

AC103: Recognition, Graduation and Convocation

Policy Title:	Recognition, Graduation and Convocation
Policy Number:	AC103
Owner:	Sr. Vice President Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2025
Reference:	
Links to Other Policy:	Admissions AC102 Grading and Student Achievement AC 106 MCU credential framework (OQF & MC) https://www.tcu.gov.on.ca/pepg/programs/oqf/oqf.pdf https://www.ecampusontario.ca/wp-content/uploads/2020/11/Micro-credentials-en1.pdf
Procedure/Process documents:	Credential Chart Overview - June 2025.xlsx , ALE form

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Post Secondary Credentials

In accordance with the Ministry of Colleges and Universities Qualifications Framework for Programs of Instruction, the College will issue the following credentials:

St. Lawrence College Certificate

Board approved certificate that is typically 5 to 12 courses or approximately 240 to 500 equivalent instructional hours.

Ontario College Certificate

Typically, the duration to achieve this credential is two (2) academic semesters or approximately 600 to 700 equivalent instructional hours.

Ontario College Diploma

Typically, the duration to achieve this credential is four (4) academic semesters or approximately 1200 to 1400 equivalent instructional hours.

Ontario College Advanced Diploma

Typically, the duration to achieve this credential is six (6) academic semesters or approximately 1800 to 2100 equivalent instructional hours.

Ontario College Graduate Certificate

Typically, the duration to achieve this credential is two (2) academic semesters or approximately 600 to 700 equivalent instructional hours.

Degrees

Degrees issued by St. Lawrence College are approved by the College's Board of Governors and meet degree level standards of the Postsecondary Education Quality Assessment Board (PEQAB). At St. Lawrence College degrees are typically nine (9) academic semesters in duration or 2400 to 2800 equivalent instructional hours.

St. Lawrence College Continuing and Professional Learning Credentials

In addition to Ministry/Board approved Credentials, the College will issue the following locally approved credentials:

St. Lawrence College Professional Certificate

Senior Leadership Team approved certificate that is typically less than 500 instructional hours; evaluation component and grades are retained on the student's record.

Certificate of Achievement

Typically awarded when the duration of instructional is 100 to 500 hours; evaluation component and grades are retained on the student's record.

Certificate of Participation

Typically awarded when the duration of instructional hours is under 100 hours; evaluation does not occur, but completion records are retained on a student file.

Certificate of Completion

Typically awarded when the duration of instructional hours are 12-45 hours; evaluation component and grades are retained on the student's record.

Microcredentials

Micro-credentials are short, competency-based training opportunities that focus on "in demand" workplace skills and provide real-world learning experiences. Each micro-credential earned comes with a digital badge* that can be shared with employers and added to your online resume, portfolio, and profile; evaluation component and grades are retained on the student's record.

*Certificate of Completion may also be granted along with the digital badge in certain situations.

Purpose:

St. Lawrence College delivers programs of study and courses that which when successfully completed result in a specific credential being granted to the student. Credentials awarded are limited to those outlined within this policy.

Scope:

Credentials awarded are limited to those outlined above.

POLICY STATEMENTS

1. Requirements for Graduation

The recommendation for graduation is determined by the Registrar, on the advice of the Dean or designate, based on completion of the program. Credentials are awarded in recognition of the attainment of clearly established levels of competence. These levels are defined in terms of program objectives and performance standards (learning outcomes). It is the student's responsibility to be aware of all graduation requirements for the program from which they expect to graduate. As per their academic advisement found on the SLC student portal

To graduate from a Ministry/PEQAB Approved program, the following conditions must be satisfied:

- a) All course grades are permanent records and as such never expire however, students must comply with the completion guidelines noted below and as such may require the student to have their courses evaluated for currency and would be subject to the curriculum in place at the time of review.
- b) Students must meet the Residency Requirement outlined in the Admission Policy, Residency Requirement.
- c) Students must have successfully completed the requirements of the program in effect at the time of graduation unless the Dean or delegate has approved alternative arrangements in writing prior to the student's commencement of the last semester of studies. The graduation requirements will include any changes made to advanced semesters while the student is "in progress" in a program but would not include changes in semesters that have already been completed.

- d) Students who interrupt their studies will be required to meet the program requirements in effect at the time of their return to the College. Students who have interrupted their studies may not be eligible to graduate from a program that is no longer offered by the College. (See also: Admissions Policy, Re-admission).

