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## NBCC Graduation Standard

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### PURPOSE

Graduation is the celebration of our students' achievements; as such, the focus of graduation is on the student experience and making each celebration a memorable one. This Standard outlines the details of Graduation, thereby ensuring a consistent, quality experience for all NBCC students.

### SCOPE AND LIMITATIONS

This standard applies to all formal NBCC graduation ceremonies, limited to certificate and diploma programs.

#### 1.0 DEFINITIONS

##### **Certificate**

A certificate is issued to a student who has successfully completed a training program of less than two years and has satisfied the requirements of a prescribed program profile and has accumulated a minimum of 10 credits and maximum of 44 credits during the training.

##### **Certificate of Participation**

A certificate of participation is issued to a student for participation in at least 70 per cent of the established duration of a program of studies or a training session and which does not include a formal evaluation.

##### **Diploma**

A diploma is presented to a student who has successfully completed a training program of two years or more and has satisfied the requirements of a prescribed program profile and has accumulated a minimum of 45 credits during the training.

#### 2.0 IMPLEMENTATION

##### 2.1 General

Annual graduation ceremonies will be hosted by each campus in the Spring, including eligible graduates from all certificate and diploma programs, as well as graduates receiving a certificate of participation in combination with a skills training profile. All certificates and diplomas will be signed by the NBCC College Registrar. This is added electronically.

A separate 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. Virtual graduation ceremonies may also be held for programs that are delivered fully online or virtually, in order to serve students living outside NBCC's six campus communities.

With increased numbers of graduates at every campus, graduation ceremonies will be organized by Academic School. At some campuses, graduation ceremonies will still take place on campus

with all graduates attending one ceremony. At larger campuses, multiple graduation ceremonies will be held grouping Academic Schools together where possible while ensuring that no single ceremony has more than 350 graduates.

## 2.2 Eligibility Requirements

All requirements, including academic and financial, must be met before a student can participate in the graduation ceremony. (Please refer to Policy 1312 Certification.)

## 2.3 Planning Responsibility

The Office of the Registrar provides leadership to the planning of graduation ceremonies.

### 2.3.1 NBCC Graduation Steering Committee

A Graduation Steering Committee (GSC) will be established, led by the Registrar or designate. The Registrar may choose to nominate a co-chair. The GSC will include the following members:

- Associate Registrar (links to Campus Committees)
- Representation from Student Services
- Representation from Marketing and Creative Services
- Representation from Strategic Communications
- Representation from Advancement
- Head of Registration and Records
- Academic Dean (1)
- Academic Chair (1)
- Manager, Student Services (1)
- Regional Operations Manager – or – Facility Manager (1)
- NBCCSU Student Life Officer
- Student Representative (NBCCSU)

The Graduation Steering Committee will be responsible for:

- the coordination of dates, times, and venues
- establishing the flow of graduation ceremonies, thus ensuring that NBCC students have a consistent graduation experience regardless of campus location.
- providing all standard items to be incorporated in all campus graduations (such as videos, branded resources).
- establishing a robust communication plan (for both students and staff).

### 2.3.2 Campus Graduation Committees

Campus-based planning Committees (CGCs) will be formed to provide leadership to local graduation ceremonies.

Each Campus Graduation Committee will include (but not be limited to) the following members:

- Regional Operations Manager (ROM) or Facility Manager (FM)
- Manager of Student Services (MSS) or alternate
- Records Specialist (1)
- NBCC Student Life Officer

- At least one representative from Academic (Chair, Coordinating Instructor, Instructor)
- At least one representative from Student Services
- At least one student representative from the Campus Student Union

A campus-wide communication will be sent to all staff inviting them to participate in Graduation the week preceding the Winter Study Break.

Campus Graduation Committees will be responsible for:

- The coordination of the graduation ceremony(ies) at their campus, in keeping with NBCC standards.
- The recruitment of volunteers.
- The selection of Emcee(s).
- The selection of the Campus Valedictorian.
- Supporting campus communication.

The Associate Registrar assigned to Graduation will be the liaison between the Registrar's Office, the GSC and the CGCs.

