



CONVOCATION GUIDELINES AND PROTOCOLS

To our students, we make a promise:

A promise to do our best, so they can be their best.

A promise to foster exploration, to share ideas and information, to teach but also to learn.

A promise to build the buildings, acquire the technology, cultivate the partnerships, and welcome the people essential to advancing an environment that excites and ignites learning.

A promise to create an environment where professors and students are colleagues and everyone grows together, an environment that recognizes the power of every student's dream.

And helps that dream come true.

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Convocation is the premier event held at the University of Lethbridge and our ceremonies are, first and foremost, a celebration of our graduates' achievements. Graduating from the University of Lethbridge is a very significant milestone for our students and all faculty and staff are strongly encouraged to attend the ceremonies and show support to our students.

Our University of Lethbridge convocation is steeped in academic ceremonial tradition. Convocation refers to an academic assembly summoned by the chancellor and the earliest convocations in Britain were ecclesiastical assemblies whose origins can be traced back to a time before the Norman conquest in 1066. The first convocation of the University of Lethbridge was held on May 18, 1968 in Southminster United Church.

The University of Lethbridge rests on traditional Blackfoot territory and we are committed to recognizing the Blackfoot and other First Nations, Métis and Inuit peoples who are such an integral part of our community. In addition to British academic traditions, we also include Blackfoot and other FNMI elements in our ceremonies, such as the University of Lethbridge Honour Song.

PART A: ORDER OF PROCEEDINGS

Each convocation ceremony should last no longer than two hours. Ceremonies are to generally include the following:

1. Procession
2. Declaration of convocation by the chancellor
3. National anthem
4. Invocation
5. University of Lethbridge honour song (generally only at the fall ceremony)
6. Report to convocation
7. Platform party introductions
8. Convocation video
9. Conferral of honorary degree
10. Address to the graduands
11. Musical selection
12. Conferral of degrees, diplomas and certificates
13. Student medal presentations (only in spring ceremonies)
14. Award presentations (as outlined in *Part A, Section IV: Awards Recognized at Ceremonies*)
15. Alumni welcome
16. The moving of the tassel
17. Acknowledgements
18. Dismissal of convocation
19. Recession

Special, one-time additions to ceremonies, such as the unveiling of the official coat of arms at the Fall 2012 Ceremony, may be included in the order of proceedings at the discretion of the Convocation Committee.

I. CONFERRAL OF DEGREES, DIPLOMAS AND CERTIFICATES

The order of conferral for degrees, diplomas and certificates is outlined in the *University Calendar (Part 5, Section 4a)*. Any changes to the order of conferral must be approved by the Convocation Committee.

The conferral process is the point in the ceremony where the degrees, diplomas or certificates are made official by the chancellor.

To start the conferral process, the provost and vice-president (Academic) presents all degree, diploma and certificate candidates with the following words:

Eminent chancellor, it is my privilege to present the **[degree, diploma and certificate]** candidates.

The chancellor then responds with:

In accordance with the statutes of the province of Alberta, I confer upon all candidates, the **[degree, diploma and certificate]** to which they are entitled, with all the rights and privileges pertaining thereto.

Prior to the first candidate for each Faculty and School, the respective dean will present the candidates approved by that Faculty or School with the following words:

Eminent chancellor, it is my privilege to present the candidates approved by the **[Faculty or School]**.

Prior to the first candidate for each credential category, the platform marshal will say:

The following candidates are awarded **[credential]**

DOCTOR OF PHILOSOPHY CANDIDATES

When doctor of philosophy candidates are awarded their degrees, they shall carry their parchment and hood. They are to be hooded on the platform by the dean of the School of Graduate Studies.

The platform marshal shall also announce the candidate's name, major, thesis title and supervisor.

MASTER'S, BACHELOR'S, DIPLOMA AND CERTIFICATE CANDIDATES

Candidates receiving a master's degree, bachelor's degree, diploma or certificate shall wear their hoods and carry their parchment(s) during the conferral process.

The platform marshal shall announce the name of the candidate and any distinction. Co-operative education and honours thesis designations are printed in the program but not announced by the platform marshal.

COMBINED DEGREES PROGRAMS

Prior to the first candidate of a combined degree program in each ceremony, the provost and vice-president (Academic) introduces those candidates with the following words:

The candidates who will now be presented are graduands of combined degrees programs. The five-year combined programs provide students with the opportunity to meet the requirements for two degrees offered by two different Faculties.

Eminent chancellor, it is my privilege to present the candidates for the combined degrees programs in **[education/management]**.

I invite the deans of the Faculties appropriate to each degree to rise and congratulate the graduates as they cross the platform.

In fall ceremonies, where there are generally two groups of combined degrees graduates in one ceremony, only the last two sentences are to be repeated prior to the second group of graduates.

IN ABSENTIA

After the last candidate of the ceremony crosses the platform, the provost and vice-president (Academic) shall present all remaining candidates not present with the following words:

Eminent chancellor, it is my privilege to present all remaining candidates listed in the program, *in absentia*.

The chancellor then responds with:

I confer upon the remaining candidates the **[degree, diploma or certificate]** to which they are entitled.

This portion of the ceremony confers the degrees, diplomas and certificates upon all graduates who are not present. Approved graduates may only attend the ceremony to which their Faculty or School is assigned and cannot choose an alternate ceremony.

POSTHUMOUS DEGREES

The following section outlines the **suggested** procedures to the awarding a credential *posthumously* during a ceremony. These procedures may be altered to the wishes of the family and at the discretion of the registrar.

The procedures of awarding a credential *posthumously* shall follow the *University Calendar (Part 5, Section 7)* and the *University of Lethbridge Guidelines for the Response to the Death of a Student*.

Depending upon where the student was in their program, the appropriate dean sends a letter to the family indicating that a degree, diploma or certificate will be conferred *posthumously* and the date of the ceremony. The dean's letter informs the family that the convocation coordinator will be in touch to make appropriate arrangements for convocation.

