



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: GRADUATION & RECOGNITION CEREMONIES

Procedure No.	LS-214-PR	Division	Learner Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	LS-214	Effective Date:	December 18, 2007

PROCEDURES

1.0 General

- a) Each Campus Administrator shall, no later than September 30 each year, establish and chair a Graduation and Recognition Committee.
- b) The Graduation and Recognition Committee shall advise and assist the Campus Administrator in all aspects of the planning, preparation and conduct of the campus' graduation and recognition ceremony.

2.0 Invitations

- a) Each Campus Administrator shall, no later than October 15 each year, provide the Vice-President of Academic & Learner Services with the proposed date(s) for his or her respective campus' graduation and recognition ceremony for the current academic year.
- b) The Vice-President of Academic and Learner Services shall, no later than November 1 each year, identify and approve the graduation and recognition ceremony date(s) for each campus. The VP shall advise each Campus Administrator, the Manager of Learner Recruitment and Enrollment Services and the President's Office accordingly.
- c) The President shall issue invitations to the Minister responsible for post-secondary education.

- d) Each Campus Administrator shall issue invitations to members of the College's Board of Governors in their region, the President, elected officials (other than the Minister responsible for post-secondary education) and other officials and dignitaries.
- e) Where campuses intend to present scholarships/awards on behalf of the provincial or federal government, the respective MHA or MP should be invited to formally present such scholarships/awards.
- f) Where campuses intend to present scholarships/awards on behalf of a specific benefactor, an official or representative of the benefactor should be invited to formally present such scholarships/awards.
- g) Invitations shall be issued not less than sixty (60) days prior to the approved graduation and recognition ceremony date. Each Campus Administrator shall forward a list of invitees to the Vice-President of Academic and Learner Services and the President's Office.

3.0 Ceremonies

- a) Administrators, faculty and staff participating in graduation may wear academic gowns, formal academic gowns and the appropriate hood for any degree(s).
- b) Graduating students shall wear academic gowns, program-specific v-stoles and may wear graduation hats where available.
- c) Recipients of the President's Medal of Excellence and the Governor General's Award shall also wear an honour cord in recognition of these academic achievements.
- d) The order of a formal Graduation & Recognition Ceremony may vary from campus to campus but shall normally conform with the following:
 - Organ/piano prelude
 - Procession
 - Ode
 - Blessing
 - Address & Greetings of the President or designate, College of the North Atlantic
 - Greetings of the Campus Administrator
 - Graduation Address - Guest Speaker
 - Presentation of Graduation Diplomas & Certificates
 - Presentation of Other Parchments (where applicable)
 - Presentation of Scholarships/Awards
 - Valedictory

- O Canada
- Recession by stage and graduates

Approval History	
Approved by President	December 18, 2007
Next Review	December 2011