

Convocation Exceptions – Graduate Studies

This protocol addresses graduate level program students who have been granted conditional graduation status and are requesting permission to cross the stage at a UFV convocation ceremony.

Students may be granted conditional graduation status who have substantial completion of all program requirements by the end of April. Conditional graduation status is noted on their application to graduate and must be approved by the Graduate Program Chair (GPC), the AVP Research, Engagement, & Graduate Studies (REGS), and submitted to the Registrar.

The following general guidelines are considered substantial completion:

- All coursework is completed, and
 - Thesis has been defended and required minor revisions are underway, and/or
 - Major paper has been presented and graded, and required minor revisions are underway, and/or
 - Practicum academic requirements have been met and practicum hours will be completed prior to convocation, and/or
 - Other minor conditions as described by the GPC.

Under the above conditions, students may make a request to participate in convocation to their GPC. The request must be in writing (or email) with a description of the exceptional circumstance.

The GPC makes a recommendation to the AVP REGS and includes the student request with a statement of the condition(s) the student must fulfill and the target date for completion. The AVP REGS will review the recommendation and may request additional information.

The AVP's recommendation is submitted to the Registrar and will include the student's request and the statement on what condition(s) the student must fulfill to complete graduation requirements. This information is copied to the GPC, and Dean of the Faculty, and any other parties involved (e.g. the student's supervisor).

The decision of the Registrar is final and will be forwarded to the parties involved.

Note: In *extremely rare* cases, students who do not have conditional graduation status granted but wish to participate in a convocation ceremony, may make a request but will be considered only in *extraordinary circumstances* and should follow the process above. The decision of the Registrar is final.