The family may choose who, if anyone, processes across the stage to accept the parchment, cap and cords (if applicable) on behalf of the graduate.

A host will be assigned to the family and will be responsible for meeting the family at a designated location and ensuring that the group gets to and from convocation with ease. The family and guests of the deceased student all sit together within the reserved seating section. At the appropriate time the individual(s) processing across the stage is/are taken by the host to the back of the platform to be inserted in line to receive the parchment.

The program shall indicate that the credential is awarded *posthumously* and the year range of their life. In addition, there will be a box around the name of the graduate in the formal program.

Example:

Bachelor of Music

Jane Doe, 1987-2013 Awarded <i>Posthumously</i>
--

Jon Doe

The credential awarded *posthumously* will be awarded at the end of their category and the platform marshal will say:

We are saddened to confer the last candidate's **[degree/diploma/certificate]** in this group *posthumously*. A **[degree/diploma/certificate]** is awarded *posthumously* when a student passes away after having largely completed the requirements in the program. **[Graduate's Name]** attended the University of Lethbridge from **[Month, Year]**, working towards a **[credential]** before **[he/she]** passed away on **[date]**.

(If a family member or friend is accepting degree on the platform on their behalf):

We offer our condolences to **[Graduate's Name]**'s family and friends and we express our appreciation to **[Name, relation to graduate]** for accepting the **[degree/diploma/certificate]** parchment today.

(If family is present at the ceremony, but not accepting degree on the platform):

We offer our condolences to **[Name]**'s family and friends and we express our appreciation to them as they are here with us today to honour and celebrate **[Name]**'s achievements.

[Name], Awarded *Posthumously*.

If a family member or friend is accepting the parchment on their behalf, the parchment, cap and honour cords (if applicable) will be on the platform with the chancellor. The parchment, cap and honour cords will be presented to those accepting on the graduate's behalf by the chancellor at the appropriate time.

If the family is not present at the ceremony, the graduate may only be announced by the platform marshal with permission from the family.

II. HONORARY DEGREES

The granting of honorary degrees is under the authority of the University Senate, as outlined in Section 107(1) of the *Post-secondary Learning Act* of the Province of Alberta.

HONORARY DEGREE NOMINATION PROCEDURE

Individuals are granted an honorary degree as per the following procedures set out by the University Senate:

- Nominations for honorary degrees are to be submitted to the Secretary to the Senate and shall include:
 - A completed nomination form or confidential letter of nomination;
 - An accompanying rationale;
 - Biographical details of the nominee's career or a recent curriculum vitae; and,
 - Names and addresses of three references able to support the nomination.
- The Senate Honorary Degree Committee shall initially screen nominations and put forward a pool of candidates to the Senate.
- The number of candidates put forward to the Senate is at the discretion of the Senate Honorary Degree Committee.
- The Honorary Degree Committee shall recommend a quota (the maximum number of honorary degrees offered by the senate over one year) to the Senate. This shall generally be one per ceremony (five annually).
- Honorary degree recipients shall be elected by the Senate at the February meeting.
 - All information respecting honorary degrees is strictly confidential and decisions respecting honorary degrees shall be made *in camera*.
 - The Senate shall affirm the quota recommended by the Honorary Degree Committee.
 - The maximum number of votes each senator may cast must equal the quota.
 - Successful candidates must receive a majority vote of Senators present.
- Nominations for honorary degrees shall be considered for a total of three years.
- The chancellor shall communicate with the successful nominees and offer each an honorary degree. The chancellor must receive confirmation of acceptance before the names are made public.

CONFERRAL OF HONORARY DEGREE

To start the conferral process, the honorary degree recipient and the citation reader rise and come forward on the platform for the reading of the citation. The citation reader takes his/her seat after reading the citation and then the chancellor rises and confers the honorary degree with the following words:

[Name of recipient], I confer upon you the degree **[credential]**, *honoris causa*, with all the rights and privileges pertaining thereto.

The honorary degree recipient is then hooded by the registrar and the platform marshal announces the honorary degree recipient as follows:

I present Dr. **[Name of recipient]**.

III. STUDENT MEDALS

Student medals are presented at the spring ceremonies as outlined in the *University Calendar (Part 5, Section 4c)*.

Recipients of the Gold and Silver Medals of the Governor General are introduced by the provost and vice-president (Academic). All other medal recipients are introduced by the dean of the respective Faculty or School presenting the medal.

Each medal recipient present at the ceremony will have a short citation read about them which shall not exceed 75 words and should refer to the academic achievements of the student and their future career/academic plans. If the medal recipient is not present, it shall be presented in absentia but no short citation shall be read.

The medal presentation shall be included in the order of proceedings as follows:

Provost and vice-president (Academic), or dean:

Eminent Chancellor, it is my privilege to present the distinguished graduate whose excellence has qualified **[him/her]** for special recognition and to present **[him/her]** with the **[name of medal]**. The recipient of this medal is **[name of medal recipient]**.

If present: A short citation which does not exceed 75 words shall be read.

If not present: We congratulate **[him/her]** as we award this medal *in absentia* and wish **[name]** all the best in **[his/her]** future.

If the medal recipient is present, the medal will be presented to the student by the provost and vice-president (Academic) or dean following the short citation.

