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## **POLICY**

Aurora College will hold completion ceremonies to recognize student achievement in programs and courses other than certificate, diploma, and degree programs.

## **PRINCIPLES**

1. Recognition and celebration of student success is important.
2. A completion ceremony is an opportunity to recognize and celebrate student success publicly.

## **PROCEDURES**

1. School Chairs and Regional Program Heads are responsible for ensuring that completion ceremonies are held at the completion of a program or course.
2. When several programs or courses finish at the same time, the completion ceremonies may be combined.
3. The Instructors or Adult Educators in consultation with their Senior Instructor or Program Head or Regional Program Head will arrange a completion ceremony to recognize the achievements of the students.
4. A completion ceremony may:
  - include the presentation of documents of recognition to the students;
  - involve community members (e.g. the students' families), sponsors (if applicable), and the people directly involved in delivering the program;
  - be attended by senior representatives of the College, if possible;
  - be documented for posterity and publicity purposes (e.g. photographed); and
  - include refreshments and time for people to gather and celebrate informally.
5. Senior Instructors and Program Heads are responsible for informing their School Chair of the date, time, location, and nature of the ceremony at least four (4) weeks before the event is scheduled to take place.
6. Adult Educators are responsible for informing their Regional Program Head of the date, time, location, and nature of the ceremony at least four (4) weeks before the event is scheduled to take place.



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7. School Chairs and Regional Program Heads are responsible for informing their Vice President and the Manager of Communications and College Relations of the date, time, location, and nature of the ceremony, as soon as possible after receiving this information.
  8. The Document of Recognition awarded during a completion ceremony will be consistent with Bylaw #2: *Academic and Performance Standards* and Policy B.16 *Documents of Recognition*.
  9. A student must be in good standing financially with the College in order to participate in a completion ceremony.
  10. Documents of Recognition will not be issued until all outstanding accounts with the College have been paid.

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**FACT SHEET****DATES:**

1993-10-03	New policy issued.
1996-03	Policy revised. Programs and Planning Committee Motion #PP03-1996. Board of Governors Motion #BG22-1996. Implemented July 1, 1996.
2010-03	Policy revised. Board of Governors Motion #BG15-2010. Implemented April 1, 2010.
2011-04-07	New format approved and implemented. Board of Governors Motion #BG14-2011.
2013-06-11	Policy revised. Policy and Programs Committee Motion #PP07-2013. Board of Governors Motion #BG13-2013. Implemented July 1, 2013

**RELATED POLICIES**

B.16 Documents of Recognition

**RELATED AURORA COLLEGE BYLAWS**

Bylaw #2: Academic and Performance Standards

Bylaw #3 Student Loss of Privileges, Penalties, Sanctions and Appeals