2. Recognition Granted

St. Lawrence College assigns credentials for all certificates, diplomas, and College degrees, certificates of achievement, participation and completion are consistent with the principles in the Ontario Qualifications Framework and College policy as required/issued by the Ministry of Colleges and Universities.

As a general principle, students completing the same terminal performance objectives shall receive the same credential. Subject to this principle, graduates of programs that lead to a separate and distinct career/occupational field, normally as defined by the National Organizational Classification (NOC), may be recognized by a diploma or certificate.

In recognition of the attainment of a clearly established professional specialization, Academic Council may approve the addition of a descriptor to official College correspondence and documentation.

3. Graduation/Completion Timelines

Students are usually required to complete their program within 200% of the normal program duration. Specialized postsecondary programs have a time limit for completion of 60 months (some exceptions do apply). Completion of SLC Continuing and Professional Learning credentials will vary by program (contact the Registrar's Office for more information). Failure to complete a program within these timelines may require a student to apply for re-admission. Students would then have their courses evaluated for currency and would be subject to the program of studies and curriculum in place at the time of re-admission.

Students who are resuming studies after a break of two or more academic semesters require approval through the Advance Level Entry process. St. Lawrence College does not permit the backdating of diplomas.

The completion timeframe for students who have an approved reduced course load through the Tuition Fee Subsidy Program for Students with Disabilities (TFSPD) is determined on a case-by-case basis by the Program Coordinator in consultation with Student Wellness and Accessibility Services.

4. Clearance for Graduation

The recommendation for clearance for graduation of Ministry/PEQAB approved programs typically happens at the end of each semester: Fall, Winter and Spring/Summer (as published annually in the College's academic calendar). Outside of these times, recommendations will be made only in exceptional circumstances.

Convocation recognizes all graduates of college degree, diploma and certificate programs at the campus where the program requirements were completed. Students graduating from online or flexible learning programs will be invited to attend ceremonies. Each graduate's name will appear in the convocation program. To graduate and participate in Convocation ceremonies, students must meet all program requirements and are able to self-identify by completing an Application to Graduate.

5. Valedictorian

"Valedictorian" is an academic title conferred upon a high-ranking student within a graduating class. The Valedictorian can be nominated by staff, faculty, fellow students, or they are able to nominate themselves. One Valedictorian may be selected for each Convocation ceremony.

The Valedictorian must:

- demonstrate the highest quality of work in their academic program;
- contribute regularly to the College through committees, competitions or other College-sponsored activities;
- participate in student organized events and activities;
- display a positive attitude;
- must not have any academic integrity violation on file;
- must not have any unresolved code of conduct violations.
- Be a graduate of an Ontario College certificate, diploma, advanced diploma or degree.

6. President's List

The President's List is one of the most prestigious awards given by the College. The President's List recognizes graduates who achieve academic excellence, participate in campus and community activities, and represent the college in conjunction with our core values: Students First, Teamwork, Innovation, Integrity, and Belonging.

Eligibility is based on:

- academic excellence;
- graduating with distinction;
- interest and activities involving leadership, citizenship, and community service;
- must not have any academic integrity violation on file;
- must not have any unresolved code of conduct violations;
- be a graduate of an Ontario College certificate, diploma, advanced diploma or degree.

7. Governor General's Academic Medal

Recognizes ONE graduate, across the three campuses, who has achieved the highest grade point average in any diploma program. In the event of a tie, the college will ensure selection is in line with the Canadian Governor General's Academic Medal Directives.

8. Awarding of Posthumous Credentials

Background

A posthumous credential may be awarded at the discretion of the Registrar upon request by the program area where the student did not complete academic requirements prior to their death. The Dean/Associate Dean will make a recommendation for a posthumous credential and will follow the conditions set forth in this process.

Deceased students who have already completed all of the requirements for their credential will be considered for graduation in accordance with the Graduation Policy.

Eligibility Criteria

The College will consider granting a posthumous credential (certificate, diploma or College degree), provided the following:

- Student is enrolled in the final semester of their program and in the opinion of the program faculty, had a high likelihood of achieving the credential being sought.

- Exceptions may be made at the discretion of the Registrar and the Sr. Vice-President, Academic and Student Success. The student's financial account with the College must be in good standing.

MONITORING

Registrar's Office

NEXT POLICY REVISION DATE

September 2030