### **2.3.3 Budget Responsibility**

The Registrar has budgetary responsibility for Graduation ceremonies. Each Campus Graduation Committee will be given a local budget within which they will manage, reporting back to the Registrar.

## **2.4 Branding & Visual Standards**

### **2.4.1 Marketing, Promotion and Communications**

All graduation materials, including communications, posters, programs, etc. will prominently display the NBCC logo and follow branding standards found at <https://nbccollege.sharepoint.com/mcas.ms/sites/MARKET>.

### **2.4.2 Graduate Attire**

A black graduation gown will be worn by all students and members of the platform party during in-person ceremonies. Gowns will be coordinated by the NBCCSU and may be purchased or rented by students.

### **2.4.3 Exterior Signage**

All campuses will display a "Congratulations NBCC Graduates" banner outside the venue on Graduation Day. (This banner may also be displayed leading up to and after graduation at the campus.)

### **2.4.4 Decoration of the Venue/Stage**

For traditional graduation ceremonies, NBCC signage will follow the established branding norms, utilizing NBCC colours. Campus Committees are encouraged to consult with Marketing & Digital Media to ensure compliance. At minimum, the NBCC logo must be displayed prominently on the stage. Flags, additional decorations, flowers, to be determined in consultation with the College-wide Steering Committee.

## 2.5 Communication Plan

The NBCC Graduation Communications Plan charts a process for communicating important graduation information to prospective graduates, current students, staff, and general public by:

- Ensuring prospective graduates, students, staff, and the wider College community are aware of relevant details surrounding NBCC's Graduation Week
- Encouraging prospective graduates to attend their designated graduation ceremony
- Generating engagement leading up to and during Graduation Week
- Sharing graduate stories with internal and external stakeholders

### 2.5.1 Graduation Landing Page

The graduating landing page serves as a central, public hub for information related to graduation such as ceremony dates and times, gown information, valedictorian details, and more.

### 2.5.2 Emails

Prospective graduates will receive all important information related to graduation via email by way of NBCC's CRM.

NBCC staff will also receive information related to graduation via email.

### 2.5.3 Social Media

NBCC's social media platforms will be leveraged to share our pride in our annual graduates, creating and capturing content that feels celebratory and professional.

Staff, students, alumni, and community partners are encouraged to contribute to the conversation by sharing NBCC's content as well as creating and posting their own graduation content to social media, tagging our main NBCC accounts and using our annual graduation hashtag #NBCCGrad20XX.

### 2.5.4 Graduate Stories

Each year, NBCC's Strategic Communications Team will publish stories on [nbccstories.ca](http://nbccstories.ca) featuring campus valedictorians and other inspiring graduates that highlight NBCC's impact in the community as time and resources allow.

During the valedictorian selection process, candidates will be made aware that if they are selected, they will be required to take part in an interview with a Strategic Communications team member.

### 2.5.5 News Release

During Graduation Week, NBCC's Strategic Communications Team will publish a news release. The news release will include:

- Total number of graduates (estimate)
- Valedictorians

- Student Excellence Award recipients
- Governor General's Medal recipients

### **2.5.6 Miscellaneous**

The Strategic Communications Team will provide additional communications support as needed, such as: speaking notes, letters, invitations, etc.

## **2.6 Valedictorian Selection Process**

One Valedictorian will be selected for each Campus community. Campuses will follow the process as established in the NBCC [Valedictorian Selection Guideline](#). A gold-colored stole will be purchased centrally. The stole will be presented to the Valedictorian in advance of the ceremony by the President, VP Academic or an Academic Dean. Valedictory addresses will be delivered live at each ceremony and will be no longer than 5 minutes in length.

## **2.7 Pre-Event**

### **2.7.1 Signage**

NBCC branded directional signage will be used to guide graduands and guests upon arrival at the venue.

### **2.7.2 Gown and Card Pick Up**

Tables for late gown pick up and card pick up will be set up in the graduand gathering area.

### **2.7.3 Marshalling Area**

Campus Graduation Committees will ensure space suitable for the marshalling of students prior to graduation. Graduands will parade from the marshalling area to the stage.

