Policy Name	**Graduation**		
Policy #	**110**	Category	100: ACADEMICS
Steward	Manager, Learner Services	Date Approved	February 1, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College recognizes the importance of celebrating student success, with graduation and end of program celebrations. Graduations are an important part of student achievement acknowledgement as well as an important method of acknowledging program and industry partners, credit granting institutions, sponsoring agencies, and funders.

The Purpose of the Graduation policy is to establish parameters for graduation and end of year celebrations for consistency of events across programs and campuses.

PRINCIPLES

1. Graduation celebrations will be funded by the college and student fundraising activities for graduation events must have prior approval from the Program Chair and follow all fundraising policies and protocols.
2. Graduation events are celebrations of students' program completion. Suncrest College is not the credit granting agency and is not acknowledging or bestowing credits, certificates, diplomas, degrees.
3. Students are only eligible to participate in one graduation per program. For example, a student graduating from Adult 12 would not be eligible to participate a second time as an upgrader.
4. The exception to the above are the graduates of SERI, the Saskatchewan Emergency Response Institute, and the graduation ceremonies of SERI will be guided by SERI policy.
5. Graduation ceremonies are also marketing events and students should be advised that pictures and other promotional aides may be gathered at the events.
6. Celebrations of programs not eligible for attendance at graduation should be funded through program allocations.

SCOPE

Graduation ceremonies recognize students in credit programs that are longer than 10 weeks and/or 15 credits. Students from corporate training, continuing education and part-time programs, non-credit essential skills and short skills training programs are eligible for end of year/program celebrations. Exceptions to this may be made on a case-by-case basis.

This policy applies to all programs regardless of their end date as only one regional annual ceremony will be held.

DEFINITIONS

End of Year/Program celebrations – Celebrations hosted to acknowledge the commitment and achievements of Industry programs, Community based and Essential Skills programs, ESL programs, non-credit and non-graduate Adult Education programs, and other non-post-secondary certificates, diplomas, degrees, or post-graduate certificates.

Graduation – Ceremonies hosted by the college to recognize the successful completion of credit programming where a credit granting institution bestows a certificate, diploma, degree, post-graduate certificate.

Completion of Programs – Completion of programs recognizes the Ministry of Immigration and Career Training designation of completer and does not necessarily imply the student will receive the certificate or diploma being recognized.

Graduates – Students who have completed all the eligibility requirements for their program and have not previously been awarded that certificate. Students who have not completed all their credits at Suncrest College must prove to the college that they are eligible to graduate by providing transcripts.

Completers – Students who have completed the year but have not met all the eligibility requirements of their certificate are not eligible for graduation.

PROCEDURES

1. A graduation planning committee consisting of the Manager of Learner Services-Committee Chair, Foundational Learning and PSE chairs/designated coordinators, and Marketing representative/s will be formed. They will layout the format for both regional events.
   a. Graduation plans will be coordinated by the committee and shared with program staff and instructors on a consistent basis.

b. Program staff and instructors will have duties and responsibilities leading up to and on graduation date. These responsibilities will be communicated by the Program Chairs/Coordinators.
2. Standardized graduation plans include:
   a. Date, time, and facility arrangements are to be set and approved by the Executive and Leadership Council no later than the May meeting.
      i. Local Learner Services staff will review dates and plans with lead instructors and students during fall orientation activities.
   b. Master of Ceremonies will be designated by the committee and approved by the President and CEO.
   c. A common program template for both graduation ceremonies, in Yorkton and Melfort/Nipawin, will be created and approved by the planning committee and forwarded to VP, Academics & Learner Engagement.
   d. Each ceremony will include an Elder's welcome, acknowledgement of traditional territories, a First Nations Honour, and Victory Song, and both the Canadian Anthem.
   e. Invitations will be created with a common template for both regional events.
   f. Guest lists for graduation events will include local board members, local mayor, off-contract instructors, program managers, sponsoring agencies, credit granting institutions, other partners, Band Chiefs, Ministry Officials, MLAs, and MPs.
   g. The Board Chair, local mayor, MLA, MP, and College President and CEO will all bring greetings.
   h. The graduation will take place in the afternoon, during college business hours.
   i. Student graduation photos will be organized by the Marketing department in cooperation with Learner Services staff to ensure student awareness and coordination.
   j. Standard certificates of participation will be used for each program area and will be printed by Program Assistants in consultation with local learner services staff.
   k. Graduates from on-reserve programs eligible for graduation participation will be included in their local event.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

N/A

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES
N/A