

VALEDICTORIAN PROCEDURE

Procedure Section & Number:	TBD		Effective Date:	September 30, 2023
Policy Owner:	Vice President, Academic		Last Revised:	New
Policy Administrator:	Associate Vice President of Student Experience & Registrar		Review Scheduled:	Every four years
Approver:	Executive Committee & Academic Council			
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i>				

A. PROCEDURES

The Valedictorian will be selected based on the following process below. In the event where there are no candidates that meet the criteria below, the Valedictorian will be selected based on the highest GPA of a graduating certificate or diploma program. Depending on the Valedictorian candidate pool, the College may consider more than one Valedictorians (one for each convocation ceremony held by the college).

1. VALEDICTORIAN PROCESS COORDINATION

- 1.1 The Manager of Student Enrollment shall:
- a. Advertise the nomination period
 - b. Ensure the web form is complete and ready before nominations open
 - c. Open and close nominations
 - d. Confirm Selection Committee members
 - e. Schedule with students being nominated for Valedictorian their Formal Presentation dates/times

2. NOMINATIONS

- 2.1 Students may be nominated by faculty or staff, fellow students, or themselves. Members of the Valedictorian Selection committee are unable to nominate students for Valedictorian consideration. Nominations are submitted via an online form. The following criteria should be considered when preparing a nomination:
- a. Academic Achievement for the semester prior to convocation (or a student in 40% of courseload with a diagnosed disability)
 - b. Graduating from a certificate or diploma program
 - c. Interpersonal and teamwork skills
 - d. Community and student activities involvement
 - e. Deadline: Applications will open February into mid-March

3. SHORT LISTING OF APPLICANTS

- 3.1 If a nominee meets the criteria above, they will be contacted and asked to submit the following:
- Resume
 - Strengths and volunteer activities
 - Deadline: Beginning of April
- 3.2 Should a Valedictorian nominee fail to submit the above documents by the deadline, they will not move forward in the selection process.

4. SELECTION COMMITTEE

- 4.1 **The Valedictorian Selection committee will be comprised of the following:**
- AVP Student Experience & Registrar
 - Management Student Enrolment
 - Alumni Services Representative
 - Student Association of Keyano College (SAKC) Representative
 - Faculty Representative
 - Equity, Diversity, and Inclusion Representative

5. FORMAL PRESENTATION

- 5.1 Each nominee will may be expected to make a formal presentation to the selection committee using the following guidelines:
- Maximum ten minutes in length
 - Biography with a focus on activities and education that led to Keyano College
 - Answer the following questions:
 - What volunteering have you done on campus? In the community?
 - What impact has volunteering had on you and your life choices?
 - Why do you feel you should deliver the valedictory address in this year's graduates?
 - What message would you relay to graduates if you are chosen to deliver the valedictory address?
 - Nominees should be prepared to answer questions from the selection committee
 - Presentations will be scheduled Mid-April

6. SELECTION PROCESS

- 6.1 The Valedictorian will be selected based on a combined score of their Oral Presentation, and their community and student involvement. In the event of a tie, the Valedictorian nominee with the highest prior GPA will be selected as Valedictorian.
- 6.2 The decision of the committee will be communicated through email to both the successful and unsuccessful candidates at least one week before convocation.

6.3 The Valedictorian will be provided with details on the length of their speech for Convocation and deadlines to provide a copy of their speech.

B. DEFINITIONS

- (1) **Nominee** Keyano College student who has been nominated by faculty, staff or fellow students to be considered for Valedictorian
- (2) **Valedictorian** Means a student selected to present a speech at Convocation who encompasses both high academic achievement, community involvement and volunteerism

C. RELATED LEGISLATION

- N/A

D. RELATED DOCUMENTS

- Academic Awards Policy
- Academic Awards Procedure
- Grading Policy
- Grading Procedure
- Valedictorian Policy

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
01/03/2023	Creation of Procedure	All	Associate Vice President Student Experience & Registrar	Vice President Academic & Student Experience