

Convocation; Graduation Diplomas and Certificates

CONVOCAATION CEREMONIES

For the **policy on scheduling Convocation ceremonies** see the Structure of the Academic Year policy at: http://www.uwo.ca/univsec/pdf/academic_policies/general/structure.pdf

Information on current convocation is on the Senate Web site:
<http://www.uwo.ca/univsec/senate/convocation/index.html>

Recipients of Certificates and Diplomas will be listed in the Convocation Program, and will be permitted to participate in the graduation ceremonies.

Recipients of Two Degrees, Diplomas or Certificates

When a candidate is to be awarded two degrees, diplomas or certificates (or any combination of these) during one convocation period, the Registrar will be permitted to release both diplomas to the graduand at the convocation ceremony of the first degree program scheduled in the convocation period.

Awarding Double Degrees at Convocation

For students who are eligible to receive two degrees at convocation:

1. If both degrees are to be awarded at the same convocation ceremony, the student may cross the stage only once, and must make a choice as to the degree grouping with which he or she will process. Both diplomas will be given to the graduate offstage.
2. If the two degrees are to be awarded at different convocation ceremonies, the student may cross the stage in one or both ceremonies. Both diplomas will be given to the graduate at the first of the ceremonies in which he or she participates.

Degrees, Diplomas And Certificates [to be conferred officially at convocation ceremonies]

Degrees, diplomas and certificates will be officially conferred or awarded at the appropriate convocation ceremony following successful completion of the program requirements and an application to graduate if required, or will be available for pickup by the graduate within 3 business days subsequent to the ceremony.

Degrees, diplomas and certificates are retained in The Office of the Registrar for two years after Convocation.

Degrees, diplomas and certificates normally will not be awarded in advance of convocation ceremonies. A degree, diploma, or certificate may be released early at the discretion of the Office of the Registrar if the student demonstrates that the document is required by an employer or for a work visa, and if it is determined that the student is eligible and has applied to graduate. Students presenting an official offer of employment or deadline relating to an application for a visa may, by application and payment of the appropriate fee to the Office of the Registrar, request release of their document no sooner than four weeks prior to their scheduled convocation. The document released will bear the date of the appropriate scheduled convocation ceremony.

All other students who require notice of confirmation that their program has been completed (in addition to an official transcript) may apply to the Office of the Registrar with a request for a letter attesting to the fact that they have completed the requirements of their program.

If a student's degree, diploma or certificate has been lost, stolen or destroyed OR the student requires a duplicate or duplicates, subsequent diplomas can be produced by application and payment of the appropriate fee to the Office of the Registrar. All subsequent degrees, diplomas and certificates will be issued:

- using the current Western diploma printing standards and Officers
- with the words "Duplicate Copy" affixed to the parchment

Degree Diplomas for DDS Graduates (Exception for DDS graduates who satisfy requirements between June and October)

In order to practice dentistry, graduates of the DDS program must present a copy of their diploma to the Royal College of Dental Surgeons and thus obtain a certificate of registration. In April 1994 (S.94-58), Senate approved that the degree of Doctor of Dental Surgery (DDS) be granted retroactively to June for students who satisfy all of the requirements for graduation after the June convocation date for Dentistry but

before the October convocation. Based on this precedent, Senate approved procedures for granting a DDS degree to a student in the program who completes the degree requirements after Autumn Convocation in October. The date that will appear on the degree is the date on which all degree requirements were completed. The graduate's name and the date of the degree will appear in the Program of the Spring Convocation Program that next follows, and the graduate may request the opportunity to participate in the Spring Convocation next following.

***In Absentia* Convocation in February**

Senate approved the establishment of an *in absentia* convocation to be held in mid-February for students who complete their degree requirements by the end of the preceding fall semester. Students who have their degrees conferred in February will be given the opportunity to participate in the appropriate June convocation ceremony.

The **deadline to receive applications for graduation** in February (i.e., at the *in absentia* February Convocation) is set as January 22. The *in absentia* February Convocation will be scheduled for the last Friday in February.

Statement re Posthumous Degrees

Contingent on approval by the dean, a posthumous degree may be granted at a Convocation ceremony.

Scheduling for Ivey Fall Convocation

Senate has approved the addition of an autumn convocation ceremony for graduates from programs of the Richard Ivey School of Business beginning in fall 2007, with the first ceremony to be held on September 21, 2007. In 2008 and succeeding years, the ceremony will take place at the end of August.

