

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>OP.307</b>	<b>Vice-President, Academic and Provost</b>		
Policy Name			
<b>Students' Academic Regalia</b>			
Approved by	Replaces	Category	Next Review
<b>SLC</b>	<b>New</b>		<b>April 2022</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>April 2020</b>		<b>S2017-04 Graduation</b>	

## 1 PURPOSE

- 1.1. Capilano University (University) recognizes and celebrates the success of its students. Coming together in the tradition of convocation creates a sense of unity and pride, while making a public declaration of one's academic achievements.
- 1.2. The purpose of this policy is to provide direction regarding the academic regalia worn by students during University's convocation ceremonies.

## 2 DEFINITIONS

For the purpose of this policy, the following definitions apply:

**"Academic regalia"** means a traditional form of clothing worn by students in convocation ceremonies. Academic regalia is composed of gown, hood (where applicable), mortarboard with tassel, and stole (where appropriate).

**"Convocation"** is the ceremony where graduands celebrate the successful completion of their academic credential.

**"Graduand"** is a student who is approved to graduate but has not yet convoked.

**"Graduate"** is a student whose academic credential has been conferred by the University's Chancellor.

**"Student"** means an individual enrolled in any course (credit or non-credit) at the University.

### **3 SCOPE**

- 3.1. This policy applies to all students who have been approved to graduate and who register to participate in the University's convocation ceremonies.
- 3.2. Attending convocation is not mandatory.

### **4 POLICY STATEMENT**

- 4.1. All graduands participating in the convocation ceremony must wear the academic regalia of the University. The University regalia consists of the following:
  - a. black gown;
  - b. stole (diploma and certificate recipients only);
  - c. black pilgrim shell trimmed in the University's cyan blue with satin lining (degree recipients only); and
  - d. black mortarboard and cyan blue tassel with a pendant indicating year of the convocation ceremony.
- 4.2. The academic regalia of the University will be provided to graduands upon payment of a regalia fee.
- 4.3. Only University-provided regalia to graduands may be worn at the convocation ceremony.

### **5 FIRST NATIONS, INUIT AND MÉTIS REGALIA**

- 5.1. The University sits on the traditional unceded territories of the Lil'wat, Musqueam, Sechelt (shíshálh), Squamish and Tsleil-Waututh Nations and respectfully acknowledges their traditions.
- 5.2. First Nations, Inuit and Métis regalia is the only permitted alternative regalia that may be worn at the convocation ceremony.
- 5.3. First Nations, Inuit and Métis students intending to wear their regalia must register with the manager, Special Events and Ceremonies at least two weeks prior to the convocation ceremony in order for the University regalia fee to be waived.

### **6 EXCEPTIONS AND FEE WAIVERS**

- 6.1. Graduands who cannot afford the fee for the academic regalia may apply to have the fee waived.

- 6.2. Fee waiver applications must be made to the manager, Special Events and Ceremonies at least two weeks prior to the convocation ceremony.
- 6.3. A request for an exception to this policy must be made in writing to the Vice President, Academic and Provost at least two weeks prior to the registration deadline for the convocation ceremony.

## **7 DESIGNATED OFFICER**

The President delegates the responsibility of administering this policy to the Vice President, Academic and Provost.