

*Ontario College of Art & Design
Policies, Procedures & Regulations*

Academic Council Policy

Graduation Approval Process

1013

Description:

Approved by Academic Standards Committee:
Approved by Academic Council:
Date Effective: September 2007

Approval Authority: Academic Council

Signature: Keith Rushton

Policy

Adjudication and Approval Process:

Automatic review every May of students who have achieved 14 credits (or more): the appropriate Dean or designate of every program or major reviews the transcript of students in his/her area to identify outstanding requirements. DBOCAD "degree audit" program should be used for this. The form is then sent as an email attachment to the student.

At the end of summer: any student who has attained 14 credits and was not previously assessed should be reviewed.

Formal adjudication of transcripts of students who have applied to graduate (May and October): the appropriate Dean or designate of each program or major ensures that the applicant has completed all degree requirements and signs off on each graduand.

Final adjudication of transcripts of students who have applied to graduate (May and October): the Registrar conducts a final review of the transcripts, cross-checking the adjudications of the Deans or designates, looking in particular for antirequisites such as renumbered or renamed courses. Final sign off on list of graduands.

Review of list of graduands by Academic Standards Committee: The Registrar presents the list of all applicants and decisions to Academic Standards, noting any trends or problems of note. Faculty representatives will also bring information to the table about trends/problems that should be noted or addressed by the Committee. This approval must take place at least two weeks prior to convocation.

Approval of list of graduands by Academic Council: Upon recommendation of Academic Standards Committee, Academic Council is asked to approve the list of graduands and to confer on the Registrar the authority to amend the list prior to convocation. The full list of approved graduands is appended to the Minutes of Academic Council. This approval must take place at least two weeks prior to convocation.

Guidelines for Participation in Convocation / Printing of Names, Degrees and Awards in Convocation Program:

1. Students must apply for spring or fall convocation by the published deadlines. The application form must include explicit permission to print the student's name and degree as well as award information in the convocation program.
2. Two weeks prior to convocation and based on the list of approved graduands, the convocation program will be printed, including student names (excluding those where permission was withheld on the application form), the names of the degrees earned, and any awards conferred (if available).
3. Students who have fulfilled all core requirements for their major program and completed all but one elective or Liberal Studies course and who have registered in that course for the Summer term, may participate in convocation ceremonies including wearing academic attire and walking across the stage, only upon recommendation of the Dean of their Faculty and at the discretion of the VP Academic.