

# Graduation

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## Governing Academic Program

Students follow the requirements of their academic program that were in effect in the year they were admitted to the program unless (a) that version of the program is terminated or (b) they obtain the permission of their faculty to follow a different set of requirements. In the case of programs requiring choice of a major, the governing program is the one in effect at the time the student chooses the major.

When a program or set of program requirements is terminated, the faculty will set a deadline for students who are currently in the program to complete its requirements. Students who are re-admitted or transfer to the faculty are required to follow a new program unless otherwise stated. Students who have not completed the old program requirements by the deadline must choose a new program.

If a program or set of program requirements must be terminated without notice, students will be assisted in finding courses to substitute for those that are no longer offered.

## Residency Requirements

Residency refers to the minimum number of University of Regina credit hours that a student must complete within their credential completion requirements.

### 4-year Baccalaureate Programs

Unless otherwise specified within the program or faculty regulations, students must fulfill their program completion requirements with a minimum of 25% (30+ credit hours) with University of Regina coursework. Some programs may require the student to complete more than the minimum specified in this regulation but not less than the minimum specified.

### 3-year Baccalaureate Programs

Students must fulfill their program completion requirements with a minimum of 30 credit hours of University of Regina coursework.

### Diploma or Certificate Programs

Students must fulfill their program completion requirements with a minimum of 15 credit hours of University of Regina coursework.

### Microcredentials

Microcredentials have a 100% residency requirement.

### PLAR and Transfer Credit

Credit for PLAR and Transfer Credit are not included or counted in University of Regina residency credit hours.

## Subsequent Credential Completion Requirements

Students who have been admitted to a subsequent credential are subject to the following completion regulations:

- All program requirements must be met.
- Unless otherwise specified in the program regulations, students who have completed a program elsewhere must complete the minimum residency requirements of the Faculty/academic unit.

- For baccalaureate programs with a different major, students must complete a minimum of 30 unique credit hours of coursework and meet all other requirements as specified by their Faculty/academic unit regulations.
- All graduation requirement must be met.

## Minimum Grade Point Averages to Graduate

A minimum undergraduate grade point average (UGPA) of 60.00% is required for graduation for all undergraduate degree, diploma, and certificate programs. In addition, all undergraduate students must also meet their program grade point average (PGPA) required for graduation. The PGPA will be calculated only on those courses which form part of the degree, diploma, and certificate program (failed courses and extra courses are not included). Students should check with their faculty advisor regarding these standards. Each faculty may set its own standards for graduation provided that they are not less than the University minimum.

## Applying to Graduate

Graduation is not automatic upon the completion of a program.

Students must submit an online Application for Graduation through [UR Self-Service](#) for each degree, diploma, and certificate program they expect to graduate from. Applications for graduation will be processed in the order in which they are received. Students who complete their program requirements by the end of the fall term should apply to graduate at least three months before the end of the term to have their credentials conferred in January.

If an application is denied, the student must apply to graduate again once all requirements are completed.

**Note:** Students planning to attend a convocation ceremony should pay attention to application deadlines. See the [Convocation Ceremony](#) section.

## Distinction and Great Distinction

Also refer to faculty specific graduation regulations.

Distinction and Great Distinction designations are awarded to students who have completed a degree program.

A minimum program grade point average (PGPA) of 80.00% is required for graduation with Distinction.

A minimum PGPA of 85.00% is required for graduation with Great Distinction.

## Honours and High Honours

Honours and High Honours are awarded to degree programs in which students take a more intensive concentration in their major area. These standards are faculty specific and students should check with their faculty sections or their advisors regarding Honours and High Honours.

## Other Institutional Honours

In accordance with University and faculty regulations, in addition to those noted above, the following institutional honours appear on students' transcripts, parchments, and in the convocation ceremony program. Students should also refer to their faculty regulations regarding Institutional Honours.

Institutional Honours are defined as follows:

### Co-operative Education

Students who successfully complete the work terms required by their faculty will graduate with a Co-operative Education designation.

