

Complete Policy Title:
Deferral of Attendance at Convocation

Policy Number (if applicable):

Approved by:
Senate

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December 8, 2004

Supersedes/Amends Policy dated:
December 8, 2004

Responsible Executive:
University Registrar

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University regulations state that students “must take the degree at the Convocation immediately following the completion of the appropriate degree work.” However, it is understood that, in extenuating circumstances, there will be times when a student cannot attend his/her convocation. While it will not be possible for students to defer the taking of the degree, the following is a process by which a student may request to defer attendance at Convocation.

Request for deferred attendance at convocation:

1. The student must make his/her request, in writing, to the University Registrar for a Convocation ceremony deferral.
2. The student’s request must state the extenuating circumstances (and, when requested, supply supporting documentation) that will prevent her/him from attending the Convocation immediately following the completion of his/her degree work.
3. The request must pre-date the student’s regularly scheduled Convocation ceremony and normally must be filed in the Office of the Registrar at least seven working days prior to the ceremony. (In certain circumstances, a request after the event will be considered if the cause is a compelling one, is beyond the student’s control, and is of a compassionate or health-related nature.)
4. Upon approval of the request for deferred attendance at Convocation, the student will receive a letter from the University Registrar approving his/her attendance in the appropriately affiliated ceremony in the next Convocation cycle. (That is, the University will not grant a deferral from, for example, a Tuesday to a Wednesday or from a morning to an afternoon ceremony, etc. Normally, deferrals will be approved from a Spring Convocation to a Fall Convocation; from a Fall Convocation to a Spring Convocation.)

If the request is approved:

5. As required by University regulation, the student’s name will go forward to Senate for approval in the normal time and fashion.
6. The student’s name will appear in the program for the ceremony s/he would normally have attended and the degree diploma will be printed.
7. On the presumption that the student did not actually attend the ceremony, her/his degree will be conferred *in absentia* by the Chancellor and the student’s name will appear on the Convocation roll.
8. The diploma will be available approximately two weeks after Convocation. The student may pick up the diploma in person or make arrangements for mailing by contacting the Office of the Registrar.

Attendance at the subsequent convocation:

9. At the time the deferral is granted, the student will be informed that, approximately one month prior to the subsequent Convocation, s/he will be required to register to attend the ceremony.
10. Upon verifying the student will attend Convocation, the Office of the Registrar will make arrangements for the student to be included in the Convocation ceremony: gowning with other graduands, hooding on stage, photographed on stage by a Convocation photographer, greeting by the Chancellor, and walking the across stage.
11. The student will be permitted to take part in the other Convocation festivities, e.g., Faculty-sponsored Convocation receptions.