

## Senate Policy

---

### Graduation Approval Process and Convocation

# 1.8

---

#### Description:

This policy outlines the graduation process at OCAD University.

---

#### Approvals:

Approved by Academic Standards Committee: March 2007

Approved by Academic Council: March 2007

Date Effective: September 2007

Revised by Academic Standards Committee: February 2014

Revision approved by Senate: April 2014

Date Effective: April 2014

Revised by Academic Standards Committee: February 2017

Revision approved by Senate: February 2017

Date Effective: March 2017

Revised by Academic Standards Committee: January 2025

Revision approved by Senate: January 2025

Date Effective: September 2025

---

**Approval Authority:** Senate

**Signature:** Julian Goss, Chair

---

#### Graduation

After each academic term OCAD University awards undergraduate and graduate degrees and diplomas to eligible students.

#### Policy:

##### Adjudication and Approval Process

1. To be considered for graduation, students who have completed their program requirements must submit their intent to graduate by the published deadlines.

2. At the end of each academic term, the Office of the Registrar, in consultation with the Faculties and School of Graduate Studies, conducts a final review of the academic records of all students who have submitted their intent to graduate.
3. The number of students who have met graduation requirements are presented to the Senate Academic Standards Committee for approval, as well as a report on any trends or problems of note. This approval must take place at least two weeks prior to the convocation ceremony. Faculty representatives may also present information about trends and/or problems that should be noted or addressed by the Committee.
4. The Senate Academic Standards Committee submits a formal request to Senate for final approval of the graduands. In the spring, this approval must take place at least two weeks prior to convocation.

### **Diploma Parchments**

The parchments must include the student's legal name as recorded in the OCAD University student information system, the name of the credential awarded, the formal name of the student's major or program, graduation honours if applicable and the month and year the credential was conferred. The conferral date reflects the date the student received Senate approval to graduate.

Students can request to change their first and middle name on their diploma. Students should be aware that using a name other than their full legal name may cause complications with processes such as job applications, student loans, taxes, and professional licensing.

### **Convocation**

A formal spring convocation ceremony is held after the end of the winter term, usually in early June. As a convocation ceremony is not normally held in the fall or winter, students approved to graduate after the spring/summer and fall terms are invited to attend the following spring convocation ceremony.

### **Convocation Program**

Each intent to graduate submission must include explicit permission to print the student's name and credential as well as award information in the convocation program. The convocation program will reflect each student's name (the name a student uses every day, if different from their legal name) as recorded in the OCAD U student information system. The convocation program is finalized two weeks prior to the convocation ceremony.

### **Participation in Convocation**

All students who have completed their degree requirements and are approved to graduate by Senate are invited to participate in a formal convocation ceremony.