### **2.7.4 VIP Room**

There will be a VIP room to host the platform party and special guests. At minimum, coffee, tea and water and a light snack will be provided. Lunch will be catered in the case of multiple ceremonies and a full day graduation. A coat rack, gowns, stoles, safety pins and other supplies will be present in the VIP room.

### **2.7.5 Volunteer Room**

A room will be designated for Graduation volunteers. Name tags will be provided to all volunteers. At minimum, coffee, tea and water and a light snack will be provided. Lunch will be catered to volunteers in the case of multiple ceremonies/full day graduation.

### **2.7.6 Booths and Services**

Flower sales, photo booths, NBCC bookstores and the Alumni Association will set up tables for guests and grads outside of the graduation hall.

## **2.8 The Ceremony**

A detailed description of the Graduation Flow will be provided to Campus Grad Committees (see Appendix A).

### **2.8.1 Platform Party**

At a minimum, a SET member, a Board member, the Dean or designate, the NBCC College Registrar or designate, and 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 a black graduation gown with the appropriate hood or stole that they have earned.

### **2.8.2 Emcee(s)**

An NBCC employee is selected by the Campus Graduation Planning Committee to Emcee the ceremony. Where there may be more than one graduation ceremony at a campus, multiple Emcees may be selected.

### **2.8.3 Faculty**

All faculty members are encouraged to attend graduation. Faculty members will form an honour guard to welcome graduands into the graduation hall. There will be a designated seating area for faculty.

### **2.8.4 Special Guests**

Special guests will be noted during the welcome. A VIP list will be compiled by the campus through consultation with the President's office. The Executive Assistant to the President will coordinate Invitations and RSVPs, providing campuses with a final list at least one week prior to the ceremony. The Executive Assistant to the President will additionally coordinate and confirm Governor attendance.

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 may 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.

### **2.8.5 Program & Schedule of Events**

A digital program featuring a listing of graduates from all Academic Schools will be produced. The Program will include a welcome message from the President and a schedule of events.

### **2.8.6 Inclusion of Indigenous Communities**

Indigenous Student Advisors will connect with local Elders to identify how they would like to be involved in local graduation ceremonies, with a preference for in-person participation. Any honorarium, if required, will be provided through the Elder Resource Program.

### **2.8.7 Technical Requirements and the Recording of Ceremonies**

All in-person ceremonies will be live-streamed. (Virtual graduation ceremonies will be live and recorded.) To ensure a consistent and quality experience across all ceremonies, professional audio/visual services will be engaged. It is preferred that all speakers and presentations be “live” at graduation. Should this not be possible, any videos to be shown must be professionally produced.

### **2.8.8 Photography**

There will be multiple staged areas for post-graduation photos. These may include NBCC and NBCC Alumni branded back drops as well as externally sourced photo booths. An official photographer will not be contracted by NBCC.

## **2.9 Awards Granted**

- **Governor General Medal – one (1) per Academic School.**  
The Governor General medal will be presented during the ceremony by a Board Governor and/or the Vice President – Academic and Research or designate.
- **Highest Academic Standing in a Program – one (1) per program plan per campus.**  
These awards will be signed electronically by the President of NBCC and presented by the President or designate. Frames will be ordered centrally by the Registrar’s Office.
- **Academic Honours – Students who achieve honours status will be recognized during the ceremony with an honors cord.** Cords will be purchased centrally by the Registrar’s Office. The honour cord will be given to the graduates by the Academic Chair (AC) or designate as they receive their diploma from the Vice President, Academic and Research or designate.
- **Student Leader Cord – Students who assumed a leadership role with the NBCCSU will be recognized for their work in advance of the ceremony with a Light Blue cord.** Cords will be purchased centrally by the Registrar’s Office. The Student Leader cord will be given to the graduates by the President or Vice President Academic & Research in advance of the ceremony in the Marshalling area.
- **Student Excellence in Leadership Award – one (1) per Academic School.**  
This award will be presented by a member of SET.

