



**COLLEGE OF THE NORTH ATLANTIC**  
**OPERATIONAL PROCEDURE**

**TOPIC: GRADUATION CEREMONIES**

<b>Procedure No.</b>	SS-214-PR	<b>Division</b>	Student Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	SS-214	<b>Effective Date:</b>	March 16, 2017 (R3)

**PROCEDURES**

**1.0 PLANNING AND SCHEDULING**

- 1.1 Campus Administration shall, no later than June 1 of the prior academic year, provide the Office of the Registrar with proposed date(s) for their respective campus or regional Graduation Ceremonies for the upcoming academic year.
- 1.2 The Office of the Registrar shall, no later than August 1 of the prior academic year, identify and approve the Graduation Ceremonies date for each campus. The Registrar shall advise Campus Administration, Associate Vice-Presidents, the Executive and President's Office accordingly.
- 1.3 Official Graduation ceremonies cannot be scheduled any earlier than mid-May and no later than the last day of June. Approval may be granted by the Registrar should an overlap of dates occur due to exceptional circumstances.

**2.0 GRADUATION CEREMONIES COMMITTEES**

- 2.1 Campus Administration shall no later than September 30<sup>th</sup> each year, establish and chair a Graduation Committee.

- 2.2 Graduation Ceremonies Committees shall advise and assist the Campus Administration in all aspects of the planning, preparation and conduct of the ceremonies.
- 2.3 Each committee shall have at least one (1) graduating student, one (1) member of the Student Representative Council plus, at least one (1) representative from Student Services, Registrar's Office, and faculty.

### **3.0 OFFICIAL COMMUNICATION**

- 3.1 Graduating students will be informed of Graduation Ceremonies through campus and college website postings on or before September 1 of the applicable academic year. Students are responsible for informing the Office of the Registrar of their intention to participate in the ceremonies by registering their intent with the campus main office on or before March 15<sup>th</sup>.
- 3.2 The Office of the Registrar will authorize the official format of the invitation, which will be distributed to each campus.
- 3.3 Campus Administration shall, no later than February 15, provide the Office of the Registrar with a list of proposed guests to be invited to their respective ceremonies, and will be subsequently notified when official college invitations can be issued.
- 3.4 Invitations for special guests shall be issued not less than sixty (60) days prior to the approved Graduation Ceremonies date.
- 3.5 Invitations to the Minister responsible for post-secondary education, any federally or provincially elected officials and members of the College's Board of Governors shall be issued directly from the President's Office and liaison with these officials will be handled by the President's Office.
- 3.6 Contact and involvement of the media to be coordinated through the College of the North Atlantic's Marketing and Communication office as per normal college communication protocol.

### **4.0 PRESENTATION OF GRADUATE SCHOLARSHIPS AND AWARDS**

- 4.1 Ceremonies may include verbal acknowledgement of graduation-related awards and scholarships.
- 4.2 The President's Medal of Excellence and the Governor General's Certificate (if applicable) shall be presented by the College President or designate.

#### 4.3 Honour Society Status at Graduation

The College recognizes graduates who have attained Honour Society in each semester of their program resulting in an overall grade point average (GPA) of 4.0 and no mark less than 80%. Students who achieve this will be recognized during the graduation ceremony with an honour cord, to be presented by the Dean (or designate).

### 5.0 CEREMONIES

- 5.1 Staff and faculty shall be in attendance and shall wear formal black academic gowns.
- 5.2 Graduating students will wear academic gowns and school-specific v-stoles.
- 5.3 Official stage dignitaries shall include College President or designate(s), Campus Administrator(s), and Valedictorian. Other stage dignitaries will be at the discretion of the campus graduation planning committee.
- 5.4 Stage dignitaries from the College shall be attired in academic gowns and distinct stole as applicable.
- 5.5 All other invited special guests shall sit in designated seats in the audience and will be seated before commencement of the ceremony.
- 5.6 The College President or designate and the Valedictorian will be the official speakers at the graduation ceremony.
- 5.7 Order of Ceremony:
  - Staff and faculty procession
  - Stage dignitaries procession
  - Emcee to provide direction for stage dignitaries to rise for student procession while all others remain seated
  - Organ/piano/trumpet prelude
  - Student Procession
  - Ode to Newfoundland
  - Welcome by the Emcee
  - Introduction of Stage Guests by the Emcee
  - Address by Minister responsible for post-secondary education (if applicable)
  - Graduation Address by the College President or designate

- Awarding of Graduation Scrolls by the College President or designate and awarding of Alumni pins and honors cords (if applicable) by respective Dean or designate
  - Awarding of President's Medals and the Governor General Academic Certificate (if applicable) by the College President or designate
  - Valedictory Address
  - National Anthem
  - Closing by Emcee
  - Recession of graduates
  - Recession of stage dignitaries
- 5.8 Campuses or regions that have a defined Aboriginal presence shall invite a local representative to participate in the ceremony proceedings to acknowledge and incorporate a cultural presence in the proceedings.
- 5.9 Students who do not complete all grad requirements as of the date of graduation ceremony must have the designation "In Progress" listed in ceremony program. Students who choose to attend a graduation ceremony with the status of "In Progress" will not be permitted to attend another graduation ceremony for the same program.
- 5.10 Parchments will **NOT** be issued at the ceremony for any students/ graduates. Parchments will be mailed at a later date.
- 5.11 Only official graduation materials can be used for the graduation ceremony. Graduation materials include banners, scrolls, invitations and ceremony booklets which will be designed with official college branding and colors through appropriate college protocols and issued through the Office of the Registrar.
- 5.12 Ceremony booklet content to follow template standards provided by the Marketing and Communications Department.
- 5.13 Graduation scrolls will only be presented to graduating students in attendance.
- 5.14 All graduates will receive their parchment by mail.
- 5.15 Names of students who are absent will still appear in the graduation booklet and will be acknowledged as a group in absentia by the emcee.

Approval History

Approved by President	December 18, 2007
Revision 1	April 15, 2015
Revision 2	April 28, 2016
Revision 3	March 16, 2017