

## MD Undergraduate Program

## Policy and Procedure

Title:	<b>Rolling Graduation</b>	Number:	<b>018</b>
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	21 June 2021	Next Review:	March 2024
Effective Date:	1 July 2021		
Audience:	Students, Faculty and Staff		
Purpose:	Describes the opportunity for students to graduate from the MD Undergraduate Program at times other than the May and November Congregations.		
Related Policies:	014 - Advancement, Promotion, Graduation and Academic Standing		
Exclusions:	None		
Calendar Statement:	The general regulation for graduation notwithstanding, M.D. degrees may be approved by Senate during the Winter Session; however, graduation ceremonies (Congregation) are only held in May and November of each year. Although the granting of a degree will be noted on the student's transcript once approved by the Senate, degree certificates will normally only be issued once the degree is conferred at or after the Congregation following approval.		
Contact:	Regional Associate Deans		

### Preamble

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Rolling Graduation may allow students to graduate at times other than the May and November Congregations. The rolling graduation schedule allows students who do not meet the requirements for graduation for the Spring Congregation, to graduate at other specific times during the academic year.

### Policy

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1. Students must fulfill all the requirements for graduation from the MD Undergraduate Program.
2. Rolling graduation will be considered for students who have not fulfilled all of the requirements for graduation from the program by the time of the usual Spring Congregation.
3. The recommendation for graduation of MD students requires the approval of the Faculty of Medicine, usually at a Full Faculty Meeting or a meeting of Faculty Executive.
4. The UBC Vancouver Senate may confer the MD degree at one of their regular meetings.

### Procedure

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1. Once all of the requirements for graduation are completed, approval by the Regional Student Promotions Subcommittee (RSPS) and the Student Promotion Review Board (SPRB) is required.
2. Recommendation for graduation must be approved by the Faculty of Medicine; this can be done at a Full Faculty Meeting or, if necessary, at any of the regularly scheduled meetings of the Faculty Executive.
3. The UBC Vancouver Senate may confer the MD Degree at a regularly scheduled meeting. The granting of a degree will be noted on the student's transcript once approved by the UBC Vancouver Senate.
4. Degree certificates will only be issued once the degree is conferred at or after the Congregation following approval.

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5. The College of Physicians and Surgeons of BC is prepared to extend student educational licenses, as appropriate, for students who require extra time to complete their graduation requirements.
6. Every candidate for the MD degree must make a formal application for graduation. Students may make a formal application for graduation via the Student Service Centre (SSC). For application deadlines and expected approval dates, please see the Faculty of Medicine Website (<http://med.ubc.ca>). This application must be submitted regardless of whether or not the student intends to participate in the scheduled graduation ceremonies. If the request to graduate is not approved by the Faculty of Medicine or the UBC Vancouver Senate, a reapplication for the next congregation will be required.
7. No student will receive a graduation diploma until all academic fees have been fully paid (see Financial Hold).

## Review History

Action	Committee	Date	Status
Review	MD Undergraduate Education Committee (MDUEC)	April 15, 2013	Approved
Review	UBC Senate	February 19, 2014	Approved
Review	MD Undergraduate Education Committee (MDUEC)	March 21, 2016	Approved with minor edits
Review	Policy Advisory Subcommittee	March 10, 2016	Endorsed
Review	Policy Advisory Subcommittee	20 May 2021	Endorsed
Review	Legal Counsel	4 June 2021	Endorsed
Review	Undergraduate Medical Education Committee (UGMEC)	21 June 2021	Approved