outlined below:

Ontario College Certificate: Meets the provincial program standards, normally up to *three* semesters in duration

Ontario College Graduate Certificate: Meets the provincial program standards, normally up to *three* semesters in duration

Ontario College Diplomas: Meets the provincial program standards, normally up to *four* semesters in duration

Ontario College Advanced Diploma: Meets the provincial program standards, normally *six* semesters in duration

7.2. Degrees

Degree level standards are established by the Postsecondary Education Quality

Assessment Board (PEQAB) and approved by the MCU.

7.3. Continuing Education Certificates and Certificates of Completion

Continuing Education Certificates are awarded to graduates who complete a continuous learning program with a minimum of 240 hours of instruction. Certificate programs must be composed of an organization of courses and related learning experiences leading to a recognized education objective(s) and a defined evaluation process.

Certificates of Completion Certificates are issued to individuals who complete a program or course(s) that does not have Ministry approval or credits. This will include continuing education and contract training activities.

7.4. Honorary Credentials

The College may, at the direction of the Board of Governors and the Office of the President, grant special credentials. These are awarded to distinguish a meritorious person who has performed a special service to the College or its community.

7.5. Distribution of Credentials

Credentials for the spring and fall term are mailed to the most current address on the college's Student Information System six to eight weeks after the term ends. Winter term graduates are awarded their credentials at the college's convocation ceremonies. Graduates who do not attend the convocation ceremonies will receive their credentials in the mail three to four weeks after the ceremony.

The College is not responsible for non-delivery of mail. All credentials that are returned to the college and are not claimed within a year of distribution will be destroyed. Students must apply to obtain a replacement credential and pay the published replacement fee.

8. Awards and Recognition

These awards are presented upon graduation or at Convocation:

8.1. Graduation with Honours

Graduating students who achieve a minimum program GPA of 3.50 in a diploma program or 3.70 in a degree program will have honours designated on their credential and transcript.

8.2. Dean's Award

The Dean's Award may be presented to the graduating student with the highest GPA, including fieldwork, work placement, and clinical, in a program selected on a rotational basis. The recipient must be in a different program than that of the valedictorian.

8.3. Dean's Medal

The Dean's Medal may be awarded to a student with a high GPA who has demonstrated qualities essential for success in the field of study.

8.4. Governor General's Award

The Governor General's Award is presented to the student graduating from a full-time program of at least two years in duration with the highest graduating program GPA in a program selected on a rotational basis.

8.5. Board of Governors Award

The Board of Governors Award is presented to the student graduating from a degree program with the highest graduating program GPA in a program selected on a rotational basis.

8.6. Valedictorian

The valedictorian will be a graduating student with a high GPA, including fieldwork, work placement, and clinical, in a program selected on a rotational basis by the Dean.

8.7. Recognition/Achievement Award

Recognition awards are presented to students who have completed courses or groups of courses (programs not approved by the MCU) that require successful completion of specific academic requirements. This is also referred to as an achievement award.

Any recognition or achievement awards are issued at the discretion of the academic centre.

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Where at all possible, the Chair or his/her designate will make the decision to grant this award prior to the start of classes. It cannot be construed as an award to those not completing certificate or diploma programs.

9. Convocation Ceremonies

9.1. General

The Office of the Registrar will establish and maintain the Convocation protocol. The protocol will be recommended by the College Council and will be approved by the Board of Governors and the Office of the President.

9.2. Ceremony Attendance

Graduates from Post-Secondary, Apprentice, and specific Continuing Education programs are invited to attend convocation ceremonies. If a graduating student is absent from the ceremony, the credential is awarded in absentia.