



Graduation and Convocation Ceremonies Policy

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1. Purpose

The purpose of this policy is to document George Brown Polytechnic's graduation requirements and conferral of credentials. It also provides a framework for George Brown's Convocation Ceremonies.

2. Scope

This policy applies to all graduates and students.

3. Application to Graduate

3.1. Full-Time Post-Secondary or Apprenticeship Students

- 3.1.1. Students registered in the final semester of their program are not required to complete an application to graduate. If eligible, graduation will be automatically processed.
- 3.1.2. The following students must complete the online application to graduate within the first 90 calendar days of their final semester:
 - Students who are completing their programs through part-time studies,
 - Students who are completing their program but are not registered in the final semester of their program, and,
 - Students who choose in their final semester to graduate from an alternate program with similar curriculum requirements.

3.2. Continuing Education Students

- 3.2.1. Students must submit a certificate request to their program co-ordinator upon completion of all program requirements.

4. Graduation Eligibility

- 4.1. Students will be awarded their credential upon meeting all George Brown and program requirements. Requirements include but are not limited to:

4.1.1. Grade Point Average (GPA), Grade, and Curriculum Requirements

- 4.1.1.1. The following are the minimum requirements for graduation from a program and for receipt of a credential. Students must have:
 - A program grade point average of 1.70 for diploma or certificate programs, or 2.30 for degree programs,
 - Met all grades and curriculum requirements of the program of study.
- 4.1.1.2. For programs with no credit hours, a grade point average cannot be calculated nor assigned. In this case, the minimum requirement for graduation and for receipt of

a credential is meeting all grade and curriculum requirements of the program of study.

- 4.1.1.3. Graduates of programs with no credit hours will not be assigned honours designation as a program grade point average is not calculated.

4.1.2. Program Residency Requirements

4.1.2.1. Post-Secondary Credential

- Twenty-five percent (25%) of the credit courses in a declared program of study must be earned at George Brown over and above exemptions, advanced standing and prior learning assessment credits. Students in fast-track programs must complete 25% of the credits for the duration of the non-fast track version of the program.

4.1.2.2. Continuing Education Credentials

- Fifty percent (50%) of the credit courses in a declared program of study must be earned at George Brown over and above exemptions, Advanced Standing and Prior Learning Assessment credits for programs eligible for George Brown Polytechnic Certificates.

4.1.3. Time Limitations for Program Completion

- 4.1.3.1. Certificate, diploma, and degree programs must be completed within a determined time limitation for a student to be eligible to graduate. This time limitation is based on the length of the program:

- One (1) year programs – up to three (3) years
- Two (2) year programs – up to four (4) years
- Three (3) year programs – up to five (5) years
- Four (4) year programs – up to six (6) years
- George Brown Polytechnic Certificate programs – up to three (3) years

- 4.1.3.2. The student's degree audit includes the curriculum and time limitation requirements. Time limitation is determined by the program length, as outlined above, and the student's catalog term.

- A catalog term represents the term in which the student would have completed the intake semester of a program, regardless of the term they were admitted to the program.

- 4.1.3.3. The time limitation may be extended at the discretion of the Office of the Registrar, upon the recommendation of the Dean, or Dean's designate, of the student's program.

- 4.1.3.4. If more than five (5) years have elapsed since the student's time limitation ended, the Dean must provide rationale to the Registrar for the recommendation to extend, along with confirmation that the timelines are appropriate based on the student's needs.
- 4.1.4. Time Limitations for Suspended Programs
 - 4.1.4.1. George Brown will provide students enrolled in suspended programs the opportunity to complete the program within the normal time limitation of the program.
- 4.1.5. Fees and College Property
 - 4.1.5.1. Students must pay all fees as stipulated by George Brown and return any loaned property at the completion of a course or program. Failure to do so will result in an accounts receivable hold being placed on the student's account. In such cases, a student's credential and official transcript may be withheld until the accounts receivable hold is resolved.

5. Rescinding Credentials

- 5.1. Academic Misconduct or Fraud
 - 5.1.1. George Brown reserves the right to rescind credentials if an investigation determines that there was academic misconduct or fraud involved in a student meeting their program requirements.
 - 5.1.2. Transcript Notation
 - 5.1.2.1. In cases where a credential is rescinded due to academic misconduct or fraud, a notation will be added to the student's official transcript. If the student subsequently completes the credential requirements – along with any supplementary requirements put in place following the investigation – the initial notation stating that the credential was rescinded will be removed.
- 5.2. Administrative Errors
 - 5.2.1. In rare cases, clerical and/or administrative errors may be made when graduating students – such as grade entry and degree audit errors – resulting in the need to rescind a credential. In such circumstances, the Office of the Registrar will investigate to determine the source and reason(s) for the error and report the issue to the Dean of the student's program.
 - 5.2.2. The Office of the Registrar will adjust the student record accordingly to address the error and rescind the original credential. The student will be notified that their official record has been corrected and will be required to return the credential if a hardcopy was issued.

6. Multiple Credentials

- 6.1. Students may qualify for more than one credential if program requirements are met by applying common courses toward multiple credentials.
- 6.2. Students must meet the residency requirements of all credentials.
- 6.3. Students must complete the online application to graduate within the first 90 calendar days of their final semester.
- 6.4. Students may only graduate from one credential per term.