### Internship (Engineering and Actuarial Science)

Students who successfully complete the number of work terms required by their faculty will graduate with an Internship designation.

### Bilingual mention/mention bilingue

A minimum of 40% and a maximum of 60% of courses counted towards the degree program taken in French, including at least three courses from departments other than French (but must be from the Faculties of Arts; Media, Art, and Performance; or Science).

### International

Refer to specific faculty regulations regarding this designation.

## Financial Holds and Graduation

Students with an outstanding account with Financial Services, the Library, AV Services, Parking Services or a federated college may be approved for graduation, have their degree, diploma, or certificate conferred, and participate in the convocation ceremony. However, their parchment and any other graduation certification, including transcripts, letters of confirmation, and congratulatory letters, will be withheld until their account is cleared.

## Personal and Contact Information

All potential graduates must review their personal and contact information in UR Self-Service, ensuring their full legal name, mailing address, and preferred email address are correct to receive pertinent documents and information regarding graduation and convocation without delay.

## Exclusion from Graduation and Convocation

Students who have been suspended, expelled, or excluded from the U of R may not apply to graduate nor participate in Convocation ceremonies.

## Approval to Graduate and Conferral of Degrees

The eligibility of all graduation applicants is audited by the faculty responsible for the program. For students registered through a federated college or academic unit, the initial review is done by the college or academic unit, then the final check is completed by the faculty. Applicants must successfully complete all the program requirements for the degree, diploma, or certificate for which they have applied and must meet the minimum UGPA of 60.00% and the minimum PGPA for graduation in that program.

When program requirements have been met, the faculty recommends the applicant for graduation approval to the Executive of Council, which meets monthly from September to November and January to June (for the current year's meeting dates, refer to the [Executive of Council](#) webpage).

The University's Chancellor confers the relevant degree, diploma, or certificate within one week after approval by the Executive of Council.

**Note:** Faculties may not meet monthly to recommend students for graduation approval. Students should consult with their student services office for information about specific processing timelines.

## Posthumous Credentials

A degree, diploma, or certificate may be awarded posthumously when the requirements for a degree, diploma, or certificate are 75 per cent completed on the recommendation of the primary faculty of registration. The concurrence of the student's next of kin is required for the faculty to submit the application for graduation. Posthumous credentials will be acknowledged in the convocation ceremony program and may be acknowledged or presented at the ceremony.

A credential is not considered to be posthumous if the student dies following completion of the program requirements but prior to formal approval for conferral, or following conferral of the credential, but prior to the ceremony at which the credential would have been acknowledged.

## Graduands on Letter of Permission

Students who, in the final term before graduation, are approved by their faculty or college to take a course towards their program at another post-secondary institution must have official transcripts sent from that institution to the University of Regina Registrar's Office certifying their final grade. The official transcript must be received in the Registrar's Office (AH 210) no later than five business days before the meeting of the Executive of Council to approve the lists of graduands. Refer to the [Executive of Council](#) web page for meeting dates.

## Transcript Record

All degree, diploma, or certificate program information, except the date of conferral, appears on students' official transcripts as soon as they are approved for graduation by their faculty. The date of conferral appears on the official transcript once the Chancellor has conferred the degree (see [Approval to Graduate and Conferral of Degrees](#) section above).

## Parchments

Parchments are issued at the convocation ceremony to attending graduates. For one week after the ceremony, graduates with proof of identity may collect their parchment at the Registrar's Office, AH 210. A graduate can request a third party to pick up their package by submitting a completed Third-Party release form to [ur.graduation@uregina.ca](mailto:ur.graduation@uregina.ca). The third party will need to present a government-issued photo ID upon pick up.

Any remaining parchments after one week will be sent to the graduate's mailing address as recorded in the U of R's student information system. Students are responsible for ensuring their mailing address is correct in [UR Self-Service](#) by the end of their last term.

The graduate is responsible for remailing costs if the parchment is returned to the U of R.

## Name on Parchment

Parchments are printed with the full legal name of the graduate, as recorded in the University's student information system at the time of graduation. All parchments issued on the MyCreds™ system will be in the full legal name of the student.

