

Approval Date: November 5, 2007

Parent Policy: [Degrees Policy](#)

Convocation Procedure

Office of Administrative Responsibility:	Office of the Registrar
Approver:	Standing Committee on Convocation
Scope:	Compliance with University policy extends to all members of the University community.

Overview

The responsibility of GFC to provide for the conferring of degrees has been delegated to the Office of the President. The President has established a Standing Committee on Convocation, the purpose of which is to deal with all matters pertaining to convocation ceremonies in accordance with established practice.

The Office of the Registrar, Convocation and Ceremonies Office, is responsible for organizing convocation ceremonies. Detailed administrative procedures for convocation will be stored in the official Convocation Procedures and Reference Manual, in the Convocation and Ceremonies office.

University of Alberta degrees, including honorary degrees, are normally only conferred at a University convocation ceremony.

Purpose

To establish regulations governing the University of Alberta's convocation ceremonies in order to maintain the integrity and importance of the convocation ceremony.

PROCEDURE

1. CONVOCATION DATES

The University of Alberta will normally hold two convocation seasons per year: a spring convocation and a fall convocation. Convocation schedules will be developed in the Convocation and Ceremonies Office in the Office of the Registrar, in consultation with Faculty Deans.

The University of Alberta Augustana Faculty will hold one convocation ceremony each year at Augustana Campus, normally scheduled in May. Students registered in the Augustana Faculty who are eligible to graduate in the fall season may attend the fall convocation held on North Campus.

2. NUMBER OF CONVOCATIONS

One convocation will be held for every five hundred graduating students expected to attend, in order that the program will not be unduly prolonged and that a reasonable number of guest tickets will be available for each student.

3. ACADEMIC APPAREL

Students participating in the convocation ceremony are required to wear academic dress. All graduates will wear the academic dress for the degree they are receiving at that convocation ceremony.

Academic staff and other University officials are invited to attend convocation and sit on the stage as part of the ceremony. These individuals will request their apparel from the Convocation and Ceremonies Office of the Office of the Registrar, or may wear their own formal academic apparel.

The Senate Office provides the Convocation and Ceremonies Office with the particulars of each Honorary Degree

recipient so that the proper Honorary Degree robe, tam, hood and citation will be available on the day they are to receive their degree.

4. TICKETS FOR CONVOCATIONS

All graduates who indicate that they will attend Convocation are promised a predetermined number of reserved guest tickets (subject to availability). Extra tickets may be available only on the day of the ceremony if numbers show that this is possible. No tickets are mailed to graduates. Extra tickets cannot be reserved.

5. DEFERRING CEREMONY ATTENDANCE

Students who are unable to attend the Convocation ceremony held immediately following completion of their degree requirements may provide a written request to the Convocation and Ceremonies Office requesting the ability to attend the following Convocation ceremony. The students' parchments will be issued for the original Convocation and their names will appear in the program at the original Convocation. Their names will not appear in the program for the Convocation ceremony they attend.

6. AWARDS AND SCHOLARSHIPS

a. Scholarships

Only those scholarships and prizes considered to be graduating scholarships for superior academic achievement are read as the graduate crosses the stage.

b. Most Prestigious Medal

Every Faculty may identify one medal as being the most prestigious it offers to graduating students. These medals are awarded on stage by the President during the "Presentation of Graduates" phase of the Convocation ceremony. The graduate awarded the most prestigious medal of a Faculty will be the first to cross the platform for the Faculty.

c. Other Awards

Requests to have other award recipients recognized at convocation ceremonies will be considered by the Standing Committee on Convocation on a case-by-case basis. The Committee will consider having the awards acknowledged by the President provided the acknowledgements do not substantially increase the length of the ceremonies attended by the award winners.

7. CONVOCATION PROGRAM LISTINGS

The Convocation and Ceremonies Office will produce the official program for convocation ceremonies. Convocation Programs will list the name, hometown, degree and specialization (if applicable) of each graduate, according to the student information system at the time the program is printed.

Neither undergraduate nor graduate candidates for graduation will have previous degrees listed in the Convocation Program.

8. MATERIAL DISTRIBUTION AT CONVOCATION

There shall be no distribution of advertising, marketing products, or publicity of any kind at convocation ceremonies, including by Faculties, Departments or Offices of the University of Alberta or by Honorary Degree recipients.

DEFINITIONS

There are no definitions for this procedure. [[▲Top](#)]

FORMS

There are no forms for this procedure. [[▲Top](#)]

RELATED LINKS

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[Standing Committee on Convocation](#) (University of Alberta)