



## Higher Education Graduation Procedure

### 1. POLICY AGREEMENT SUPPORTED

*HE Graduation Policy*

### 2. PROCEDURAL DETAILS

#### 2.1 Student Responsibilities:

- 2.1.1 Submit an "Intention to Graduate" form to the Portfolio from which they are graduating.
- 2.1.2 Confirm their formal name and mailing address so as to receive the award.

#### 2.2 Staff Responsibilities

- 2.2.1 Confirm that each graduating student has met the completion requirements of the course.
- 2.2.2 Provide confirmation to students of the success of their application.
- 2.2.3 Recommend conferral of awards to the Governing Council via the Higher Education Standing Committee.

#### 2.3 Application to Graduate:

- 2.3.1 Each student must have completed the necessary number of credit points relevant to the award they have enrolled in.
- 2.3.2 If the student has been granted supplementary or deferred examination pending results or having outstanding components of their course, they will not be eligible for graduation.
- 2.3.3 The college retains discretionary power to delay a student's graduation, to be used exclusively in exceptional circumstances.

Version No.	Approved/ Rescinded	Date	Approval Authority	
4	Approved	19 Aug 2016	HE Standing Committee	