



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: GRADUATION CEREMONIES

Procedure No.	SS-214-PR	Division	Student Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	SS-214	Effective Date:	September 23, 2024 (R7)

PROCEDURES

1.0 Planning and Scheduling

- 1.1 Each campus administration shall, no later than June 1 of the prior academic year, provide the Registrar's Office with proposed date(s) for their respective campus or regional graduation ceremonies for the upcoming academic year.
- 1.2 The Registrar's Office shall, in consultation with the Graduation Steering Committee and the President, identify and approve the graduation ceremony dates for each campus no later than September 1 of each academic year. The Registrar's Office shall advise stakeholders accordingly.

2.0 Graduation Ceremonies Committees

- 2.1 Each campus administration shall no later than September 30 of each year establish and chair a campus Graduation Ceremonies Committee.
- 2.2 Campus Graduation Ceremonies Committees shall advise and assist the campus administration in all aspects of the planning, preparation, and conduct of the graduation ceremonies.

- 2.3 Each campus Graduation Ceremonies Committee shall have at least one graduating student, one member of the Student Representative Council, one campus administration plus, where possible, at least one representative from Student Services, one representative from the campus Registrar's Office, and one representative from faculty.
 - 2.4 The Graduation Steering Committee shall comprise the Associate Vice-President, Student Services, Vice-President of Academic Programs, Associate Vice-President of Public Affairs and Advancement, and Registrar.
- 3.0 Official Communication**
- 3.1 Graduating students will be informed of graduation ceremonies through campus and College of the North Atlantic (CNA) website postings on or before the start date of each academic year. To confirm their intention to attend the graduation ceremonies, students are responsible for completing the web-based graduation ceremonies registration form available after the drop date each Winter semester.
 - 3.2 The Associate Vice-President of Public Affairs and Advancement will authorize the official format of the graduation ceremony invitation, which will be distributed to each campus.
 - 3.3 Each campus administration shall, no later than February 15, provide the Associate Vice-President of Public Affairs and Advancement with a list of proposed guests to be invited to their respective graduation ceremonies, and will be subsequently notified when official CNA invitations can be issued.
 - 3.4 Invitations for special guests shall be issued not less than sixty (60) days prior to the approved graduation ceremony date, as per 1.2 above.
 - 3.5 Invitations to the Minister responsible for post-secondary education, any federally or provincially elected officials and members of CNA'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 Associate Vice-President of Public Affairs and Advancement, as per normal CNA communication protocol.
- 3.7 Only official graduation materials can be used for graduation ceremonies. Official graduation materials include banners, scrolls, invitations, and ceremony booklets which will be designed with official CNA branding and colours through appropriate CNA protocols and issued by the Associate Vice-President of Public Affairs and Advancement.
- 3.8 The graduation ceremony booklet content will follow template standards approved by the Associate Vice-President of Public Affairs and Advancement.

4.0 Presentation of Graduate Scholarships and Awards

- 4.1 Graduation ceremonies may include verbal acknowledgement of graduation-related awards and scholarships. These awards and scholarships are presented in a separate ceremony.
- 4.2 The President's Medal of Excellence and the Governor General's Certificate (if applicable) shall be presented by CNA President or designate. Exceptions for presenter must be approved by the President's Office.
- 4.3 **Honour Society Status at Graduation**
CNA recognizes graduates who have attained an overall grade point average (GPA) of 4.0 and/or no mark less than 80% in their program. Students who achieve this will be recognized during the graduation ceremony with an honour cord, to be presented by the Dean (or designate). Students who are "In Progress" will receive their honours society recognition at a later date.
- 4.4 Graduates in absentia will be honoured with these awards at a later date.

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, graduation hats, and credential-specific v-stoles or hoods.
- 5.3 Stage dignitaries shall include CNA President or designate(s), Campus Administration, Academic Team, Registrar (or designate), other Senior CNA officials, Minister responsible for post-secondary education or other designated Minister, and Valedictorian. Other stage dignitaries may be invited in consultation with the Associate Vice-President of Public Affairs and Advancement.
- 5.4 Stage dignitaries from CNA 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 Minister responsible for post-secondary education or Ministerial designate (if applicable), CNA 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
 - Instrumental prelude
 - Student procession (seated by school/by program)
 - Valedictorian will be seated on stage
 - Welcome by the Emcee
 - Indigenous Land Recognition (as applicable)
 - Ode to Newfoundland
 - Introduction of stage guests by the Emcee
 - Address by Minister responsible for post-secondary education (if applicable)

- Graduation Address by CNA President or designate
 - Awarding of:
 - Graduation scrolls by CNA President or designate
 - Honour cord (if applicable) and Alumni pins by respective Dean or designate
 - Practical Nursing pin (if applicable) by Dean of Health Sciences or designate
 - President's Medals and the Governor General Academic Certificate (if applicable) by CNA President or designate
 - Valedictory Address
 - O Canada
 - Closing by the Emcee
 - Recession of graduates
 - Recession of stage dignitaries
- 5.8 Campuses or regions that have a defined Indigenous 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 graduation requirements as of the date of graduation ceremony must have the designation "In Progress" listed in graduation 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. Students who are "In Progress" will receive any ceremony awards at a later date.
- 5.10 Parchments will **NOT** be issued at the ceremony for any graduates. Parchments will be mailed at a later date.
- 5.11 Names of students who are absent will appear in the graduation booklet and will be acknowledged as a group in absentia by the Emcee (on behalf of the President).

Approval History	
Approved by President	December 18, 2007
Revision 1	April 15, 2015
Revision 2	April 28, 2016
Revision 3	March 16, 2017
Revision 4	March 26, 2019
Revision 5	May 27, 2019
Revision 6	February 4, 2020
Revision 7	September 23, 2024