## **2.10 Volunteers**

Volunteers play a critical role in graduation. The first call for volunteers will be sent out a minimum of 8 weeks prior to graduation. Volunteers will be coordinated by the Campus Graduation Committee.

### **2.10.1 Volunteer Roles**

Volunteers are required for the following roles: Greeters, Gown pick-up, Card pick-up, Ushers, Parade Marshalls, Photo booths. Additional volunteer needs may vary and will be identified by the Campus Graduation Committees.

#### **2.10.2 Volunteer Training**

Volunteers will receive instruction or training on their role in the week prior to Graduation. Where possible, this training will take place onsite at the graduation venue. Written instructions will also be provided to volunteers.

#### **2.10.3 Volunteer Room**

Campus Committees will ensure that there is a designated Volunteer Room. At minimum, coffee, tea and water will be provided.

### **2.11 Post-Graduation**

Graduates and their guests are encouraged to stay after the ceremony to visit the Alumni Association table, photo booths, NBCC Bookstores and more.

## **3.0 Evaluation**

The College-wide Graduation Steering Committee will conduct an annual review of graduation. This will include:

- Pulse survey of new graduates, delivered within one month of graduation.
- Feedback from faculty and staff across all campuses.
- Feedback from Campus Graduation Committees.

## **4.0 OTHER RELATED DOCUMENTS**

[Certification \(Policy 1312\)](#)

[Valedictorian Selection Guideline](#)



## Appendix A

### Graduation Flow

#### Pre-Event

- Venues will be decorated with NBCC banners and signage.
- Volunteers greet students and guests at entrance(s).
- Guests are directed to the seating area. Students are directed to a marshalling/gathering area, where they check in by program and receive their 3 x 5 card.
- Students who have not been able to pick up their gowns prior to the event will be able to do so in a designated room.
- There will be a special gathering for Platform guests, Valedictorian, and Student Leaders. At this gathering, the President or designate will bestow the Valedictorian stole and Student Leadership cords.

#### Flow of Ceremony

- Platform guests will include SET member(s), Dean, Academic Chair, Registrar or Associate Registrar, Board of Governors Representative, and Alumni (optional). The platform guests will lead the procession of students.
- Honour Guard: An honour guard of NBCC faculty and staff will be formed to welcome students as they walk into the graduation hall. The processional will be accompanied by a recorded musical selection, selected by the College-wide Steering Committee.
- The Emcee will welcome graduates and guests.
- O Canada will be sung. (Preference for O Canada to be led by a student/staff person, not recorded.)
- The President and CEO of NBCC will speak.
- An Elder from a local community will share a blessing.
- The President of the local Student Union will welcome guests and introduce the Campus Valedictorian.
- Valedictory Address (4 minutes)
- Certificates and Diplomas are awarded to those in attendance. Only the names of students present will be called, by program. Special awards will be given on stage, including honours cord, Academic Excellence and the Governor General's medal and Student Excellence in Leadership.
- Students will receive their certificate/diploma package as they exit the stage.
- Once all students have been called, an NBCC Alumnus(a) will provide a short speech to congratulate graduates and welcome them to the Alumni Association. This speech shall be no longer than 3 minutes and delivered in person. A gift from the NBCC Alumni Association will be included in the student graduation package.
- Recession – The platform guests will lead the recession and the students will follow. The recessional will be accompanied by a recorded musical selection as chosen by the Campus Student Union.

## Appendix B

### Sample Procedure for Convocation

**Assembly of Students** – [Campus Committees identify time and place for gathering and marshalling of students. Identify Marshall(s).]

**Academic procession-** [Campus Committees identify time and place for gathering of Academic procession. Identify Parade Marshalls.]

**Graduation ceremony:** Ten minutes before the ceremony, the Emcee will go the podium and ask the honor guard to take their places and encourage guests to go to their seats.

Once the Emcee asks that the audience stand for the graduands, the platform guests will be directed into the arena by The Parade Marshal. They will lead the procession of students.

Each platform guest will head up the stairs according to where they are seated on stage to the left or the right. The seats will be marked on stage with respective names and ceremony details. They will remain standing, facing the graduands who will be filing into the arena.