IV. AWARDS RECOGNIZED AT CEREMONIES

HONORARY DEGREES

- a citation and photo of the honorary degree recipient are included in program for the ceremony at which the degree is awarded
- a citation is to be read during the ceremony by an individual determined by the Senate Office
- generally one honorary degree is awarded per ceremony

INGRID SPEAKER MEDAL FOR DISTINGUISHED RESEARCH, SCHOLARSHIP OR PERFORMANCE

- a citation and photo of the medal winner are included in program for the ceremony at which the medal is presented
- a citation is to be read and the medal is to be presented during the ceremony by Dr. Ingrid Speaker, the vice-president (Research) or delegate
- presented at a ceremony in the spring

DISTINGUISHED TEACHING AWARD

- a citation and photo of the medal winner are included in program for the ceremony at which the medal is presented
- a citation is to be read and the medal is to be presented during the ceremony by the individual determined by the nominating committee
- presented at a ceremony in the spring

BOARD OF GOVERNOR'S TEACHING CHAIR

- a citation and photo of the award winner are included in program for the ceremony at which the award is presented
- a citation is to be read and the award is to be presented during the ceremony by the provost and vice-president (Academic) or delegate
- presented at a ceremony in the spring

ALUMNUS/ALUMNA OF THE YEAR

- a citation and photo of the award winner are included in program for the ceremony at which the award is presented
- a citation is to be read and the award is to be presented during the ceremony by the president of the Alumni Association or delegate
- presented at the fall ceremony

ALUMNI HONOUR SOCIETY INDUCTEES

- Alumni Honour Society inductees are not formally introduced at a ceremony and are recognized in the program only
- short citations and photos are included in both spring and fall programs

UNIVERSITY OF LETHBRIDGE VOLUNTEER AWARD

- this award is generally recognized at the Chancellor's Dinner
- a citation and photo are included in the spring program

V. SPEECHES

It is recommended that speakers begin their speeches as follows:

Distinguished graduands, eminent chancellor, members of the platform party, families and friends...

Speakers may recognize additional members of the platform party; however, brevity is to be kept in mind.

The Convocation Office is to inform the speakers if the Lieutenant Governor will be present and to direct them to follow the *Protocol and Ceremony Guide* from the *Office of the Lieutenant Governor of Alberta*.

REPORT TO CONVOCATION

- The president and vice-chancellor, or delegate, shall give the report to convocation.
- The report to convocation shall not exceed ten minutes.
- The primary audience of the report to convocation is the graduands.
- A secondary audience is the families, award recipients and special guests who may also be acknowledged.
- The report to convocation is a celebratory address intended to offer congratulations to our graduands.
- The report shall also instill pride in the University, acknowledge the graduates' families, show appreciation to the graduates for choosing the University of Lethbridge and communicate the successes and achievements of the University, faculty, staff and students over the past year.

ADDRESS TO THE GRADUANDS

- The address of the graduands shall be given by a distinguished member of the platform party at each ceremony. Precedence will be given to the honorary degree recipient to deliver the address. If the honorary degree recipient declines to give the address, another member of the platform party shall give the address at the discretion of the Convocation Committee.
- The address to the graduands shall not exceed five minutes.
- The primary audience of the address is the graduating students.
- The speaker is to honour the occasion by engaging the graduands in a meaningful way.
- The speaker is to honour the audience by recognizing and inspiring the graduands.

ALUMNI WELCOME

- The president of the Alumni Association, or delegate, shall give an alumni welcome at each ceremony.
- The alumni welcome shall not exceed three minutes.

- The primary audience of the alumni welcome is the graduating students as the newest members of the University of Lethbridge Alumni Association.
- The speaker is to instill a reason for the graduates to stay engaged with their alumni association.
- The speaker may also inform the graduates that the Alumni Association is committed to:
 - Keeping new graduates informed about the University.
 - Providing new graduates opportunities to find reasons they will want to stay connected.
 - Providing new graduates reasons to talk about the University.
 - Discovering new opportunities for graduates to support the University.

VI. STUDENT INTRODUCTIONS

A brief, personal introduction shall be made about each student involved with the ceremony.
(*Example: anthem singer or citation reader*)

The student shall be asked to provide a short introduction to the convocation coordinator which will be included in the order of proceedings.

The introduction shall be no longer than 75 words and it is recommended it be in one of the following formats:

- **[Name]** is currently in his/her **[Nth]** year of **[program]**. His/her future plans include...
- **[Name]** is graduating today with **[credential]**. His/her future plans include...

VII. INSTALLATIONS AND FAREWELLS

The chancellor, president and vice-chancellor, and the Chair of the Board of Governors will be recognized with an installation, welcome or farewell. Other individuals may be recognized with a formal welcome or farewell if deemed appropriate by the Convocation Committee.

CHANCELLOR

At the first ceremony attended by a new chancellor, the incoming chancellor shall be referred to as *chancellor-elect* and the president and vice-chancellor shall preside over the ceremony until the installation. The installation of the new chancellor occurs following the invocation and shall consist of:

- a citation read about the chancellor-elect by a member of the University Senate (generally the Chair of the Senate Executive Committee)
- the official installation by the Lieutenant Governor or delegate
- the robing of the chancellor
- greetings to the new chancellor by the Lieutenant Governor

The chancellor shall take his/her seat in the throne-style chair only after the installation by the Lieutenant Governor or delegate.

At the last ceremony for an outgoing chancellor, the president and vice-chancellor shall thank the chancellor for their service to the University of Lethbridge with a short citation and thank you gift following the alumni welcome.

It is also customary for the spouse of the chancellor to be recognized at the installation and farewell.

PRESIDENT AND VICE-CHANCELLOR

The installation of a new president and vice-chancellor shall generally take place during a separate ceremony from the conferral of degrees. The installation ceremony shall be presided over by the chancellor and the incoming president and vice-chancellor shall be referred to *president and vice-chancellor-designate* until the installation. The installation shall consist of:

- a citation read about the president and vice-chancellor-designate by the Chair of the Board of Governors
- representatives from the on campus community to welcoming and charging the president and vice-chancellor-designate
- the official installation by the Lieutenant Governor or delegate
- the robing of the president and vice-chancellor
- a presidential address

The president and vice-chancellor shall take his/her seat in the throne-style chair only after the installation by the Lieutenant Governor or delegate.

At the last ceremony for an outgoing president and vice-chancellor, the chancellor shall thank the president and vice-chancellor for their service to the University of Lethbridge with a short citation and thank you gift following the alumni welcome.

It is also customary for the spouse of the president and vice-chancellor to be recognized at the installation and farewell.

CHAIR OF THE BOARD OF GOVERNORS

At the first ceremony following the appointment of a new Chair of the Board of Governors, the president and vice-chancellor shall introduce the new Chair of the Board of Governors prior to the platform marshal introducing other honoured guests on the platform

At the last ceremony for an outgoing Chair of the Board of Governors, the president and vice-chancellor shall thank the Chair for their service to the University of Lethbridge with a short citation and thank you gift following the alumni welcome.

