



Early Degree Release Procedures

Category: Academic;

Approval Authority: Registrar & Associate Vice President, Enrolment Services;

Effective Date: September 2025;

Amendments: N/A.

Purpose

The purpose of this document is to outline the process for the early release of a degree. These Procedures must be followed by Brock staff, faculty and students in accordance with Brock's [Early Degree Release Policy](#).

A student who wishes to be considered for Early Release must submit an application and all required supporting documentation to the Office of the Registrar & Enrolment Services (available on the website) and meet all applicable deadlines and associated fees.

1. A form must be submitted by the student to the Office of the Registrar & Enrolment Services requesting the issuing of their degree and specify the reason(s) the degree is needed in advance of the applicable convocation.
2. Documentation confirming that the request is justified may include, but is not limited to, a letter of appointment or a job offer letter that states that an original degree is required by the student, by a specified date. The documentation must be specific to the student in question and not a general notice or information letter.
3. The form and documentation should be forwarded to the Academic Records unit of the Office of the Registrar and Enrolment Services to review the student's request and supporting documentation.
4. If the request is deemed warranted, the Academic Records unit will submit the name of the student to the student's Faculty for degree audit.

5. The student must formally apply to graduate and pay the appropriate fees (application to graduate fee and the early assessment and issuing of degree fee).
6. Once approved for graduation by the student's Faculty, the Academic Records unit will advise the Registrar & Associate Vice-President, Enrolment Services (or designate).
7. Following approval, the Office of the Registrar & Enrolment Services will inform the student of the University's approval.
8. The date when the Registrar approved the student's degree will be the degree-conferred-date and will appear on the student's degree and University record.
9. The Registrar & Associate Vice-President, Enrolment Services 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.
10. 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: 2030-2031;

Related Policies and Policy Instruments: Early Degree Release Policy;

Required Consultations: Governance Committee; Senate;

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