**To the right side with you facing the stage as you walk towards it (podium side)**

1. Mary Butler (front row)
2. Dean (front row)
3. Dean (front row)
4. Academic Chair (back row)
5. TBD (back row)

**To the left side facing the stage**

1. Chris Harris (front row)
2. Ann Drennan (front row)
3. BOG (front row)
4. Dean or Academic Chair (back row)
- 5.

**The platform guests, once on stage,** will remain standing until all graduands are standing in front of their respective seats. **Once the entrance music has stopped playing, the Emcee will go to the podium and announce the singing of “Oh Canada.”**

## Emcee Script and Graduation Ceremony

### Master of Ceremonies:

May I have your attention? Everyone please take your seats as the graduation ceremony will begin in **XX** minutes. While you are doing so I would like to make a few announcements. We do have a quiet room for children, water coolers on every level and the ski patrol is here for emergency medical services. If you have any questions please see one of our many ushers identified by their name tags.

*Upon a clear sign from the Parade Marshal that the procession is ready, the Emcee will ask everyone to stand.*

### Master of Ceremonies:

**Please stand for the entrance of the graduates.**

*Emcee returns to their seat. Procession comes into the arena. Platform guests take assigned seats on stage. Everyone in the arena remains standing. When all students are in, the Emcee goes to the podium to announce the singing of O'Canada.*

### Master of Ceremonies:

**Ladies and gentlemen, please remain standing. I welcome **XXXX** to the stage to lead us in the singing of O Canada.**

*Platform guests all remain standing during singing.*

### Master of Ceremonies:

**Everyone please be seated.**

**Welcome to the 20XX NBCC Graduation Ceremony for the **School(s) of XXX at XXX Campus**. My name is **XXX** and I will be your Master of Ceremonies.**

### **LAND ACKNOWLEDGEMENT**

**At this time, I would like to acknowledge our parade marshals, XXX and XXX.**

**Graduates, congratulations. Today we are here to acknowledge your hard work, dedication, and perseverance, which have brought you to the end of this journey and the beginning of a new one. Today is your day! Enjoy it. To those of you attending today to celebrate the accomplishments of a family member or friend – thank you. Students face many challenges throughout their studies. Thank you for your continued encouragement and support. Today, our graduates are celebrating their successes with you.**

**I will now introduce the platform guests and other special attendees in the audience. I ask that they please stand briefly once introduced.**

**In the front row starting immediately behind me are**

**[Insert list of platform guests]**

**In the back row starting immediately behind me are**

**[Insert list of platform guests]**

**And to my far right seated next to the graduands are some of our civic leaders and special guests.**

**[Insert list of dignitaries, as required.]**

**Master of Ceremonies:**

**At this time I would like to invite Mary Butler, President and CEO of NBCC to please come to the podium to bring greetings.**

*(Mary speaks. At the conclusion of her speech, Mary welcomes the Elder up to share a blessing.)*

**[Introduction of Elder]**

**Master of Ceremonies:**

**Thank you [name of Elder]. I now invite [name of student union president] to join me on stage to introduce the Valedictorian for NBCC Moncton's 20XX Graduating class.**

**[Introduction of Valedictorian]**

**It is my great pleasure to introduce the valedictorian for the graduating class of 20XX, [name of student], a student in [name of program]. [name of student] the podium is all yours.**

*Student comes to the podium, delivers the address and returns to seat.*

### Master of Ceremonies:

Thank you, [name of student], for your inspiring words.

Ladies and gentlemen, we will be presenting a number of awards today.

At this time, I would like to invite **Ann Drennan, Vice President of Academic, Innovation and Student Affairs**, to the podium to explain the awards.

### **Ann:**

I'd like to take a moment to recognize the contributions of the NBCC Foundation to the success of our students over the past several years. The Foundation was created only 9 years ago to assist students of the Province's three public Colleges with bursaries and Scholarships. To date, over \$2.1 million has been distributed to over 2,200 students provide wide, and we salute the Foundation for its efforts to help our students financially throughout each academic year.

Ladies and Gentlemen, before we begin calling the graduates to the stage, I would like to tell you about some special designations that you will hear.