Duplicate and personal display copies may be produced for a fee. See [Duplicate Parchments](#) and [Personal Display Copy of Parchment](#).

## Duplicate Parchments

Graduates may request a duplicate parchment in the following circumstances. The production of duplicate parchments will be subject to payment of the duplicate parchment fee.

1. Their parchment is lost, stolen, or damaged.
2. They have undergone a legal name change since the original parchment was issued.

In cases where a duplicate parchment has been issued, the word "duplicate" will appear in the bottom right hand corner of the parchment.

The graduate declares that in requesting a duplicate parchment, neither the original nor the duplicate parchment shall be used for fraudulent purposes, for forgery purposes, or to misrepresent the qualifications, training, and education of either their selves or another person. It is understood that if a graduate violates this declaration, the graduate shall be subject to disciplinary measures under the University of Regina [Academic Misconduct Policy](#).

### Process to Request a Duplicate Parchment

Graduates may submit the Duplicate Parchment Request form and fee through the [Registrar's Office Online Store](#). **Note:** Students who have undergone a legal name change will be required to submit a [Change of Legal Name](#) form.

## Personal Display Copy of Parchment

Graduates may request a personal display copy of their parchment in the following three circumstances. The production of personal display parchments will be subject of the payment of the personal display parchment fee.

1. They would like to have a parchment with a shortened version of their legal name. For example Sue instead of Susan, or the first initial S. with a middle name.
2. They would like to have a parchment with their Indigenous Traditional Name.

3. They have not yet changed their name legally and are using a first and/or middle name other than their legal first and/or middle name.

In cases where a personal display parchment is issued, the parchment will contain a statement that it is not an official legal document and is for display purposes only in the bottom right hand corner of the parchment. These parchments cannot be used or verified by the University for the purposes of employment verification, licensure requirements, student loan issuers, or for other education institution purposes.

### Process to Request a Personal Display Parchment

Graduates may submit the Personal Display Parchment Request form and fee through the [Registrar's Office Online Store](#).

## Other Conditions

1. The graduate's University of Regina financial account must have a zero balance. Orders will not be processed if there are amounts owing.
2. Duplicates and Personal Display copies are printed in the current style with the signatures of U of R officials in office and the original conferral date.

## Digital Parchments (MyCreds™)

Once degrees, diplomas, or certificates are conferred by the Chancellor, the Registrar's Office issues secure digital parchments through [MyCreds™](#). Graduates will receive an email notification once issued.

## Early Release of Parchment

Graduates who require a *paper parchment* before the convocation ceremony at which it is to be issued may order an "Early Release of Parchment," accompanied by the processing fee, through the [Registrar's Office Online Store](#). The request for an early release of parchment does not trigger early graduation approval by the faculty.

### Deadlines to Order an Early Release of Parchment

- May 15 for spring convocation
- September 15 for fall convocation

## Convocation Ceremony

Convocation is the assembly of the University Chancellor, the University Senate, and all graduands of the University of Regina. Convocation meets twice yearly to present graduates with their degrees, diplomas, and certificates and acknowledge scholarships and prizes. These ceremonies are normally held in early June and mid-October.

**January 31** – deadline for receipt of applications for graduation for spring convocation. Students who apply to graduate between August 1 and January 31 and complete their program requirements no later than the end of the winter term are eligible to attend the spring convocation ceremony.

**July 31** – deadline for receipt of applications for graduation for fall convocation. Students who apply between February 1 and July 31 and complete their program requirements no later than the end of the spring/summer term are eligible to attend the fall convocation ceremony.

Those eligible to attend the convocation ceremony will be notified by email when the ceremony information is available on the website. Limiting the number of guests per graduand may be necessary based on how many graduands plan on attending and the space constraints of the venue.

Students with questions about the ceremony can email [ur.graduation@uregina.ca](mailto:ur.graduation@uregina.ca) or consult the website: [www.urconvocation.ca](http://www.urconvocation.ca).

