

Policy Title:	Convocation		
Category:	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	April 6, 2017	Effective date:	June 1, 2017
Policy Sponsor:	President	Date last reviewed:	April 6, 2017
Date of Mandatory Review (expiry date)	April 2022	Date of last revision of Procedures	April 6, 2017

1 POLICY

1. Convocation will be held at a date, location, and time determined by the President.
2. Members of the Board of Governors and the CMCC Executive Leadership Team and faculty participate in the official Platform Party. Guests may join the Platform Party at the invitation of the President.
3. Attendance at Convocation is considered an academic responsibility for CMCC faculty members.
4. The ceremonial placing of the graduation hood shall be undertaken by the Vice-President, Academic. In special circumstances, upon approval of the President, others may participate in this process if they are:
 - a. a member of the Platform Party and a family member of a graduating student
 - b. an alumnus/alumna of CMCC and a family member of a graduating student, or
 - c. others at the invitation of the President.
5. To participate in Convocation a student must satisfy all graduation requirements no later than 14 days prior to Convocation.
6. The President will appoint a Convocation speaker who reflects/aligns with the spirit of the occasion.

2 PURPOSE

To establish the protocols for the annual Convocation ceremony.

3 SCOPE

Participants in the annual Convocation ceremony.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

As seating at Convocation may be limited due to circumstances beyond CMCC's control, guests of students may be restricted to a fixed number, as determined each year.

5 RELATED POLICIES (not a comprehensive list)

- Duplicate Diploma
- Graduation
- Record Management, Retention and Destruction
- Student Promotion – Graduate Studies Chiropractic Residency Programs
- Student Promotion – Undergraduate

6 DEFINITIONS

Convocation is an annual academic ceremony through which CMCC celebrates the graduation of its students by conferring degrees, diplomas or certificates to graduates of CMCC's academic programs.

A family member, for the purpose of hooding, may be a parent, sibling, spouse, grandparent, or aunt/uncle.

Graduation: A student is deemed to have graduated once having been conferred the degree or diploma for the program of study.

The Student Promotion Committee is the committee that reviews student promotion into higher years of study and determines eligibility to graduate, as per the terms of the Student Promotion policies, both for the Undergraduate and the Graduate Studies Chiropractic Residency Programs.

New Policy Approved (date):

May 26, 2011

Policy Revision History (dates):

March 28, 2013

April 24, 2014

April 6, 2017

-----END OF POLICY-----

7 PROCEDURES

1. The Registrar will co-ordinate the planning and execution of the Convocation events.
2. A copy of the Convocation program will be maintained in accordance with the CMCC Record Management, Retention and Destruction policy.
3. A student who has not completed all graduation requirements a minimum of 14 days prior to Convocation will not be permitted to participate in the Convocation ceremony, unless the student is permitted to do so under exceptional circumstances upon recommendation of the Student Promotion Committee and/or at the discretion of the President.
4. Any appeal concerning eligibility to attend Convocation shall only be entertained in exceptional circumstances. Appeals must be made to the Registrar, in writing, on or before seven days prior to the Convocation ceremony. The Registrar will review the appeal and make a recommendation to the President, who will make the final decision regarding the

student's eligibility to participate. The Registrar will then inform the student of the President's decision, in writing.

5. Students who under exceptional circumstances graduate on a date other than that of the Convocation ceremony shall be invited to participate in the subsequent Convocation ceremony.
6. In cases where a student's degree is being awarded posthumously, the student's family member or designate may be invited to receive the degree at the Convocation ceremony for the student's class.
7. In exceptional circumstances, a student who has completed all requirements for graduation may request to take the Chiropractic Oath prior to the Convocation ceremony of their graduating class. These requests will be reviewed by the Registrar and a recommendation made to the President who will make a final decision.

New Procedure Approved (date):

May 26, 2011

Procedure Revision History (dates):

April 6, 2017

March 28, 2013

8 ATTACHMENTS

None