

Procedures for the Approval of the Senate Master List  
Senate Executive, April 10, 2015

By Late May:

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.

Summer:

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 and to members of Senate that the list will be available for confidential consultation – by department chairs and Senators only – in the Evaristus Confidential Reading Room 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, and provides a print copy to the Office of the Vice-President Academic, for access in the Evaristus Confidential Reading Room, until the day that Senate Executive meets to approve it; it shall be shredded thereafter.
  - a. The Secretary of Senate posts the List as a confidential PDF to the Senate Executive 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.”

#### Approximate Timeline

Date	Procedures Point	Action
Late May	1	Dates set for Senate Master List to be compiled
Summer	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
Early October	4	Secretary of Senate sends advance notice of the availability of the Senate Master List
Mid October	5	Registrar provides Senate Master List to Secretary of Senate (pdf) and to Vice President Academic (print) for Evaristus Reading Room
Third week in October	6	Senate Executive meets with Registrar to approve the Senate Master List
First Sunday in November		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	5	Registrar provides Senate Master List to Secretary of Senate (pdf) and to Vice President Academic (print) for Evaristus Reading Room
Early May	6	Senate Executive meets with Registrar to approve the Senate Master List
Third week of May		Spring Convocation