It is also customary for the spouse of the Chair to be recognized as well.

PART B: CEREMONIAL TRADITIONS AND PROTOCOL

Our University of Lethbridge Convocation is a ceremony steeped in academic ceremonial tradition, in particular related to the chancellor and the academic dress worn by our graduates and members of the platform party.

As per tradition, the chancellor presides over all convocation ceremonies and the conferral of degrees, diplomas and certificates may only proceed if convocation is declared to be assembled by the chancellor. In some instances, convocation may be declared to be assembled by the Lieutenant Governor or the president and vice-chancellor.

Out of respect for the chancellor as the presiding officer of convocation, individuals shall avoid turning their back to or walking in front of the chancellor while on the platform.

Speakers, prior to beginning their remarks, are asked to doff their caps or nod to the chancellor prior to speaking.

In general, individuals on the platform are to avoid turning their backs to the audience during a ceremony.

I. PLATFORM PARTY

The “platform party” refers to all individuals eligible to sit on the platform as outlined in the *University Calendar (Part 5, Section 10)*.

“Academic staff” for platform party purposes refers to the registrar, professors emeriti, current and retired faculty members and librarians, excluding deans, vice-presidents, and the president and vice-chancellor.

The “chancellor’s party” refers to the remaining members of the platform party.

The following order of precedence shall be used for the chancellor’s party when necessary (e.g. introductions):

1. Lieutenant Governor of Alberta
2. Chancellor
3. President and vice-chancellor
4. Chair of the Board of Governors
5. Members of the Board of Governors
6. Senior administrators of the University of Lethbridge
7. Political representatives
8. University of Lethbridge honorary degree recipients
9. Members of the Senate Executive Committee
10. Former senior administrators with emeritus status

11. Platform representatives for the First Nations, Métis and Inuit Support Group, Alumni Association, Graduate Students' Association, Students' Union and University of Lethbridge Faculty Association
12. Representatives of other post-secondary institutions
13. Other individuals invited at the discretion of the chancellor

For categories above with multiple individuals, the order of precedence is determined by length of service or other equivalent factor and any additional titles.

When platform party members are introduced as a group, such as the Kainai Chieftainship, they shall be introduced at the end of the platform party introductions.

The seating arrangement of the platform shall follow, when possible, the diagram in *Appendix II: Platform Seating Arrangement*.

DELEGATION OF ROLES FOR PLATFORM PARTY MEMBERS

Unless otherwise directed by the individual sending regrets, the following outlines who shall step in and fill the role for certain members of the platform party:

<u>In the absence of:</u>	<u>The role shall be filled by:</u>
Chancellor	President and vice-chancellor
President and vice-chancellor	Provost and vice-president (Academic)
Chair of the Board of Governors	Vice-Chair of the Board of Governors
Provost and vice-president (Academic)	Vice-provost and associate vice-president (Academic)
Dean	Associate dean or assistant dean
Registrar	Associate registrar

II. PROCESSION AND RECESSION

The academic procession at the beginning of the ceremony shall enter the gymnasium as per *Diagram 1* in the following order:

1. Chief marshal bearing the mace
2. Marshals of the graduands
3. Graduands
4. Marshals of the academic staff
5. Registrar
6. Professors emeriti and retired faculty members
7. Academic staff
8. Marshals of the chancellor's party
9. Chancellor's party
10. Chair of the Board of Governors
11. President and vice-chancellor
12. Chancellor

The chief marshal shall stand in front of the platform with the mace until all graduands and members of the platform party are in place. The chief marshal shall then place the mace on the platform in front of the chancellor and take his or her seat.