## Academic Regalia

University regulations require graduands who are participating in the Convocation ceremony to do so in proper, approved academic regalia. The University of Regina graduands do not wear caps (mortarboards). All graduands wear black gowns except for the following: PhD students wear a scarlet gown with royal blue trim, facing, and cuffs; Federated College students wear the color of gown approved for the federated college – that is red for Champion College, sky blue for the First Nations University of Canada, and royal blue for Luther College.

Graduands are welcome to wear their Indigenous ceremonial dress, other cultural ceremonial dress, or their military or law enforcement dress uniform with, or instead of, the gown at the Convocation ceremonies. In these instances, graduands must still be hooded and wear the University of Regina hood.

Protocol inquiries about appropriate academic regalia should be directed to the Registrar's Office: [ur.graduation@uregina.ca](mailto:ur.graduation@uregina.ca). A list of degree hoods and descriptions is found on the [convocation website](http://www.urconvocation.ca).

## University of Regina Alumni Association

The University of Regina Alumni Association (URAA) was established in 1974 to promote the accomplishments and support the development of the University of Regina, its students, and alumni. This is reflected in URAA's vision statement: "We are the leading proponent of our University and our alumni throughout the world." URAA's tag line echoes this sentiment: "Alumni driven, bridging the University of Regina with our global community." Membership is automatic to all who have earned a degree, diploma, or certificate from the University of Regina faculties and the Centre for Continuing Education. The Association is governed by a volunteer board of directors who are elected annually by the membership.

Through its many fundraising efforts URAA has supported and sponsored events and activities such as the Alumni Crowning Achievement Awards, Ten Thousand Coffees, Inspiring Leadership Forum, Welcome Week, spring and fall convocation, U of R Career Fair, the U of R Cougars Slam Dunk, and the U of R Student Emergency Fund.

URAA has established several scholarships for students that are sponsored annually. Further information is available at [alumni.uregina.ca/uraa/scholarships](http://alumni.uregina.ca/uraa/scholarships). At each spring and fall

convocation, the URAA board member is honoured to welcome each graduate as a new alumnus to the Association.

U of R alumni receive a variety of benefits and services including Degree Frames, Home and Auto Insurance, Life Insurance, MasterCard, Degrees magazine, Alumni Connect Newsletter, promotions exclusive to alumni and information about upcoming activities and programs.

Alumni can update their contact information by contacting Alumni and Community Engagement at:

Alumni and Community Engagement

Email: [uralumni@uregina.ca](mailto:uralumni@uregina.ca)

Website: [www.alumni.uregina.ca](http://www.alumni.uregina.ca)

Tel (toll-free): 1-877-779-4723

Tel (Regina): 306-585-4503

## Graduate Retention Program

*Only eligible for undergraduate programs.*

In January each year, the Registrar's Office submits a list of graduates from the previous year to the Government of Saskatchewan, Ministry of Advanced Education. The Ministry of Advanced Education determines the eligibility of the individual graduate for the Graduate Retention Program (GRP) and issues the relevant certificates through the Advanced Education portal.

Students may consent to be included on the list by selecting "Yes" on the Application for Graduation in UR Self-Service and by providing their Social Insurance Number if it is not already in the student information system. Students who select "No" will not have their personal information submitted. They will then have to apply directly to the Ministry of Advanced Education to determine their eligibility.

**IMPORTANT:** All mandatory personal information required by the Government must be complete and formatted correctly in UR Self-Service by December 1. Mandatory information includes birthdate, gender, SIN, mailing address, telephone number, and preferred email address. Records with missing or incorrectly formatted information will not be included in the transfer. Follow the formatting standards outlined in UR Self-Service.

For more information or to report non-receipt of the certificate, contact:

Ministry Advanced Education, Student Service Centre

Tel: 1-800-597-8278 (toll-free)

Tel: 306-787-5620 (in Regina area or outside Canada)

Email: [studentservices@gov.sk.ca](mailto:studentservices@gov.sk.ca)

Website: <https://www.saskatchewan.ca/residents/education-and-learning/graduate-retention-program>.