

Protocol for Honorary Diplomas

Once Honorary Diploma recipients are chosen, the following procedures are to be followed:

- Chair of the Honorary Diploma Recommendation Committee inform the Director of College Relations and the Registrar, or designates;
- As part of their deliberations, the Honorary Diploma Recommendation Committee needs to determine who will briefly (2 mins max) introduce the Honorary Diploma recipient at convocation – the nominator is most common;
- The Office of the President will liaise with the recipients and provide them with an invitation to convocation;
- A 200-250 word write-up on the recipient must be completed by a committee member (generally the Communications Coordinator) and submitted to College Relations no later than two weeks before convocation – approximately equal number of words for each recipient.
- The diploma will be prepared by the Office of the Registrar. The Chancellor will be invited up by the person who introduced the diploma recipient, to confer the diploma upon the recipient.

Protocol for Professor Emeritus at Convocation

- Once the recipient of the emerita designation is chosen, the Director of College Relations and the Registrar, or designates, need to be informed.
- The VP Academic and Students Office is responsible for liaising with the professor emeritus, inviting them to convocation.
- A 150-200 word write-up for the professor emeritus needs to be provided by the VP Academic and Student Services Office to College Relations, a minimum of two weeks in advance of convocation.
- The VP Academic and Student Services is responsible for introducing the professor emeritus at convocation and presenting him/her with the Emeritus designation in a letter prepared by the VP's Office.

Protocol for awarding the Governor General Award at Convocation

- The Enrolment Management Advisor to confirm the availability of this student to attend convocation and determine which convocation ceremony is most appropriate.
- The Enrolment Management Advisor to provide the President's Office with name of the recipient and program
- The President's Office to invite the Governor General to present the award to the student at convocation in writing, with a telephone follow-up.
- Upon the Governor General's confirmation of attendance, an introduction to be prepared by the EM Advisor, for the GG. President's Office will email to GG.
- The award to be given to the Director of College Relations, to deliver to the Governor General.