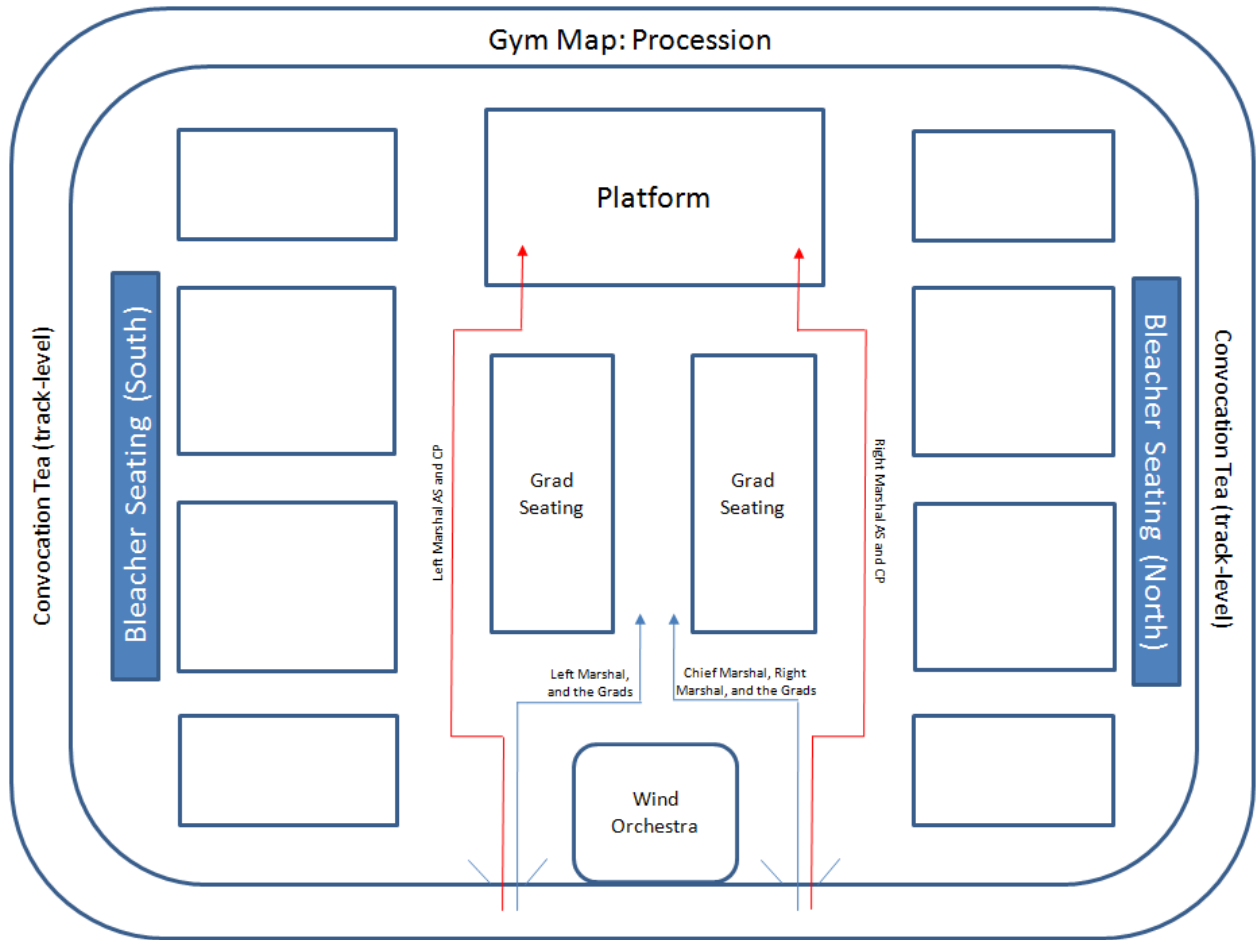


Diagram 1: The procession

When the chancellor dismisses convocation, the chief marshal leaves the platform, shoulders the mace and leads the recession. The chancellor, president and vice-chancellor, and Chair of the Board of Governors follow the chief marshal, followed by the graduates.

Once the chief marshal begins to exit, the marshals of the chancellor’s party each lead their lines of the remaining platform party.

The recession shall leave the gym floor by walking up the bleachers on both sides as per *Diagram 2*.

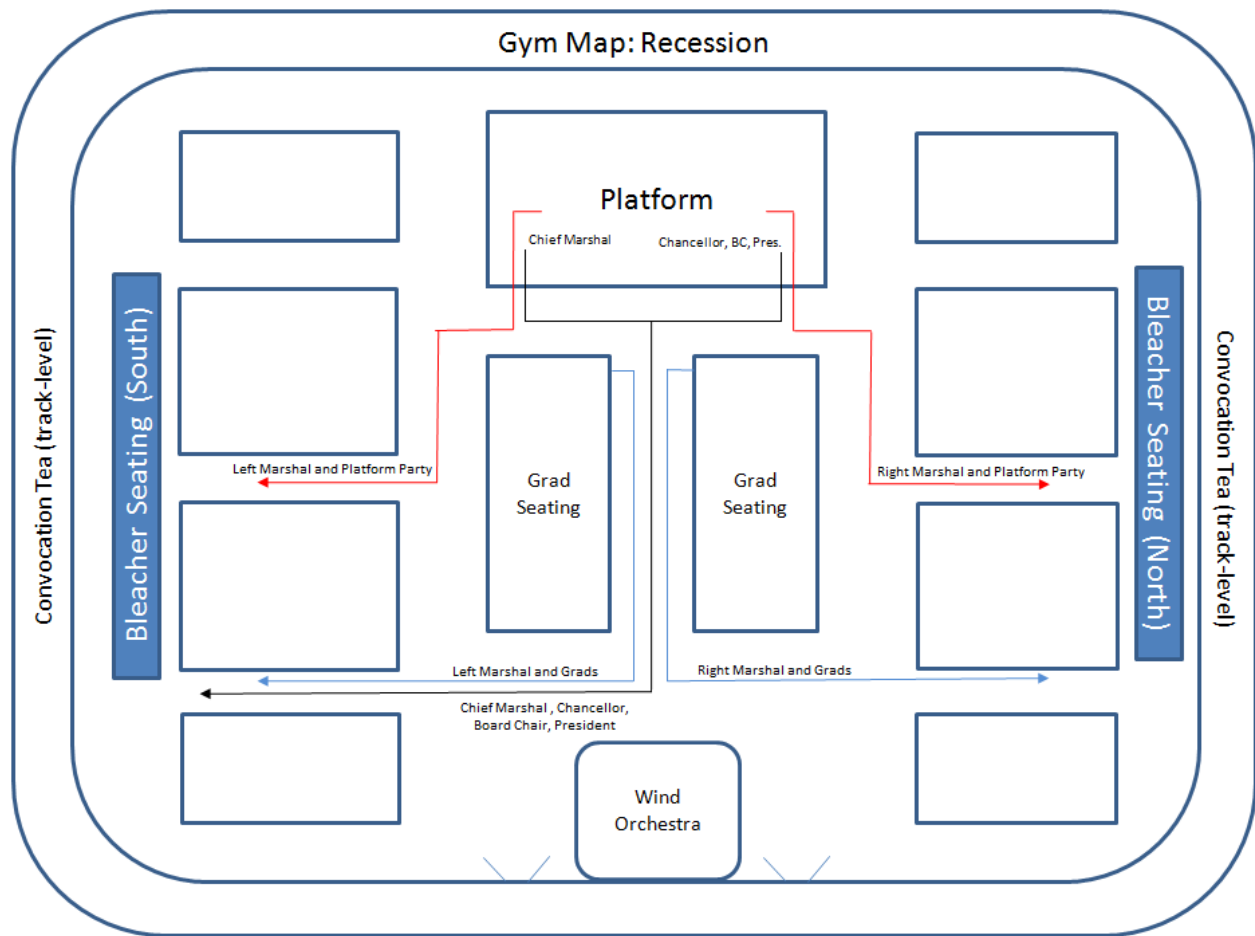


Diagram 2: The recession

III. CONVOCATION MARSHALS

CHIEF MARSHAL

- A member of the academic staff shall be appointed by the president and vice-chancellor to serve as chief marshal. The chief marshal’s term is generally two years.
- The role of the chief marshal is to select the other marshals, lead the procession and recession with the mace, maintain order during each ceremony and be the Chair of the Convocation Committee.

