

AC103: Recognition, Graduation and Convocation

Policy Title:	Recognition, Graduation and Convocation
Policy Number:	AC103
Owner:	Senior Vice-President, Academic
Approved by:	College Executive Team
Effective Date:	September 2020
Reference:	
Links to Other Policy:	Admissions MCU credential framework

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:

Ministry Approved Credentials

In accordance with the Ministry of Advanced Education and Skills Development Framework for Programs of Instruction, the College will issue the following credentials:

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 Locally Approved Credentials

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

St. Lawrence College Certificate

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

Statement of Achievement

Typically awarded when the duration of instructional hours is under 240 hours; evaluation component and grades are retained on the student's record.

Acknowledgement of Participation

Typically awarded when the duration of instructional hours is under 240 hours; evaluation does not occur and/or grading records are not retained on a student record

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 Associate Dean, 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.

To graduate from a program, the following conditions must be satisfied:

- a) Students are usually required to complete their program within 200% of the normal program duration. For example, a two (2) year program would have a maximum completion timeframe of four (4) years. Failure to complete the program within the timeframe would require the student to have their courses evaluated for currency and would be subject to the curriculum in place at the time of review. 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.
- 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 Associate Dean 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 full-time 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 will not be eligible to graduate from a program that is no longer offered by the College. (See also Admissions Policy, Re-admission).
- e) Students who completed all program requirements but did not apply to graduate in their graduating term, may apply, via the applicable Academic School (K) or Campus Student Services (B, C) for their credential. Their record will be evaluated and if applicable, a credential will be conferred and dated accordingly.

2. Recognition Granted

St. Lawrence College assigns credentials for all certificates, diplomas, and College degrees, statements of achievement and acknowledgements of participation consistent with the Ontario Qualifications Framework 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 Timelines

Students are usually required to complete their program within 200% of the normal program duration (See Graduation and Convocation Policy, Requirements for Graduation). Part-time postsecondary programs have a time limit for completion of 60 months (Some exceptions do apply). Contact individual Academic Departments for more information). Failure to complete a program within these timelines would 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. For students who are resuming studies after a break of two or more academic semesters, the learning plan resulting from their course evaluation must be approved by the Dean or Associate Dean and Registrar. St. Lawrence College does not permit the backdating of diplomas.

4. Clearance for Graduation

The recommendation for clearance for graduation happens three times per year, corresponding with 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.

5. Application to Graduate

Convocation recognizes all graduates of college degree, diploma and certificate programs at the campus where the program requirements were completed. 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 required to self-identify by completing an Application to Graduate. Instructions are sent by email to all students regarding the application process.

6. 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.

7. Awarding of Posthumous Credentials

Background

The death of a student is a particularly tragic situation. Every student at St. Lawrence College is undertaking studies to fulfill a unique potential in their own particular area of academic interest. When their learning is unexpectedly cut short, the loss is always keenly felt by fellow students, staff and faculty, and of course the family and friends of the deceased. The awarding of a posthumous credential may help to ease the sense of loss and sadness of such an occasion for those left behind, while also recognizing and honouring the education that was achieved.

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. The student’s financial account with the College must be in good standing.

Process

The process is coordinated by the Registrar’s Office. The College does not automatically act to award a posthumous credential in the event of a student’s death. This process

may be initiated by a College faculty or staff member, or by the deceased student's family.

Step 1 - Confirmation of eligibility per criteria above.

Step 2 - Confirmation of interest and desire on the part of the deceased student's family to accept the credential. Family may be contacted by either a program staff or faculty member or by the Registrar.

Step 3 - Credential is produced and where possible presented at the next regular convocation ceremony, accepted by a representative of the family. At the request of the family, the document may be presented privately at a time of their choosing.

Step 4 - Student's name would be included in the next Convocation program booklet and identified as posthumously awarded.

MONITORING

Registrar's Office

NEXT POLICY REVISION DATE

September 2025