

Complete Policy Title

Early Conferral of Degrees Policy

Policy Number (if applicable):

Approved by

Senate

Date of Most Recent Approval

April 12, 2023

Date of Original Approval(s)

March 14, 2007

Supersedes/Amends Policy dated

- Policy on Issuing Diplomas in Advance of Convocation, January 13, 2016
- March 14, 2007

Responsible Executive

University Registrar

Policy Specific Enquiries

[Office of the Registrar](#)

General Policy Enquiries

[Policy \(University Secretariat\)](#)

DISCLAIMER:

If there is a discrepancy between this electronic policy and the approved copy held by the University Secretariat, the approved copy prevails.

FORMAT:

If you require this document in an accessible format, please email policy@mcmaster.ca.

INTRODUCTION

1. The Senate approves the conferral of degrees at spring and fall convocation ceremonies, by way of Graduation Reports.
2. McMaster will consider a request for early conferral of a degree where a student provides supporting documentation demonstrating the degree is required before their normal convocation date (e.g., employment, professional registration, or further educational applications).

AUTHORITY AND JURISDICTION

3. The Senate of McMaster University has delegated to the University Registrar the authority to administer this Policy and to approve the early conferral of degrees.

PROCEDURES

4. A formal request for early conferral of a degree should be made to the Office of the Registrar or the School of Graduate Studies. The request must specify the reason(s) the degree is needed in advance of the applicable convocation date. Documentation will be required to support the request.

Documentation

5. Acceptable documentation includes but is not limited to: an appointment or a job-offer letter; professional registration or examination requirements; educational application requirements.
6. Documentation must be specific to the student and not a general notice or information letter and must state that degree conferral or an original diploma is required by the student by a specified date.

Approval

7. The Office of the Registrar or the School of Graduate Studies will review the student's request and supporting documentation and confirm with the appropriate Faculty/Program Office that degree requirements have been met.
8. Upon confirmation that all early conferral requirements have been met, the University Registrar will approve the request for the early release of the degree.
9. In making arrangements for the diploma to be printed, the date at which the University Registrar approved the student's degree will be the "degree-conferred date". This date will appear on the student's diploma and University record.

REPORTING

10. The University Registrar will report to the Senate, on a bi-annual basis, the degrees that have been released early.