- When possible, the marshals selected by the chief marshal for each ceremony shall be representative of the Faculty or School with students graduating.
- At the last ceremony of a chief marshal's term, he or she will hand over the ceremonial mace at the end of the ceremony, just prior to the recession to the new chief marshal. The mace exchange occurs on the gym floor in front of the platform and the incoming chief marshal generally serves as a marshal of the graduands for that ceremony.

MARSHALS OF THE GRADUANDS

- Two marshals of the graduands shall be selected from among the academic staff by the chief marshal for each ceremony.
- The marshals of the graduands lead the graduands in the procession and the graduates in the recession.
- During the conferral process, the marshals of the graduands shall ensure that the rows of graduands are brought to the platform and that the graduates return to their seats in an orderly manner.

MARSHALS OF THE ACADEMIC STAFF

- Two marshals of the academic staff shall be selected from among the academic staff by the chief marshal for each ceremony.
- The marshals of the academic staff shall lead the registrar, professors emeriti and academic staff at each ceremony for the procession and recession and shall ensure that the academic staff find their seats in an orderly manner.

MARSHALS OF THE CHANCELLOR'S PARTY

- Two marshals of the chancellor's party shall be selected from among the academic staff by the chief marshal for each ceremony.
- The marshals of the chancellor's party shall lead the chancellor's party for the procession and recession and shall ensure that the members of the chancellor's party find their assigned seats in an orderly manner.

MARSHAL OF THE VICE-REGAL PARTY

- The marshal of the vice-regal party shall be selected from among the academic staff by the chief marshal for each ceremony the Lieutenant Governor is present.

IV. LIEUTENANT GOVERNOR

If the Lieutenant Governor is in attendance all regulations set out by the *Protocol and Ceremony Guide* from the *Office of the Lieutenant Governor of Alberta* shall be followed.

The vice-regal party shall consist of the Lieutenant Governor, the aide-de-camp, the chancellor and the marshal of the vice-regal party.

- For the procession, the vice-regal party shall enter last.
- For the recession, the vice-regal party leaves first, followed by the chief marshal bearing the mace, then the remainder of the platform party.

V. ACADEMIC DRESS

GRADUATES

The academic dress of the University of Lethbridge is unique to the institution and is generally based on the *Intercollegiate Code on Academic Costume*. Bachelor's and master's graduands wear a black gown and a black mortarboard with hoods as outlined in the *University Calendar (Part 5, Section 10)*.

Diploma and certificate graduands wear a black gown and a black mortarboard. Hoods worn by diploma and certificate graduands are a shell of black lined with blue, trimmed with a twisted gold and blue cord, and do not have a braid.

Doctor of philosophy graduands wear a royal blue gown with walden blue velvet facings and chevrons, outlined in bright gold piping and a walden blue befeater with a bright gold tassel. Their hoods are a shell of royal blue, lined with sapphire blue satin and a bright gold chevron. The walden blue velvet trim of the hood is outlined in bright gold piping, reflecting the colours of the University of Lethbridge.

Shoes and other articles of visible attire worn by graduands are encouraged to be of dark colours that blend with the academic dress. Nothing else should be worn with the academic dress. Exceptions can be made for religious or cultural reasons and to persons wearing military uniforms or clad in special attire required by a civil office.

It should be noted that it is not possible to lay down enforceable rules with respect to all aspects of academic attire; however, the tradition should be departed from as little as possible.

ACADEMIC DRESS FOR MEMBERS OF THE PLATFORM PARTY

The chancellor wears a black robe with a wide band of gold trim and a black velvet mortarboard with a wide gold band and gold tassel.

The president and vice-chancellor wears a black robe with wide bands of gold and blue trim and a black velvet mortarboard with a wide gold band and gold tassel.

The Chair of the Board of Governors wears a blue robe with a blue velvet band trimmed with twisted blue and gold trim and a blue mortarboard with a blue and gold tassel.

Members of the Board of Governors wear blue robes open at the front with a thin gold trim around the shoulders and a blue mortarboard with a blue and gold tassel.

Individuals receiving an honorary degree or those who have received an honorary degree in the past wear blue robes with thin gold trim and gold sleeves. Honorary degree recipients wear a blue mortarboard with a gold tassel and a blue hood with a shell of light blue. A chevron of gold and a border of white velvet complete the hood design.

All others shall wear the academic dress to which they are entitled or business attire.

Current and former University of Lethbridge students, faculty and staff on the platform may wear a common black robe provided by the Convocation Office.

UNIVERSITY OF LETHBRIDGE STOLES

The marshals, registrar and deans shall, in addition to their academic dress, wear stoles as outlined below:

Position	Stole Colour	Trim	Emblem on Stole
Chief marshal	Blue velvet	Gold braid	University Shield
Marshal of the vice-regal party	Royal blue	No trim	Lieutenant Governor's Standard
Other marshals	Royal blue	No trim	University Shield
Registrar	Black velvet	Gold braid	University Shield
Dean, School of Graduate Studies	Light blue and dark blue	Gold braid	University Shield
Dean, Faculty of Arts & Science	Gold and white	Gold braid	University Shield
Dean, Faculty of Education	Light blue	Gold braid	University Shield
Dean, Faculty of Fine Arts	Brown	Gold braid	University Shield
Dean, Faculty of Health Sciences	Red and gold	Gold braid	University Shield
Dean, Faculty of Management	Dull brown	Gold braid	University Shield

VI. THE MACE

The University of Lethbridge mace was dedicated for use at Fall Convocation on October 1, 1988. It was financed from a memorial fund established to recognize Virginia Mitchell, a former University senator who lost her life in an automobile accident.