Policy on Eligibility for Participating in the Spring Hong Kong Convocation Ceremonies¹

There will be a University-wide Convocation Ceremony in Hong Kong that involves, in addition to those who complete their Executive MBA degree in Hong Kong, any undergraduate or graduate student who was eligible to graduate at a preceding Convocation ceremony in London or in the Spring ceremony of the same year. All Students are required to apply to participate in the Hong Kong ceremony and will receive either their degree diploma (if not collected at a London ceremony) or a Certificate of Participation. Students identified to participate who normally would have their degrees conferred in the subsequent June, are still eligible to be recognized in Hong Kong. However, their degrees will be conferred officially at the June convocation, and their diplomas will be mailed to them upon request. Note: Some details relating to a June graduate's academic achievement may not be known ("with distinction," gold medal winner, etc.) in time for identification at the May Hong Kong Ceremonies.

(See also notes on diplomas below.)

GRADUATION DIPLOMAS AND CERTIFICATES

The designation of "Bachelor" will be used on diplomas with the designation of "Baccalaureate" approved for use on diplomas upon request by individual students. [S.95-110] For diplomas of Masters and Doctoral degrees the designation "Master" or "Doctor" will be used.

Undergraduate students who qualify for Graduation "With Distinction" will receive the designation on diplomas.

Effective January 1, 1999, all Bachelor/Baccalaureate degree diplomas will include the student's Area(s) of Concentration. The option of requesting a replacement diploma is available to students who graduated prior to 1999 upon payment of the diploma replacement fee.

At its February 1999 meeting, Senate reaffirmed that:

- 1) all diplomas (for degree programs and diploma programs) and certificates (for certificate programs) will be in English
- 2) all and only Honorary Degree diplomas will be in Latin, and
- 3) programs approved by Senate for diplomas/certificates not in English, e.g., the Certificat de Français Pratique, will be exceptions to this policy.

¹ The Hong Kong Convocation Ceremony was suspended effective September 1, 2016.

For graduation diplomas, the wording of the program taken will follow this format:

Honors Degree	BACHELOR OF ARTS <i>Honors Philosophy</i>
Combined Honors Degree	BACHELOR OF ARTS <i>Honors Anthropology and English</i>
Honors Degree with an Area of Concentration in another Subject	BACHELOR OF SCIENCE <i>Honors Mathematics with French</i>
Three Year Degree	BACHELOR OF ARTS <i>English</i>
Four-Year Degree	BACHELOR OF ARTS Four Year Program <i>Computer Science</i>
Four Year Degree with an Area of Concentration in another Subject	BACHELOR OF ARTS Four Year Program <i>French with Philosophy</i>

(For New Academic Choices)

Effective for Spring Convocation 2005, all Bachelor/Baccalaureate degree diplomas will have the name of the degree with Honors Specialization, Major(s), or Specialization module(s) earned by the student and "With Distinction", if appropriate. For example,

BACHELOR OF SCIENCE
 Honors Specialization in Geology and Biology

BACHELOR OF ARTS
 Major in English Language and Literature
 Major in Film Studies

BACHELOR OF SCIENCE
 Specialization in Environmental Science

If Minor modules have been successfully completed, this will show on students' transcripts and academic records only. They will not appear on the diploma.

Students who have successfully completed the Dentistry Qualifying Program from 1999 to 2005 may return their Qualifying Program certificates and, following payment of a diploma replacement fee, receive a DDS degree diploma.

DEGREE DIPLOMA WORDING

Degree diplomas will have the following wording:

"The Senate on the recommendation of the (Faculty/School/College) has conferred upon (graduate's name) the degree of (degree name) with all its rights, privileges and obligations.

Given at London, Canada, on the (date) day of (month), (year), in the (appropriate year, e.g, 2001 will be the one hundred and twenty-third year) of the University."

The University of Western Ontario will be the only institution cited on the degree diploma unless specific approval is granted by Senate.

Degree Diploma Wording for Graduate Student Diplomas

Effective from July 1, 2008, the degree diplomas for graduate students will state that "Senate on recommendation of the School of Graduate and Postdoctoral Studies has conferred upon (graduate's name) the degree of (degree name) with all its rights, privileges and obligations." The change has resulted from the change in the name of the Faculty of Graduate Studies. Any student who graduated prior to June 30, 2008, will have the Faculty of Graduate Studies cited on his/her diploma.

Exception for MBA diplomas:

The location at which Master of Business Administration degrees are conferred is to be removed from MBA degree diplomas effective May 15, 2001.

[Secretarial Note: Any Western students who are not in the MBA program may apply to participate in the Convocation ceremonies in Hong Kong (see policy in Section 1 on Convocation above). If they choose to do so, their degree diplomas will maintain the statement, "Given at London, Canada..." The certificate of participation will show that graduation was at the Hong Kong Convocation ceremonies.]

Revision to the Name of the Faculty of Medicine & Dentistry on Diplomas

Effective from September 1, 2005, all references to the Faculty of Medicine and Dentistry, the Schulich School of Medicine and the School of Dentistry will be changed to recognize the Schulich School of Medicine & Dentistry, e.g., "The Senate, on the recommendation of the Schulich School of Medicine & Dentistry..."

