

SECTION G: GRADUATION

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I. GRADUATION

Graduation Requirement

In order to graduate, students in master's and doctoral programs must have a cumulative GPA of at least 3.00 (2.70 for Diploma and Certificate programs). Individual programs may have more stringent GPA regulations; students should check the program's calendar entry of their year of admission or with the Graduate Program Director (GPD).

Graduation Dates

Graduation takes place in Spring and Fall each year. The final dates are set by the Office of the Registrar.

Preparation for Graduation

Degree, Diploma and Certificate candidates who expect to complete their program requirements in a particular term must make application on a Graduation Application Form (see [Appendix 1](#)) for their degree or diploma, available from the Student Services Centre at Enrollment Services. Deadlines for submission of the forms are January 15th for Spring and July 15th for Fall graduation. Every GPD should ensure that potential graduates have submitted the application form by the deadline date. When possible, the Office of the Registrar will accept late applications to graduate; students will be charged a late fee.

Six to eight weeks after the application deadline, the Graduate Studies Services Team (G.S.S.T.), Office of the Registrar will prepare a list of potential degree or diploma candidates who have submitted an application to graduate and forward a copy to GPDs. The School of Graduate verifies that the thesis requirements have been met for the degree.

Note: There is no guarantee that graduating students taking courses outside Concordia University in their last term will be able to graduate in the current graduation cycle as final transcripts must be received for those courses. These students would then be required to pay for an extra term.

Recording Non-Course Component Grades

Non-Course Components are added on the records of potential graduates at the end of term (April 30/August 31). If the student is not graduating, the G.S.S.T., Office of the Registrar should be informed prior to the end of term so that the NCC notation is changed to CONT until the student submits their new graduation application.

Degree Requirements

The degree requirements for a particular student are normally those appearing in the Graduate Calendar for the year of the student's admission, plus any special requirements as stated on the student's formal letter of admission. If the program requirements have changed since the time when the student was admitted and the change is beneficial to the student, the program may recommend to the Dean of Graduate Studies on Student Request Form A that the student be permitted to fulfill the new degree requirements rather than the old.

Degree Nomenclature

Concordia University provides students with the opportunity to graduate with gender-neutral degree titles. Students are entitled to receive their degrees in either the traditional or new degree nomenclature. The new names for degrees are: Baccalaureate, Magisteriate, and Doctorate. The traditional nomenclature is: Bachelor, Master, and Doctor. Graduates who have previously been awarded a Concordia degree will be able to request that their degree be re-issued in the new nomenclature.

Graduation Fees

The Accounts Office sends a bill to each student listed as a potential graduate. A potential graduate who has not received a bill should be advised to enquire from the Accounts Office. No one is permitted to graduate until all accounts have been settled with the university.

Convocation Ceremonies

After the Senate and the Board of Governors have approved the lists of graduating students, the Office of the Registrar sends to each graduating student an email with information regarding the ceremonies, gown pick up, etc. Students who do not have an email address are sent a package by regular mail. Students requesting that their degree or diploma be mailed, if they are unable to attend convocation, should contact the Office of the Registrar.

Letters of Attestation

Graduating students may request a letter of attestation from Enrollment Services confirming that the student *has* a particular degree/diploma/certificate, etc. from Concordia University. There is a charge for this kind of letter, and they may be requested after degree conferral coding has been placed on the student's academic record.

Degree Letter Request

Graduating students may request a Degree Letter from Enrollment Services stating that they have completed all the requirements for their degree. There is no charge for this letter/service.