

COMMENCEMENT POLICY (SEMINARY)

| | |
|-------------------|-----------------------------------------------------------|
| Responsibility of | Registrar |
| Approved by | Faculty Senate |
| Revision History | Updated July 16, 2014; September 9, 2015; October 7, 2016 |
| Next Review | Annual |

POLICY OVERVIEW

This policy outlines the process involved for graduate student graduation.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all graduate students.

POLICY STATEMENT

All students wishing to participate in commencement activities in any given year must ensure that they are able to complete all program requirements (including course work, thesis, SRP, internships and/or experiential integration, portfolio) prior to convocation, which is held each year in late April.

In rare extenuating circumstances beyond a student's control (e.g., death in the family, extended illness, tragedy or course scheduling), a student may be permitted to convocate with *one* outstanding *course* requirement (*not* including thesis, SRP, internships and/or experiential integration, learning portfolio). To qualify for this exception, the student will need to be approved by the Registrar's Office for convocation and register for and pay the required tuition for the outstanding course by April 15 prior to commencement.

If program requirements are still not completed by August 31 of the same year as graduation, students will be charged a completion fee of the equivalent of one credit hour per semester (per program requirement) until the requirement is completed. No diploma is issued until all requirements are met.

Minimum Graduation Requirements:

The requirements for graduation from all Seminary programs are as follows:

- Complete all stated program requirements;
- Fulfill residency requirements as outlined in the academic calendar for your program of study;
- Attain a minimum of a 2.50 cumulative GPA;
- Successful completion of a Learning Portfolio and Interview;
- Receive recommendation from the seminary faculty pertaining to academic ability and good standing in all areas upon application for graduation;
- Fulfill all academic requirements and all financial obligations or have arranged for a financial payment plan with Briercrest College and Seminary prior to the ceremony.

PROCEDURES*Processing students for graduation*

1. Students apply for graduation the November prior to graduation.
2. Students submit a graduation application along with a completed program sheet which indicates courses completed and courses registered for in the Winter semester.
3. The Registrar's Office records the applications and processes the degree audits.
4. The degree audits are a manual check to ensure all of the requirements have been met or will be met in accordance with policy.
5. Students are notified by email of the results of the audit.
6. An initial list of students is sent to the Dean of the Seminary and Student Development on December 1.
7. The graduation student list/degree audits are reviewed again prior to the Dean of the Seminary and Student Development receiving the final graduation list on February 15.
8. The students are approved for graduation.
9. A student's program is reviewed prior to the graduation documents being released upon on the receipt of all final grades or requirements. (*documented July 16, 2014*)

General Faculty Approval of the Graduation List

In an effort both to encourage more connection between faculties and their students and to encourage a more responsible process of recommendation, the following process will take effect this year and subsequent years:

A list of all students who have applied for graduation will be circulated to the faculty deans in the fall semester; the Deans will in turn circulate the list to the members of their faculty. The faculty will deliberate over the list and make recommendation for its own students to the

General Faculty by March 1 of each year. Faculty members, or Faculties, who have concerns about a particular student, will forward the concern to the appropriate party (another Faculty Dean, Vice-President Academic or Dean of the Seminary) by December 1 (for fall semester applicants) or by February 15 (for winter semester applicants) of each year.

In addition, the complete list of students who have applied for graduation will be circulated to Student Development, who will also make recommendation to the General Faculty according to the above timeline. Students who may not be recommended by Student Development will have their names forwarded to the appropriate party (Faculty, Vice-President Academic or Seminary Dean) according to the above timeline. (*approved Dec. 1, 2004; updated July 16, 2014*)

Candidate Status

If students are close to completing program requirements, but will be unable to graduate, it is recommended that they apply for degree candidacy. No diploma will be issued until all academic and financial requirements are met, but a letter from the Registrar can be issued indicating degree candidacy upon request.

This application should be made to the Registrar who in consultation with the program coordinator will approve candidate status based on the student's competency to successfully fulfill the program requirements.

Commencement Attendance

Graduates are expected and encouraged to attend the commencement exercises in the year of their graduation. If special extenuating circumstances preclude attendance, graduates should notify the Registrar no less than one month prior to the graduation ceremonies.

Graduation with Distinction

Students who complete their seminary program with the following cumulative GPA will graduate with honours as below:

- Cumulative GPA of 3.70 – 3.79 – Cum Laude
- Cumulative GPA of 3.80 – 3.89 – Magna Cum Laude
- Cumulative GPA of 3.90 – 4.00 – Summa Cum Laude

This achievement is recognized at commencement and is noted on the student's transcript.

For more details pertaining to graduation, please see the [Graduation page](#) on the Briercrest website.

APPENDIX A

| | |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Related Forms/Policies</p> | <p>Graduation forms (webpage) http://www.briercrest.ca/current/seminary/academics/graduation/</p> <p>Residency Requirements (Seminary Academic Calendar)</p> <p>Seminary Student Life Covenant http://briercrest.ca/media/554824/Briercrest%20Seminary%20Student%20Life%20Covenant.pdf</p> |
| <p>Where is this policy published</p> | <p>Seminary Academic Calendar (http://www.briercrest.ca/seminary/academics/seminary-calendar/)</p> |
| <p>Contact Information</p> | <p>Registrar</p> |

