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## APPROVAL OF GRADUANDS

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice President, Academic
<b>Related Policies / Legislation</b>	Credentials (64) <i>University Act, s. 7 &amp; 9</i>

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### PURPOSE

This policy is to establish the authorities, responsibilities, and processes for approval of graduation requests at the University of the Fraser Valley (UFV).

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### SCOPE

This policy applies to students eligible to graduate with any UFV credential.

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### DEFINITIONS

**Graduand:** A student who has been approved to graduate but has not yet graduated.

**Graduate level education:** Post-secondary education beyond the level of the bachelor degree.

**Undergraduate level education:** Post-secondary education at the university or college level up to and including the level of the bachelor degree.

**Preparatory level education:** Education that is developmental or preparatory to post-secondary.

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### POLICY

The UFV Senate approves degrees and other credentials for graduation applicants who have met all university and program graduation requirements.

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### REGULATIONS

#### Approval of graduands

For undergraduate and preparatory-level credentials, the appropriate dean has ultimate responsibility to ensure applicants for graduation have met all graduation requirements but may delegate the responsibility to other UFV units or positions. The position or unit that determines eligibility for graduation will provide the Registrar with a list of eligible candidates and will notify any applicants who are not approved to graduate. The registrar will confirm, in consultation with the academic units, which students have met all necessary graduation requirements.

For graduate-level credentials, the Associate Vice-President, Research, Engagement, and Graduate Studies will determine which applicants for graduation have met the requirements, provide the registrar with a list, and notify any applicants who are not approved to graduate. The registrar will confirm, in consultation

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with the associate vice-president, which students have met all the necessary graduation requirements.

The registrar will provide a list of proposed graduands to the Senate for approval.

The registrar is granted the authority to correct/amend the list of graduands under exceptional circumstances, with approval of the Senate Chair and Vice Chair, when there is no opportunity to submit an amendment to the Senate for approval. The registrar will submit an amended list to Senate at the next meeting of Senate.

### **Appeals**

Failure to meet published graduation criteria is not grounds for appeal. If a student believes they have met graduation requirements and were not approved for graduation due to an error or an unfair process, they may submit an appeal in writing, with a clear rationale, to the appropriate dean for preparatory and undergraduate programs or to the Graduate Studies committee for graduate programs, within 15 business days of receiving the decision.

If the student remains dissatisfied following the decision of the dean or the Graduate Studies committee, the student may request in writing, within 10 business days of receiving the decision, that the appeal be forwarded to Senate. The Senate will establish a final appeal tribunal to consider the appeal.

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