Created by sculptor and artist Corne Martens, the mace is cast in bronze and weighs about eight kilograms. The mace signifies the authority of the Faculties and Schools of the University to grant academic degrees, diplomas and certificates; of the Senate to grant honorary degrees; and of the chancellor to confer degrees, diplomas and certificates.

The mace is also symbolic as it relates to the University of Lethbridge. One end features three elements—mortarboard, gavel and open book. The mortarboard represents the Senate and symbolizes academia with all of its connotations. The gavel represents the Board of Governors and symbolizes management and control, while the open book represents the General Faculties Council and symbolizes teaching, scholarly activity and service. The other end of the mace features a globe set in pronghorn antelope antlers. These represent the mascot of the University and our commitment to the physical dimensions of the scholar. The globe symbolizes the universality of knowledge and liberal education in all its dimensions.

The chief marshal leads the procession and recession, carrying the mace. During the ceremony, the mace is placed on the mace stand in front of the chancellor on the platform, signifying that convocation is assembled.

VII. BLACKFOOT AND FIRST NATIONS, MÉTIS AND INUIT PROTOCOL

Convocation ceremonies shall include Blackfoot and other FNMI elements such as the University of Lethbridge Honour Song, a welcome in the Blackfoot language and the presentation of an eagle feather to some graduates. See the *University of Lethbridge First Nations, Métis and Inuit Protocol Handbook* for details on Blackfoot and FNMI guidelines and protocol.

PART C: CONVOCATION MATERIALS AND DOCUMENTS

I. STYLE GUIDELINES

Convocation materials are to use, with some exceptions, University of Lethbridge style guidelines, which are generally based on Canadian Press style guidelines and Oxford Canadian spelling.

This section outlines some of the most often used style guidelines and the exceptions for convocation. In the case of discrepancies, style guidelines outlined in this section shall take precedence over the *Canadian Press Stylebook*.

OVERALL STYLE FOR CONVOCATION MATERIALS

Academic degrees and honours

Lower-case spelling and apostrophes shall be used when referring to academic credentials and the second occurrence may appear as an abbreviation; however, academic credentials as post-nominal letters shall always appear as abbreviations.

University of Lethbridge alumni shall be identified by placing their credential(s) and year of graduation behind their name in brackets on the first reference. *Example: Jane Doe (BSc '13) is currently...*

Periods shall not be used in any degree designations. *Example: MA, BSc, BHSc*

Acronyms and Abbreviations

Acronyms and abbreviations shall not appear within convocation materials, with the following exceptions:

- it is the second occurrence of a familiar term such as CBC or RCMP;
- the full term is not in general use or hard to pronounce such as deoxyribonucleic acid for DNA; or,
- academic degrees as outlined above

Biased Language

The use of gendered and any other biased language is to be avoided.

Capitalization

As a basic rule, all proper names, trade names, government departments and agencies, names of associations, companies, clubs, religions, languages, nations, races, places and addresses are to be capitalized.

Formal titles are to be capitalized when directly preceding a name. *Example: Chancellor Shirley McClellan vs. Shirley McClellan, chancellor of the University of Lethbridge.*

- Exceptions to capitalizing formal titles are for references to the Canada's reigning monarch, the current Canadian Governor General or a current Canadian Lieutenant Governor which shall always be capitalized.
- Formal titles may also be capitalized for aesthetic reasons in the program or on invitations.

The following, specific to the University of Lethbridge, shall also be capitalized:

- Area of specialty for University titles are to be capitalized
 - *Example: vice-president (Finance and Administration)*
- Chair – when used as a title
 - *Example: Chair of the Board of Governors*
- Convocation – sometimes, see below
- When referring to the departments, Faculties and Schools are capitalized. When referring to an individual, faculty is not capitalized.
 - *Example: Faculty of Management vs. Dr. Jon Doe is a faculty member*
- Full, official names of University offices and departments
- Governance bodies and names of committees
 - *Example: Board of Governors, General Faculties Council, Convocation Committee*
- University – when referring specifically to the University of Lethbridge in place of the proper

Convocation

Convocation and the associated semester are to be capitalized when referring to a specific ceremony or set of ceremonies. *Example: Spring 2013 Convocation vs. there are four convocation ceremonies in the spring*

When referring to a convocation ceremony, an article shall be used:

- *I will be crossing the stage at a convocation ceremony.*
- *The coat of arms was unveiled at the Fall 2012 Convocation ceremony.*

When referring to convocation as the academic assembly, no article shall be used:

- *The award was presented at convocation.*
- *Convocation was held in the spring.*

Names

Full legal names shall be used for the list of graduates in the convocation program and for all parchments. Guidelines for names used in citations are outlined below.

In other instances, names are to be in the spelling and form the individual normally uses and prefers. If there are any discrepancies or the individual's preferences cannot be confirmed, their legal first and last name shall be used. See *Recipient Names* below for guidelines related to citations.

Serial Commas

The serial comma shall only be used when needed for clarity, as per Canadian Press guidelines.

Spelling

Canadian spelling shall be used in all cases. Where Oxford gives alternate spellings, the spelling listed first shall be used. As such, the words honorary and honorific are to be spelled without the "u" but other variants of honour are spelled with "ou".

CITATIONS

Length and content of citations

Individuals recognized at convocation with citations are outlined in the *Part A, Section IV: Awards Recognized at Ceremonies*.

The length of citations shall be:

- 450-500 words for the long citation printed in the program which outlines the significant achievements of the person being recognized that has led to their recognition.
- For those recognized during a convocation ceremony, a shorter version of the citation, no longer than 200 words will be read at the ceremony.
- No longer than 125 words for the Alumni Honor Society inductee citations printed in the program.

Recipient Names

In the body of the citation, the full legal name of the degree recipient or award winner shall be used in the first and last occurrence. Throughout the remainder of the citation, the preferred name will be used. The main heading in the program shall use the preferred name of the recipient.

Recipient Titles

All honorific titles and post nominal letters are to be omitted from the body of the citation. If applicable, the title “Dr.” is to be included in the main heading of the citation for honorary degree recipients and award winners.