**Every year we recognize our Student Leaders with a white cord.**

Secondly, graduates who have a cumulative grade point average of 3.5 or above will receive the designation of honours. Honours graduates will receive an Honours Cord from **XX**.

And finally, the Academic Excellence Award recognizes the top student in each program who has achieved the highest academic standing. This award will be presented to the graduate by **XX**.

Each year, in each provincially recognized Canadian Colleges, the Governor General's Collegiate Bronze Medal is presented to a student achieving the highest overall average in the full program of two- or three-years duration who is a full-time student in each term. In all cases, the grade point average obtained must be 3.5 or higher. There is one recipient per Academic School across all of NBCC's six campuses.

The Governor General's academic medal was first awarded in 1873 by the Earl of Dufferin and has since become one of the most prestigious awards that a student in a Canadian educational institution may receive. The Governor General of Canada continues the

tradition of encouraging scholarship across the nation and recognizing outstanding students.

I am pleased to announce that the winner of the Governor General's Collegiate Bronze Medal in the School of XXX is \_\_\_\_\_, a graduate of our \_\_\_\_\_.

Please welcome a member of our Board of Governors, XXX, to come forward to present this award.

I would also ask \_\_\_\_\_ to join us on the stage.

*BOG and Ann give award to student. They then take their seats.*

#### **Master of Ceremonies:**

I now call upon NBCC's College Registrar and our Vice-President to come forward.

*The Vice-President will say:*

**Graduands please stand. The diplomas and certificates that you are now about to receive, will become official documents of the college.**

*The Registrar says:*

**Vice-President Drennan, it is my privilege to report to you that the candidates here assembled have qualified in all respects for diplomas or certificates by successfully completing curricula offered by several divisions of NBCC. They have been recommended by the faculty to be awarded diplomas and certificates in recognition of their academic accomplishments.**

*The Vice-President replies:*

**By virtue of the authority vested in me by the New Brunswick Community College, I do hereby confer on you, your respective diplomas and certificates will all the honors, privileges and responsibilities pertaining hereto.**

*The Registrar says:*

**Vice-President Drennan, on behalf of the graduands not present, I request that you confer diplomas and certificates for them in absentia.**

*The Vice-President:*

**I do so. Please be seated.**

*The Vice-President and the Registrar then return to their seats.*

**Master of Ceremonies:**

**We have come to the part of our ceremony where the diplomas and certificates will be awarded and become official documents of the college. I will read the names of all graduands.**

**I now ask XXX, Dean of XXX and XXX, Academic Chair of XXX to please come forward.**

*At this time [Dean] and [Chair] take their positions on stage.*

<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
(MC)	(AC)	(Dean)	(Ann)	(Mary)

*As Emcee reads each name, the Registrar will give a folder to the Academic Chair which they will then give to the graduate. The Dean congratulates each graduate as they proceed across the stage, placing an honour cord around their neck if they have earned it. (Registrar passes honour cord to Dean.) The VP Academic will give the Academic Excellence Award to one student per program. Each student will receive their diploma from an RS and a gift from the NBCC Alumni Association as they exit the stage. This process will be repeated for each School and Program. There will be an X marking the spot for each person to stand.*

**Master of Ceremonies:**

**[insert list of programs for ceremony here]**

**Thank you, [name of Academic Chair & Dean].**

Academic Chair returns to their seat when the next Program or School is announced.

**Master of Ceremonies:**

**I now ask XXX, Dean of XXX and XXX, Academic Chair of XXX to please come forward.**

**[Repeat as required for # of schools and programs]**

**Master of Ceremonies:**

**This concludes the conferring of diplomas and certificates. I present to you the graduating class of 20XX. Congratulations.**

**Would everyone please stand and remain standing until all the graduates have exited arena. I invite you to meet your graduates [say where] for photos together.**

Platform guests leave the stage using the same stairs starting with the front row. All graduates will file behind the academic procession, guided by the Parade Marshals. **The emcee will remain on stage** until all the graduates have exited the hall.

**Thank you.**



## **Appendix C**

### **Platform Layout Options**