

Early Conferral and Release of Degrees Policy

Approval Authority: Senate

Established:

Amendments:

Category:

INTRODUCTION:

NOSM University will consider requests for early conferral and release of degrees when a student provides reason and supporting documentation demonstrating the degree is required before the established convocation date (e.g., employment, professional registration, further educational applications, or visa purposes).

AUTHORITY AND JURISDICTION

The senate of NOSM University has delegated to the University Registrar the authority to administer this policy and to approve the early conferral and release of degrees.

PROCEDURE

A formal request for early conferral and release of a degree must be made to the Office of the Registrar no sooner than 4 weeks prior to the established convocation date and must specify the reason(s) the degree is needed prior to this date.

Documentation:

- a) Acceptable documentation includes but is not limited to: an offer of employment, professional registration requirements, examination or educational application requirements, and work visa requirements.
- b) Documentation must be specific to the student and not a general notice or letter. It must also state that degree conferral or an original degree is required to be provided by the student by a specified date.

Approval:

- c) The Office of the Registrar will review the student's request and supporting documentation and confirm with the academic program that the student has met all necessary degree requirements.
- d) Once all early conferral requirements have been confirmed as met, the University Registrar will approve the request for the early release of the degree.
- e) When printing the degree, the date at which the University Registrar approved the student's degree will be the "degree conferral date". This date will appear on the student's degree and University record.

REPORTING

The University Registrar will report to the senate, on a bi-annual basis, the degrees that have been released early.

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Provost
- b. Responsible Officer: Registrar
- c. Procedural Authority: Registrar
- d. Procedural Officer: Registrar

Review and Revision History

Review Period: every 3 years

Date for Next Review: March 2028