



COLLEGE OF THE NORTH ATLANTIC
OPERATIONAL POLICY

TOPIC: GRADUATION CEREMONIES

Policy No.	SS-214	Division	Student Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	SS-214-PR	Effective Date:	April 28, 2016

1.0 PURPOSE AND SCOPE

The College recognizes that the completion of a program of study is a significant and meaningful achievement in the lives of students. It also recognizes that dignified, formal Graduation Ceremonies are an appropriate means of celebrating student achievement with the entire College community, including the wider communities served by the College.

This policy establishes standards and procedures for planning and conducting dignified, formal Graduation Ceremonies at College of the North Atlantic campuses in Newfoundland and Labrador.

The Office of the Registrar, under the direction of the Associate Vice President Enrollment Management shall be responsible for province-wide coordination of these ceremonies to ensure consistent student focused events.

Local planning and implementation of campus or regional Graduation Ceremonies shall be the responsibility of the senior campus leadership position(s) – Campus Director, Senior Campus Director or Campus Manager (herewith referred to as Campus Director or equivalent).

2.0 POLICY

It is the policy of the College that each campus, or multiple campuses in a region, shall, at a place and time to be determined in collaboration with the Office of the Registrar, plan and conduct at least one (1) formal Graduation Ceremony each academic year (September 01 to August 31). A program in the college that is

thirteen (13) weeks or longer must acknowledge graduates through a formal graduation ceremony in adherence to this policy and procedures.

Student participation in the official Graduation Ceremonies will follow the college's Academic Year. Participation in these ceremonies will be open to students who are scheduled and are on track to complete their program of studies in the applicable academic year.

3.0 FOCUS OF CEREMONY

All planning and ceremony activities will keep the student as the main focus to ensure their accomplishments are being celebrated and recognized appropriately.

4.0 OFFICIAL PARTICIPANTS

Official participants in the ceremony will include first and foremost the graduates. Other officials in various capacities, as defined by this policy and procedures, include the Valedictorian, the Campus Director or equivalent as Emcee, applicable Dean(s), and the College President or designate.

5.0 OFFICIAL STAGE DIGNITARIES

Official stage dignitaries shall include the College President or designate, Board of Governors representative, Senior Vice President Academic and Chief Learning Officer, Executive member(s), Dean(s), Registrar, college staff and faculty when possible, Valedictorian once parchments have been conferred, the campus Student Representative Council President or designate, and the Minister responsible for post-secondary education.

6.0 SPECIAL GUESTS

Other special invited guests shall sit in designated seats in the audience and will be seated before commencement of the ceremony.

7.0 OFFICIAL SPEAKERS

The College President or designate and the Valedictorian will be the official speakers at the graduation ceremony.

8.0 PROCEDURE

The Associate Vice President, Enrollment Management shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	December 18, 2007
Revision 1	April 15, 2015
Reviewed	April 28, 2016