



Early Degree Release Policy

Category: Academic;

Jurisdiction: Governance Committee;

Administrative Liaison: Registrar & Associate Vice President, Enrolment Services;

Approval Authority: Senate;

Effective Date: September 2025;

Amendments: N/A.

Purpose

Brock University students who require early confirmation that degree requirements have been met, may request a "Verification of Eligibility to Graduate" letter issued by the Office of the Registrar & Enrolment Services. This letter verifies that degree requirements have been met and outlines the future Convocation date. In situations where this letter is not sufficient to meet the student's needs, the Early Issuing of a Degree may be requested.

Scope

This Policy applies to all staff, faculty, and students at Brock University.

Policy Statement

The University is committed to supporting students in their employment opportunities and will provide employer-related and/or immigration-related required documentation to assist in their future endeavours.

The Brock University Senate has delegated to the University Registrar the authority to administer this protocol and to approve the early conferral of degrees. The Registrar will report

all such approvals to Senate on a bi-annual basis in conjunction with the list of proposed graduands submitted for Fall and Spring Convocations.

Definitions

To qualify for an early degree release, one of the following criteria must be met:

- There is a time-sensitive application for a Work Visa, or immigration-related circumstances that require an early degree. Proof/validation of the requirement must be provided.
- An educational opportunity that requires a degree (as opposed to evidence of degree completion). Official communication from the requesting academic institution stating a degree is required must be provided.
- A professional opportunity that requires a degree (as opposed to evidence of degree completion). Official proof/validation of a request from the prospective employer, on their letterhead, indicating that a degree is necessary for the appointment is required.
- A professional credential, certification, licensure, or regulation requires a degree for membership and/or certification purposes.

Policy Compliance

The Office of the Registrar & Enrolment Services will review the student's request and supporting documentation and confirm with the appropriate program Chair (or designate) and Academic Dean (or designate) that degree requirements have been met.

Upon confirmation that all early conferral requirements have been met, the University Registrar (or designate) will approve the request for the early release of the degree.

The date on which the University Registrar approved the student's degree will be the "degree-conferred date". This date will appear on the student's degree and University record. If a student receives an early degree, they will not receive a degree at an in-person convocation ceremony.

Review Period: Five years

Next Review Period: 2030-31

Related Policies and Policy Instruments: Early Issuing of a Degree Procedure;

Required Consultations: N/A;

Recommended Consultations: N/A;

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Management Policy & Procedures. Please contact the University Secretariat for additional information on university policies and policy related instruments and/or if you require this information in another format:

Open: Monday through Friday from 8:30 a.m. to 4:30 p.m.;

Email: universitysecretary@brocku.ca