Exception for Programs offered in Collaboration with Fanshawe College:

Collaborative programs offered with Fanshawe College recognize both Western and Fanshawe on Western's graduation diplomas, e.g., "The Senate on the recommendation of the Faculty of Health Sciences in collaboration with the Faculty of Health Sciences and Human Services, Fanshawe College, has conferred upon (graduate's name) the degree of Bachelor of Science in Nursing."

The Bachelor of Medical Sciences program is offered jointly by the Faculty of Medicine and Dentistry and the Faculty of Science and as such, both Faculty names will appear on BMSc diplomas.

[(09JUN) i.e., "The Senate on the recommendation of the Schulich School of Medicine and Dentistry and the Faculty of Science has conferred upon (graduate's name) the degree of (degree name) with all its rights, privileges and obligations...."]

Faculty of Science: Earth Sciences Programs for Professional Registration

Degrees for students in the Earth Sciences Programs for Professional Registration will be issued in the future as:

- BSc Honors Geology **for Professional Registration**
- BSc Honors Environmental Geoscience **for Professional Registration**
- BSc Honors Geophysics **for Professional Registration**

RECORDING STUDENTS' NAMES ON ACADEMIC RECORDS AND DEGREE DIPLOMAS

In order to maintain the integrity of the University's student records, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete legal name. Any requests to change a student's name by means of alteration, deletion, substitution or addition, must be accompanied by acceptable documentation except as described below.

Printing the Students' Names on Degree Diplomas

Students' names (first, middle and last names) as confirmed during the application to graduate process, will be printed on Degree Diplomas in capital letters. Students wishing to include lower case letters or accents in their names must follow the "Request to Change Students' Names on Degree Diplomas and Transcripts" as listed below.

Requests to Change Students' Names on Academic Records

See "Academic Records and Student Transcripts"

http://www.uwo.ca/univsec/pdf/academic_policies/general/records.pdf

Requests to Change Students' Names on Degree Diplomas and Transcripts

Students who wish to include a variation of their complete name for the purpose of their printed degree are required to put this request in writing to the Office of the Registrar. The name variation for the printed degree will be retained as part of the student's permanent record and displayed on official transcripts with the degree conferral information*.

To maintain data integrity, name change requests will not be accepted by email or through third parties without written authorization by the student.

The following are examples of acceptable requests for student name changes without documentation:

Change	Example
Truncation of names	Alexander to A.
Diminutives of names	James to Jim
Variation in the order of names	Surname/Given name
Use of religious names	Addition of Mohammad
Removal of middle names	Jane Ann Smith to Jane Smith
Using both capital and lower case letters	MACKENZIE to MacKENZIE MCKENNA to McKENNA VON KUSTER to Von KUSTER
Addition of accents	NOELLE to NOËLLE FRANCOIS to FRANÇOIS

**Requests to include accents will NOT be included on official transcripts or displayed as part of the student's centrally maintained academic record*

Spelling and language to be used:

Orthography: "Program" vs "Programme" and "Honors" vs. "Honours"
[1969] The Secretary of Senate stated that Senate Minutes since 1878 (the year UWO was founded) had been consistent in the spelling of the two words. Convocation programs had been published since that time in accordance with Senate custom. [1997] Senate reaffirmed the University's use of the "Honors" spelling.

Approvals and Signatures:

On behalf of the Senate, the Provost approves the list of Candidates for Degrees upon the recommendation of the Registrar. The list of Candidates approved by the Provost is appended as Appendix A to the Official Minutes of the June and October meetings of Senate.

Signatures required for degree and diploma program diplomas and for certificate program certificates are those of the Registrar, Dean of the relevant faculty and President of the University

Format:

The size of UWO diplomas for students successfully completing diploma programs will be 11" x 17", the same size as degree diplomas. The size of UWO certificates will be 8.5" x 11".

Effective from Spring 2003, paper stock used is Pegasus Brilliant White 80lb. smooth (formerly 80M Classic Crest Cover, Solar White and 60# white Parchtone).

Diplomas have blind embossed gold foil coat-of-arms with gold foil Seal of the University sitting on a gold foil circle, surrounded by a gold foil ring in the lower left corner with "The UNIVERSITY of WESTERN ONTARIO" in purple. All remaining text in black, including signatures. Honorary degree diplomas follow the same style, except that the text is in Latin and the signatures of the President and Registrar are applied manually.

Certificates to have purple coat-of-arms with gold foil Seal of the University in the lower left corner with "The UNIVERSITY of WESTERN ONTARIO" in purple. All remaining text in black, including signatures.

Related Policies and Notes:

Academic Records and Student Transcripts

http://www.uwo.ca/univsec/pdf/academic_policies/general/records.pdf

Structure of the Academic Year: http://www.uwo.ca/univsec/pdf/academic_policies/general/structure.pdf
