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## Convocation

Policy No.:	4113
Category:	Administration
Approving Body:	Leadership Team
Executive Division:	Student Services
Department Responsible:	Registrar's Office
Current Approved Date:	2011 Jan 26

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## Policy Statement

BCIT acknowledges and congratulates students who have successfully completed a prescribed program of study and who have been awarded a specific credential associated with that program of study. This recognition will take place at a Convocation ceremony in a manner determined by the Ceremonies Advisory Committee.

## Purpose of Policy

This policy identifies the procedures and specific requirements associated with participation and eligibility for attendance at a Convocation ceremony.

## Application of this Policy

This policy applies to BCIT program areas, Registrar's Office, and graduating students.

## Related Documents and Legislation

None

## Eligibility – Students

For a student to be eligible to attend Convocation, the following conditions must be satisfied:

- 1) The student must be associated with an eligible credential (i.e. 45 credits or greater)
- 2) The student must have completed all coursework, including practicum assignments.
- 3) Instructors must have submitted all marks for required courses to Student Records by the deadlines stated below.
- 4) Students who have any outstanding financial obligation to the Institute at the point of program completion will not be permitted to attend Convocation and cross the stage.
- 5) For students who do not complete all coursework prior to the deadlines indicated below, they will have until the deadline prior to the next Convocation ceremony to complete outstanding requirements and apply to graduate.

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## Eligibility – Program Departments

All programs with a total value of 45 credits or greater will be eligible for approval to participate in Convocation ceremonies.

### Duties and Responsibilities

#### 1. Student Application

Students completing an approved program of studies who wish to attend a particular Convocation ceremony, and who meet the eligibility requirements stated above, must follow the following process:

##### *Full-time students*

- The Student must complete an Application to Attend Convocation for full-time students. Access to this form is found on the Convocation Web pages.
- The student submits this application approximately six weeks prior to the ceremony date. The application submission deadline is stated on the application form.

##### *Part-time students*

- The Student must complete an Application for BCIT Credential. This application includes options to attend a convocation ceremony. Access to this form is found on the Convocation Web pages.
- The student submits this form to Student Records in the Student Information and Enrolment Services Office approximately six weeks prior to the scheduled ceremony. The application submission deadlines are stated on the application form.
- The relevant program advisor signs the form to indicate approval.

#### 2. Instructors' Deadlines for Mark Submissions

For full-time and part-time programs, all coursework and practicum obligations must have been completed prior to Convocation.

##### *Full-time programs*

All marks for students in programs participating in the ceremony must be submitted by instructors to Student Records, and received by Student Records no later than:

- June Ceremony: The end of the first week in June.
- February Ceremony: The end of the first week in February.

##### *Part-time studies programs*

Student Marks Submission deadline for Part-time:

- For June Ceremony: The end of the first week in May
- For February Ceremony: The end of the first week in January

#### 3. Notification Procedures for Program Participation

##### *Programs that have previously participated in Convocation*

Unless otherwise notified, the Registrar's Office will assume that programs will continue to participate in Convocation ceremonies. If a program wishes to discontinue participation, the Registrar's Office must be notified in writing at least four months prior to the next ceremony.

##### *Programs that have not previously participated in Convocation*

Programs not currently associated with Convocation ceremonies who meet the eligibility requirements noted above and who wish to participate must notify the Registrar's Office and Marketing and Communications in the following manner:

## Duties and Responsibilities

- 1) The chief instructor or program head must notify their associate dean who, in turn, will advise the Registrar's Office (Student Records) and Marketing and Communications (Special Events) of intent to attend Convocation.
- 2) The Registrar's Office will:
  - Determine which Convocation ceremony students can attend. This will be dependent upon completion date of program and whether the program request to participate falls within notification deadlines which are detailed below.
  - Respond to the associate dean regarding acceptability of program completion dates and notification deadline.
  - Audit students' records and send out Convocation package with application to graduate and invitation details.
- 3) Marketing and Communications will:
  - Consult with the Registrar's Office to ensure that deadlines and program completion requirements have been met
  - Determine whether there is space and sufficient time allotment to include the new program in requested ceremony
  - Respond to the associate dean regarding acceptability of inclusion of program at the requested ceremony, and provide the associate dean with necessary ceremony details
- 4) Notification deadlines for new programs to participate:
  - June Ceremony: No later than six months in advance of the desired ceremony, i.e., December 31
  - February Ceremony: No later than six months in advance of the desired ceremony, i.e., August 31

## Procedures Associated With This Policy

None

## Forms Associated With This Policy

Application to Attend Convocation

Application for BCIT Credential

Web access for both forms: <http://www.bcit.ca/convocation/info/>

## Special Situations

None

## Amendment History

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| 1. | Created    | 1997 Jan 20 |
| 2. | Revision 1 | 2001 Nov 01 |
| 3. | Revision 2 | 2011 Jan 26 |

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**Scheduled Review Date**

2015 Jan 01