



EDUCATIONAL POLICY CONVOCATION CRITERIA

EFFECTIVE: September 2000
REVISED: September 2012
REVIEWED: August 2012
RELATED POLICIES:

POLICY

Northern Lights College celebrates student achievement through an annual convocation ceremony. Students enrolled in courses in which successful completion leads to the attainment of a credential or recognition of an achievement are honored.

PROCEDURE

To be eligible to participate in convocation the following requirements must be met:

1. The student must submit an application to graduate to the Office of the Registrar. Applications are available at www.nlc.bc.ca/
2. The student must have successfully met his/her program outcomes in the prior term or is expected to successfully meet his/her program outcomes within the academic year (Sept 1st to August 31st annually).
3. The Registrar's Office verifies eligibility for credentials.
4. The student may be recommended by a Program Dean or the Registrar for recognition of an achievement.
5. Outstanding debts must be paid in full prior to convocation.
6. The College reserves the right to establish eligibility for convocation.

ORGANIZATION:

a) Regalia

i) Students

Students participating in Convocation are required to wear caps, gowns and collars. Caps and gowns must be in line with the official colour of Northern Lights College, blue. Collars are to be white. The Office of the President allows exceptions to collars with consent. Where applicable and appropriate, students in the Canadian Forces may wear a service uniform and students of Aboriginal descent may wear appropriate regalia.

ii) Faculty, Staff and Administration

Faculty, staff and administration participating in Convocation are required to wear gowns and collars or hoods. The gowns will be black. Hood colours will vary according to the credential achieved by the member. Collars will be the "Official NLC

Collar". Exception to the regalia is for faculty holding the designation of Doctorate. These faculty members are to wear appropriate regalia associated with their degrees.

b) Convocation Program

The following will be published in the convocation program:

- Names of convocants and credential achieved for all programs and all campuses. (NOTE: This list of names will be produced by the Registrar, and provided to the Vice-President Academic and Research and Deans for review. The Registrar will be responsible for providing the final revised list to the Marketing Department for production of the program.)
- Names of students receiving special achievements and honours
- Name and biography of Honorary Associate of Arts Degree recipient or recipients
- Message from the President
- Message from the Board Chair
- Ceremony program

The design and production of the convocation program must be in keeping with the guidelines established by the Marketing and Communications department.

c) Ceremony Protocol

i) General

- All convocation participants are to arrive one hour early prior to start of the ceremony and are to convene in the designated staging area in preparation for the procession
- All convocation participants are to wear appropriate regalia
- Convocation is to begin promptly at the designated time
- Special guests and speakers are to have seating assignments outlined
- Director of Ceremonies will be appointed by the Registrar

ii) Procession

The procession is as follows, in order:

Note: Director of Ceremonies is on stage and invites members of the audience to rise prior to procession commencing

Single file – seated on stage where space allows* (or reserved front row off-stage seating)

- Board Chair
- College President
- Vice-President Academic and Research
- Registrar
- Keynote Speaker/Honorary Associate of Arts Degree recipient
- First Nation Elder
- Federal Representative
- Provincial Representative
- Regional Representative
- Municipal Representative(s)

*on special request by the participant, can be seated in reserved off-stage seating area

Enter in pairs – reserved off-stage seating

- Board Members
- Special Guests
- Members of Senior Executive Team
- Deans
- Faculty
- Graduates

iii) Conferring of Credentials

- Students will rise as each program category is called and remain standing until all credentials have been conferred for their program
- Student names will be read by the program Dean (or his or her delegate)
- Board Chair (or designate) and President will confer the credential
- Where space allows, program Faculty members will stand to the left of the Chair and President to witness the conferring of credentials specific to their program
- Photographs will be taken as each graduate receives their credential

Honorary Associate of Arts Degree

- Board Chair to read biography of recipient and overview of award
- Recipient to stand centre stage while hood is placed upon him/her by the Board Chair and College President
- Recipient is handed framed credential, photos are taken with Chair and President
- Recipient to provide the keynote address

iv) Order of Presentations and Speeches

The convocation program will follow the outline below:

1. Processional
2. Singing of O' Canada
3. Director of Ceremonies welcome
4. Elder Prayer
5. Drummer Honour Song (optional)
6. Board Chair
7. College President
8. Special awards presentation
9. Valedictorian addresses
10. Conferring of Honorary Associate of Arts Degree recipient, if applicable
11. Keynote Address
12. Conferring of credentials
13. Director of Ceremonies conclusion
14. Recessional

v) Recessional

Note: Director of Ceremonies remains on stage during recessional

The recessional is as follows:

- Board Chair
- College President
- Vice-President Academic and Research
- Registrar

- Keynote Speaker/Honorary Associate of Arts Degree recipient
- First Nation Elder
- Federal Representative
- Provincial Representative
- Regional Representative
- Municipal Representative(s)

Exit in pairs:

- Graduates
- Faculty
- Deans
- Members of Senior Executive Team
- Special Guests
- Board Members