



SUBJECT	Convocation Requirements
<p><u>BACKGROUND</u></p> <p>A certificate, diploma, or degree, awarded to students who have successfully completed the program requirements for which they have applied to graduate, will be presented at the annual convocation exercises.</p> <p>Smaller convocation exercises may be planned for graduates of programs which do not follow the traditional time, as required.</p> <p><u>POLICY</u></p> <p>Students who meet the specific requirements of the program in which they are enrolled may receive their certificate, diploma, or degree at the annual convocation ceremonies.</p> <p>The College reserves the right to withhold a transcript, certificate, diploma or degree from any candidate who has not met all of his or her financial or other obligations to the College</p> <p>The College reserves the right to determine who is eligible to attend the convocation ceremonies.</p> <p><u>REFERENCE</u></p> <p>Board of Governors - Motion 230-71.</p> <p><u>PROCEDURE</u></p> <p>A student is eligible to receive a certificate, diploma, or degree when:</p> <ol style="list-style-type: none"> 1. he/she has successfully completed a prescribed program of instruction and 2. he/she has been recommended by the Executive Regional Director/Associate Regional Director/Director and certified by the Registrar's Office and 3. the recommendation has been approved by the Board of Governors. 	

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<p>To be eligible to attend convocation and to receive the official transcript and certificate, diploma, or degree the following requirements must be met:</p> <ol style="list-style-type: none"> 1. A prospective graduate must submit an Application for Graduation to Student Services by the first month of his/her final semester. 2. All debts owing to the College must be fully paid. All borrowed College property must be returned to the College. 3. A prospective graduate must successfully complete his/her program of studies. 4. Students who complete their program of study mid-year should contact the Registrar's Office to arrange for an academic credit check, in order to receive their certificate or diploma. <p>Certificates, diplomas, and degrees are distributed at convocation ceremonies. However, those students who are unable to attend the ceremonies and/or those who complete a program well in advance of the convocation ceremony will receive their certificate, diploma, or degree by mail.</p>	

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