

## GRADUATION & LICENSING INFORMATION: CLASS OF 2023

### 1. DATE OF GRADUATION: **Monday June 19, 2023**

### 2. APPLY TO GRADUATE – **deadline April 30, 2023:**

All students must apply to graduate through their [Student Centre](#). To apply, log in with your Western ID and from the Academics title, select **Graduation > Apply for Graduation** and follow the on-screen instructions. You must also ensure that you verify your name in the system.

*Applications received after the deadline date are subject to a late fee.*

### 3. NAME CHANGES:

Your degree diploma name is generated using your legal name. If your legal name has changed over the duration of your studies at Western, it is your responsibility to ensure you have completed the appropriate form through the [Office of the Registrar](#) and that our office has been notified as well, so that your grade results are transmitted correctly.

### 4. PROGRESSION AND LICENSING IN CANADA:

The Schulich Dentistry Examinations & Progression Committee meet at the end of Winter Term (April 28, 2023) to approve progression to graduate for all 4<sup>th</sup> year students. Approval to graduate is based on final grades and official clearance in clinics. Formal notification of your graduation status is then sent to all the following authorities:

- Western's Registrar's Office
- the NDEB\*
- Provincial jurisdictions such as the RCDSO

*\*The NDEB, upon receiving confirmation of graduation from the Associate Director, Dental Education, will confirm eligibility for licensing directly with the provincial licensing bodies, such as the RCDSO for Ontario licensing.*

### 5. RCDSO (ROYAL COLLEGE OF DENTAL SURGEONS OF ONTARIO):

Licensing requirements for Ontario are as follows:

- Proof of passing the National Dental Examining Board of Canada (NDEB) board exams.
- Proof of graduating from Western's DDS Program inclusive of completion of all clinical requirements.
- Proof of successfully completing the RCDSO Jurisprudence & Ethics exam.
- Notarization of the required legal documents as indicated in the [RCDSO](#) application.

The cut-off date for the RCDSO to receive your application, process your documentation and have your license ready for convocation day is usually **mid-May**. You can always complete applications after this date, but your license may not be ready for June 19 convocation.

The RCDSO will be holding a **webinar presentation** to review the licensing application process, documentation required, confirm deadlines, and answer any questions you may have. A Zoom meeting invitation will be sent out shortly. Please keep this date open:

**Wednesday April 12, 2023**  
**1:30 - 3:30 p.m.**

**\*\*Should you have ANY questions or concerns, please contact the RCDSO at [registration@rcdso.org](mailto:registration@rcdso.org) or call 1-800-565-4591.\*\***

**6. OTHER PROVINCIAL LICENSING:**

The requirements for certification and licensure vary from province to province.

If you are applying to provincial jurisdictions other than the RCDSO, please email Terri MacDougall at [terri.macdougall@schulich.uwo.ca](mailto:terri.macdougall@schulich.uwo.ca). Provincial licensing bodies, outside of Ontario, are only notified if we know students are applying to them. They will require official confirmation of your DDS graduation from the Associate Director, Dental Education, Schulich School of Medicine & Dentistry, Western University.

**NDEB:** As well as receiving confirmation from Western, the provincial licensing bodies require official notification sent directly from the NDEB confirming eligibility for licensing. Please see the NDEB website for links to other Dental Regulatory Authorities:

<https://ndeb-bned.ca/en/resources/contacts-organizations>

**7. EARLY RELEASE OF DEGREES, DIPLOMAS (OFFICE OF THE REGISTRAR):**

[https://registrar.uwo.ca/academics/pdfs/early\\_release\\_of\\_diploma\\_form1.pdf](https://registrar.uwo.ca/academics/pdfs/early_release_of_diploma_form1.pdf)

Degrees, diplomas and certificates will not normally be awarded in advance of convocation ceremonies. A degree, diploma, or certificate may be released early at the discretion of the Office of the Registrar if the student demonstrates that the document is **required by an employer, or for a work visa**.

Students presenting an **official offer of employment** may request release of their document no sooner **than four weeks prior to their schedule convocation**. **\*\*Early release is subject to the availability of award information. \*\***