

PROCEDURES FOR THE APPROVAL OF THE SENATE MASTER LIST

Senate Executive, April 14, 2022

June/July:

1. In consultation with the Registrar, the Secretary of Senate identifies the dates by which the Senate Master List will be prepared for the Fall and Spring Convocations of the following academic year and the date by which each list must be approved.
Normally, the dates agreed upon in consultation with the Registrar should allow at least two working days between the compilation of the list and the date of approval, and the date of approval should be approximately 10-12 days after the date of the last exam.
2. For each term, in consultation with members of Senate Executive, the Secretary of Senate either schedules a special meeting of Senate Executive to approve the list or adds its approval to the business of a regular meeting of Senate Executive if the timing is appropriate.

Fall Term and Spring Term:

3. After the deadline for students to apply to graduate, and as soon as convenient, the Registrar sends a confidential list of potential graduands to deans, who will distribute the relevant sections to departments, for the purpose of identifying worthy candidates for Convocation awards and prizes.
4. Each term, the Secretary of Senate sends advance notice to all department chairs/directors and to members of Senate that the list will be available for confidential consultation – by department chairs/directors and Senators only – in SharePoint for the period from the date agreed upon under point 1 until the day of the Senate Executive meeting.
5. At the agreed-upon date in each term, the Registrar sends the Secretary of Senate a pdf of the graduation list.
 - a. The Secretary of Senate posts the List as a confidential PDF to a Senate SharePoint site.
 - b. In addition to the Senate Master List, the Registrar maintains a separate enabling list of students who have applied to graduate but whose records are incomplete.
 - c. Any queries arising from review of the Senate Master List shall be directed as soon as possible to the Registrar, who will pursue the enquiry and prepare to report at the meeting of Senate Executive.
6. Senate Executive Meeting
 - a. The Registrar attends the special meeting of Senate Executive or that portion of a regular meeting dealing with the Senate Master List.
 - b. Senate Executive
 - receives a report from the Registrar regarding any queries raised about the list,
 - reviews and approves by omnibus motion the Senate Master List, and
 - passes an enabling motion “to permit the Registrar to add an individual’s name if the requirements are completed prior to the Convocation ceremony and, further, to adjust any student’s distinction status if so warranted.”
7. Senate Executive reports at the next Senate meeting the number of graduates approved.

Approximate Timeline

Date	Procedures Point	Action
June/July	1	Dates set for Senate Master List to be compiled
June/July	2	Senate Executive meetings identified or specially scheduled to approve the Senate Master List
End of August		Deadline for students to file Application to Graduate for Fall Convocation
September	3	List of Applicants for graduation circulated to Deans
Mid September	4	Secretary of Senate sends advance notice of the availability of the Senate Master List
Late September	5	Registrar provides Senate Master List to Secretary of Senate
First week in October	6	Senate Executive meets with Registrar to approve the Senate Master List
Third Sunday in October		Fall Convocation
End of January		Deadline for students to file Application to Graduate for Spring Convocation
Early March	3	List of Applicants for graduation circulated to Deans
Mid April		Last Winter Term Exam Date
Last Winter Term Exam Date PLUS 5		Final Grades submitted
Last Winter Term Exam Date PLUS 8-10		Evaluations and Degree Audits
Last Winter Term Exam Date PLUS 10-12		List preparation by Registrar's Office
Early May	4	Secretary of Senate sends advance notice of the availability of the Senate Master List
Early May	5	Registrar provides Senate Master List to Secretary of Senate
Early May	6	Senate Executive meets with Registrar to approve the Senate Master List
Third week of May		Spring Convocation