

Complete Policy Title:  
**Policy on Issuing Diplomas in Advance of Convocation**

Approved by:  
**Senate**

Date of Original Approval(s):  
**March 14, 2007**

Responsible Executive :  
**Registrar's Office**

Policy Number (if applicable):

Date of Most Recent Approval:  
**January 13, 2016**

Supersedes/Amends Policy dated:  
**March 14, 2007**

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

**DISCLAIMER:** *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

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1. McMaster will consider a request for early release of a diploma where a student provides supporting documentation demonstrating the diploma is required (e.g. employment, professional registration, or further educational applications).
2. To make a formal request the following information should be sent directly to the University Registrar:
  - A signed letter/e-mail requesting the issuing of the student's diploma before the applicable convocation.
  - The request must specify the reason(s) the diploma is needed in advance of the applicable convocation.

Documentation confirming the request is justified must be provided by the student. The 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.

Acceptable documentation can include, but is not limited to: an appointment or a job-offer letter; professional registration or examination requirements; educational application requirements.

- The University Registrar will review the student's request and supporting documentation.
- If the request is approved, the University Registrar will submit the name of the student and the degree to be awarded to Senate.

- Following approval by Senate, the University Registrar will inform the student of the University's approval.
- In making arrangements for the diploma to be printed, the date at which Senate approved the student's degree will be the "degree-conferred date". This date will appear on the student's diploma and University record.