7. Alternate Credentials

- 7.1. Students who leave their current program or George Brown before completing their full program may be awarded an alternate credential if the student meets eligibility requirements (e.g., a two-year diploma instead of a three-year diploma or a one-year certificate instead of a two-year diploma).
- 7.2. To receive an alternate credential:
 - 7.2.1. The program must be an active ministry approved program that is offered by George Brown, and,
 - 7.2.2. The student must meet all other graduation eligibility requirements outlined in the Graduation Eligibility section above.
 - 7.2.3. Students must declare their graduating program by completing the online application to graduate within the first 90 calendar days of their final semester.

8. Awarding a Posthumous Credential

- 8.1. A posthumous credential may be awarded by the Office of the Registrar, upon the recommendation of the Dean of the student's program if the following requirements are met:
 - 8.1.1. The student must have been registered with the George Brown at the time of death,
 - 8.1.2. The student must have completed a minimum of seventy-five percent of their program of study, and,
 - 8.1.3. The student must have been in good academic standing and expected to graduate.

9. Awarding a Certificate of Achievement in Memoriam

- 9.1. A certificate of achievement in memoriam may be granted upon recommendation of the Office of the Registrar, where a posthumous credential is not applicable, if the following requirements are met:

- 9.1.1. The student must have been registered with the George Brown at the time of death, and
- 9.1.2. The student must have been in good academic standing.

10. Honorary Degrees

- 10.1. George Brown may, at the direction of the Office of the President, grant an honorary degree to an individual who has met one or more of the following criteria, as laid out in the Post-Secondary Education Quality Assessment Board's (PEQAB) Handbook for Ontario Colleges:
 - 10.1.1. The individual has made a significant contribution to society,
 - 10.1.2. The individual has achieved noted accomplishments in a particular field of study or applied education, and,
 - 10.1.3. The individual has enhanced or promoted George Brown's image and reputation in Ontario or elsewhere.
- 10.2. The recipient of the honorary degree must be in attendance at Convocation, unless it is being awarded posthumously.

11. Distribution of Printed Credentials

- 11.1. Credentials for the spring and fall term are mailed to the most current address recorded in George Brown's Student Information System, six to eight weeks after the term ends.
- 11.2. Winter term graduates are awarded their credentials at George Brown's convocation ceremonies.
 - 11.2.1. Graduates who do not attend the convocation ceremonies will receive their credentials in the mail three to four weeks after the ceremony.
- 11.3. George Brown is not responsible for non-delivery of mail. All credentials that are returned and are not claimed within one year of distribution will be destroyed.
 - 11.3.1. Students must apply to obtain a replacement credential and pay the published replacement fee.

12. Awards and Recognition

- 12.1. These awards are presented upon graduation or at Convocation:
 - 12.1.1. Graduation with Honours
 - 12.1.1.1. Graduating students who achieve a minimum program grade point average of 3.50 in certificate and diploma programs or 3.70 in degree programs will have Honours designated on their credential and transcript.

12.1.2. Dean's Award

- 12.1.2.1. The Dean's Award may be presented to the graduating student with the highest program grade point average, including fieldwork, work placement, and clinical, in a program selected on a rotational basis. The recipient is selected by their Dean and must be in a different program than that of the valedictorian. There may be one recipient per Faculty.

12.1.3. Dean's Honour Letter

- 12.1.3.1. The Dean's Honour Letter may be awarded to a student with a high program grade point average who has demonstrated qualities essential for success in the field of study. One Dean's Honour Letter recipient per program may be selected by their dean.

12.1.4. Governor General's Award

- 12.1.4.1. The Governor General's Award is awarded to the student graduating from a full-time program of at least two years in duration with the highest program grade point average. The program is selected on a rotational basis, and the recipient is selected by the Office of the Registrar.

12.1.5. Board of Governors Award

- 12.1.5.1. The Board of Governors Award is awarded to the student graduating from a degree program, with the highest graduating program grade point average, in a program selected on a rotational basis. The recipient is selected by the Office of the Registrar.

12.1.6. Valedictorian

- 12.1.6.1. The valedictorian is awarded to a student for each Faculty.
- 12.1.6.2. The valedictorian is a graduating student with a high program grade point average, including fieldwork, work placement, and clinical.
- 12.1.6.3. The valedictorian may represent a different program on a yearly rotational basis by the Dean of each Faculty.

13. Convocation Ceremonies

13.1. General

- 13.1.1. The Office of the Registrar will establish and maintain the Convocation protocol. The protocol will be recommended to the Office of the President and Chancellor by the Registrar.

13.2. Ceremony Attendance

- 13.2.1. Graduates from Post-Secondary and Advanced Level Apprenticeship programs are invited to attend convocation ceremonies.
- 13.2.2. If a graduating student is absent from the ceremony, the credential is conferred in absentia and sent to them by mail.
- 13.2.3. If a graduating student is unable to attend their convocation ceremony, they may not opt to attend an alternate ceremony.

13.3. Installation of President and Chancellor

- 13.3.1. The Office of the Registrar will establish and maintain the protocol for the elements of the installation of a new President and/or Chancellor occurring during Convocation ceremonies.