Graduation Standards

1.0 Eligibility Requirements
All requirements, including academic and financial, must be met before a student can participate in the graduation ceremony. (Refer to Policy 1312).

2.0 NBCC Graduation Ceremony
The annual Graduation ceremony hosted by each campus in June will include eligible graduates from all certificate and diploma programs, including graduates receiving a certificate of participation in combination with a skills training profile. Please note that certificates and diplomas will be signed by the NBCC College Registrar. This is added electronically.

A celebration may be held for those programs not ending in June and those programs offered in off-site locations where the travel to the campus exceeds 200 kms.

3.0 Graduation Planning Responsibility
Each Manager, Student Development will appoint or act as the chair of their campus committee to ensure the graduation follows the established standards.

4.0 Grad Committee Membership
The committee shall consist of faculty and staff volunteers, including but not limited to the Manager, Student Development, Learning Strategist, the Indigenous Student Advisor, and the Recruitment Advisor. An executive member of the Local Campus Union or their designate will also be invited to participate.

5.0 Reception Planning Responsibility
The committee will plan the event and the cost will be paid centrally by the Student Development Division. Budget $15 per graduate including graduation cake, finger foods (veggie & fruit trays, cheese & crackers, etc.) & beverages (punch, water, juice).

6.0 Awards Granted
- 1 Governor General Medal per campus (Presented by the Vice President – Academic and Research)
- 1 Academic Recognition Award for each program - certificate and diploma.
- Please note that frames will be ordered centrally by Communications for the Academic Recognition Awards. These Awards will be signed electronically and presented by the President of NBCC.
- Students who achieve honours status will be recognized during the ceremony with an honors cord.
- One Student Excellence in Leadership award per campus will be presented.

Cords will be purchased centrally by Communications and given to graduates by the Academic Chair (AC) as they receive their diploma from the Vice President, Academic and Research. In the event that the AC
cannot attend, a coordinating instructor from that department may be asked to participate on their behalf.

7.0 Other Awards
None will be awarded at the Graduation.

8.0 Emcee
An NBCC employee is selected by the Graduation Planning Committee.

9.0 Indigenous Component
Campus committee will invite: dancers, singers, or drummers. Honorarium to be provided by the Director, Student Development.

10.0 Guest Speaker
There will be no guest speaker.

11.0 NBCC Alumni Association
An NBCC Alumnus(a) will be present to congratulate graduates and provide a welcome message to the Alumni Association. Alumni pins will be ordered centrally by the Alumni Coordinator and handed out to graduates as they leave the stage.

Convocation Flowers – is a company that will be present on the day of the event to provide pre-purchased flowers to the graduates. Pre-orders will be promoted to students’ families.

12.0 Practical Nurse Pinning Ceremony
These ceremonies will be separate from the graduation and maintained as a student initiative.

13.0 Graduate Attire
The dark navy graduation gown with white trim will be worn by all students.

14.0 Video Taping of graduation ceremony
The graduation ceremony will not be taped. Live streaming is acceptable.

15.0 Photographer
Each campus will provide a “staged” area for photos on graduation day.

The Alumni Association will provide a roaming photographer to capture memories of the celebration. These will be made available to graduates and their families following the event.

16.0 Graduation Party
NBCC does not promote nor provide a facility for a grad party.
17.0 **Valedictorian Selection Process**

All campuses will adopt the same process as established in the NBCC Valedictorian Selection Guideline (revised March 2013). A golden colored stole will be purchased centrally and provided to the President or designate to present to the Valedictorian as a gift.

18.0 **Year in Review Video/PPT**

Communications team will develop a standard template and the Local Campus Union members will highlight student life from the past year’s activities by adding the collection of photos to the template.

19.0 **Seated on the Stage**

At a minimum, the President, a Board member, the Dean, the NBCC College Registrar, and the Academic Chairs will be seated on stage. The emcee will also be invited to sit on stage.

All members of the platform party will be required to wear the dark navy graduation gowns with the appropriate hood or stole that they have earned. In the event that one has not been earned, industry experience will be considered as equivalent to a college diploma and a v-stole with distinctive blue trim will be worn.

20.0 **Community & Practicum Host Invitees**

Special guests will be noted during the welcome. A VIP list will be compiled by the campus through consultation with the President’s office. Invitations and RSVPs will be managed at the campus with a final list being shared with the President’s office at least one week prior to the ceremony.

21.0 **Singing of O’ Canada and God Save the Queen**

Only the national anthem will be sung, O’ Canada.

22.0 **Student Song at Graduation**

A student will not perform a song at graduation, but this may be permitted at the reception.

23.0 **Decoration of the Venue / Stage**

Colors – dark navy blue and white

NBCC signage will follow the established branding. Consult with Marketing & Digital Media to ensure compliance. Additional decorations, flowers, to be determined in consultation with the Director, Student Development.

24.0 **Participation of Elected Officials**

Federal, Provincial and Municipal elected officials' invitations are to be coordinated through the President’s Office. They will also invite University Presidents in each region. These officials will not have a speaking role in the ceremony and will sit in the audience, in the front row, not as a platform guest. They will be recognized as special guests in attendance by the Emcee.

An exception will be made for the Premier and the Minister responsible for PETL who will be seated on the stage and may speak if they so desire.