

**Approval Date: November 5, 2007**

**Parent Policy: [Degrees Policy](#)**

## Degrees Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Registrar
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Purpose

To establish the procedure for basic degree application, and for **granting, awarding and conferral of degrees** for students in a variety of circumstances.

### **PROCEDURE**

#### 1. DEGREE APPLICATION PROCEDURE

Students who have completed all their degree requirements must identify themselves by applying for graduation on **Bear Tracks**. The student's Faculty Office will review the application and evaluate the student's academic record to determine if the student meets all of the requirements to obtain the degree specified. Deadlines to apply for graduation will be published in the *University Calendar*.

In cases where there is a time lapse between when a student finishes the degree requirements and when the degree application is submitted:

- a. In cases of administrative error, the degree should be backdated to the convocation date that should have been used.
- b. In cases of student error, the degree should be awarded on the date of the next regular convocation. The Dean, in approving the current degree, evaluates the academic record according to current graduation requirements as stated in the *University Calendar*.
- c. A student may not apply for a degree that is no longer in existence.

#### 2. SPECIAL DEGREE-GRANTING FOR STUDENTS

If a student requires their degree be granted at a time outside the Faculty Council's normal process for degree granting, the student's Faculty Office and the Office of the Registrar may accommodate such a request with written approval from the Dean, providing the student has finished all the degree requirements. A fee for special degree-granting will be charged to the student.

#### 3. GRADUATION FROM A DIFFERENT PROGRAM THAN REGISTERED

Students who are registered in one program but wish to graduate from a different program must complete the Graduation Readmission Form and pay the associated fee. (i.e. Students must be admitted to a program before they can graduate from that program.)

Students who simply want to change majors do not have to complete a Graduation Readmission Form.

#### 4. COMBINED DEGREES

A student graduating from a **combined degrees** program must have both Faculties grant the degrees, and will receive two separate parchments, two separate degree annotations on transcripts, and can attend two convocation ceremonies.

**5. COMPLETION OF DEGREE REQUIREMENTS AT ANOTHER INSTITUTION**

A student who has received permission from his/her Faculty to complete coursework at another institution and wishes to receive credit towards his/her University of Alberta program (thus fulfilling the requirements for the degree program), applies for graduation as usual, and submits the official transcript from the other institution.

**6. CONVOCATION RECORDS**

Records of all degrees awarded, including **honorary degrees**, will be kept in the Convocation and Ceremonies Office of the Office of the Registrar.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<b>Granting of Degrees</b>	Granting of degrees refers to the responsibility of a Faculty Council to approve a student's application for graduation by affirming the student has completed the necessary requirements to receive the degree sought, and to recommend to the Office of the Registrar that the degree be awarded.
<b>Awarding of Degrees</b>	Awarding of degrees refers to the responsibility of the Office of the Registrar, Convocation and Ceremonies Office, to attribute to a student recommended by the Faculty the degree earned and all the rights and responsibilities that accompany it. Only the Convocation and Ceremonies Office may update a student's record to reflect that a degree has been awarded.
<b>Conferral of Degrees</b>	Conferral of degrees refers to the ceremonial act associated with the awarding of degrees. Conferrals normally only occur at convocation ceremonies. Attending a conferral ceremony is not a requirement for having the degree awarded.
<b>Degree</b>	The term "degree" will be understood to include all GFC-approved degrees, diplomas and certificates offered by the University of Alberta.
<b>Bear Tracks</b>	The University of Alberta's online student service system.
<b>Combined Degree</b>	A student working towards a GFC-approved combined degree program will complete the requirements for two degrees through one pre-structured program. The University of Alberta offers a number of different combined degrees across Faculties and disciplines.
<b>Honorary Degrees</b>	Honorary degrees are intended to honour individuals whose extraordinary intellectual or artistic achievements or significant service to society set a standard of excellence and merit the University's highest honour. In accepting an honorary degree, the recipient also honours the spirit of the university.

**FORMS**

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[Graduation Readmission Form](#)

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