ORDER OF PROCEEDINGS

Senior administrators as designated by the *Designation of Senior Administration* policy of the University of Lethbridge and the chancellor of the University of Lethbridge shall be introduced by their University title and full name but without honorific title. *Example: Chancellor Shirley McClellan or Dean Christopher Hosgood*

The Lieutenant Governor shall be introduced and referred to as outlined by *Protocol and Ceremony Guide* from the Office of the Lieutenant Governor of Alberta.

All others shall be introduced by honorific title, full name and relevant titles, excluding post-nominal letters. *Example: Dr. Leroy Little Bear, 2004 Honorary Degree Recipient, Professor Emeritus and 2003 Alumnus of the Year*

II. CONVOCATION PROGRAM

The convocation program shall contain the following sections:

- The cover shall indicate the date of convocation and include the University of Lethbridge shield or coat of arms
- The promise to our students
- The history of convocation; the significance of gowns, hoods and cords of distinction; and, brief information on university shield, coat of arms and mace
- Description of convocation medals and awards of honour
- Information about the Alumni Association and brief citations about the Alumni Honour Society inductees
- Greetings from the Government of Canada, the Government of Alberta and the City of Lethbridge
- Order of proceedings for each ceremony
- Names of all degree, diploma and certificate recipients
- Citation and photo for honorary degrees and awards as outlined in *Part A, Section IV: Awards Recognized at Ceremonies*.

III. INVITATIONS

Invitations are sent by mail or e-mail approximately two months prior to a ceremony. As the final list of approved graduands is not ratified by Faculty and School Councils until a few weeks prior to the ceremony, an invitation will be sent to all applicants. As such, the invitation is to include a disclaimer that **receiving an invitation is not an indication that the student has been approved to graduate.**

In addition to all students who applied for graduation, the following persons shall receive an invitation:

- University of Lethbridge employees (includes all faculty, administration and staff)
- Current and former members of the Board of Governors
- Current and former members of the University Senate
- University retirees and former senior administrators (list determined by University Advancement)
- Former honorary degree recipients
- Graduate Students' Association Council
- General Assembly of the Students' Union
- Alumni Association Council
- Current Alumni Honour Society inductees
- Award winners recognized at a ceremony and their guests
- Nursing and Health Sciences colleagues from Lethbridge College and Medicine Hat College (list determined by the Faculty of Health Sciences)
- Lethbridge College Executive and Board of Governors
- City of Lethbridge Mayor and Council
- Members of the Legislative Assembly of Alberta
- Members of Parliament and Senators for Alberta
- Representatives from other post-secondary institutions (list determined by University Advancement)
- Donors (list determined by University Advancement)
- Any other persons at the discretion of the chancellor, president and vice-chancellor or the Chair of the Board of Governors

Invitations may include:

- Date, time and location of ceremony
- Contact information for Registrar's Office and Convocation Office
- Congratulatory message
- Link/address of convocation website
- RSVP deadline
- Order of conferral
- Honorary degree recipient information

IV. PARCHMENTS AND TRANSCRIPTS

All parchment regulations, including those presented to honorary degree recipients, are determined by the Registrar's Office as per the guidelines set out by the *Campus Alberta Quality Council* and in consultation with the Faculties.

A parchment may be replaced by the Registrar's Office for a legal name change or if lost, stolen or damaged as outlined in the *University Calendar (Part 5, Section 9)*.

The official transcript will indicate that a degree, diploma or certificate has been awarded after the conferral process at convocation. Regulations regarding which designations are included on transcripts are determined by the Registrar's Office and outlined in the *University Calendar (Part 5, Section 8)*.

STUDENT APPEAL AT CONVOCATION

Students appealing designations indicated on their parchment, transcript or in the program on the day of the ceremony are referred directly to the convocation officer or registrar for investigation. This may involve consultation with a dean or an academic advisor. Actions necessitated by the results of the investigation affecting the official transcript and parchment are managed by the Registrar's Office.

APPENDIX I: REFERENCES

1. Intercollegiate Code on Academic Costume and Academic Costume Code of the American Council on Education
2. University of Lethbridge Calendar
3. The University of Lethbridge guidelines for the response to the death of a student
4. Campus Alberta Quality Council Handbook
5. Office of the Lieutenant Governor of Alberta: Protocol and Ceremony Guide
6. University of Lethbridge Blackfoot and First Nations, Métis and Inuit Protocol Handbook
7. Canadian Press Stylebook
8. University of Lethbridge Style Guide
9. Senate Documents:
 - a. Guidelines for Honorary Degrees
 - b. Honorary Degree Principles
 - c. Procedures for Election of Candidates
 - d. Procedures for Confirmation of Acceptance for Honorary Degree Recipients
 - e. Senate Nomination Guidelines

APPENDIX II: PLATFORM SEATING ARRANGEMENT

Microphone No.1/North										Mace			Microphone No.2/South											
Chief Marshal	Political Rep.	Political Rep.	Honorary Degree Citation Reader	Honorary Degree Recipient	AVP	AVP	Registrar	VP Advancement	VP Finance and Admin.	Chancellor	Lt.-Gov. (if present)	President	Board Chair	Provost and VP Academic	VP Research	Vice-Provost and AVP Academic	Dean	Dean	Dean	Dean	Dean	Dean	Librarian	Platform Marshal
Right Marshal Chancellor's Party	Alumni Rep.	Board Member	Board Member	Board Member	Former Honorary Degree Recipient	Former Honorary Degree Recipient	Former Honorary Degree Recipient	Former Honorary Degree Recipient	Former Honorary Degree Recipient	Aide-de-camp (if Lt.-Gov. present)	Runner			Vice-Regal Marshal (if Lt.-Gov. present)			Emeriti	Emeriti	Emeriti	FNMI Rep.	GSA Rep.	SU Rep.	Left Marshal Chancellor's Party	
Right Marshal Academic Staff										PhD Supervisor	PhD Supervisor													Left Marshal Academic Staff
Medal Winner	Medal Winner	Medal Winner																						

*All remaining seats may be filled by Academic Staff.