



**EXCELSIA
COLLEGE**
— Sydney —

Objects of Excelsia College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

Document Number

PPR-STU-09

Document Name

GRADUATION POLICY AND PROCEDURE

Document Status

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1 Policy statement

The purpose of this policy is:

- to ensure the integrity of all awards conferred by the Excelsia College Board of Directors
- to provide staff and students with clear policy and procedures regarding the eligibility for and conferral of the awards of Excelsia College and presentation in the graduation ceremony
- to ensure all eligible graduands are conferred into their degrees in an accurate, timely manner within a positive, affirming experience.

The higher education awards of Excelsia College are conferred by a resolution of the Board of Directors. The Academic Board confirms the eligibility of students to graduate. The Learning and Teaching Committee, after giving oversight to all the assessment and moderation processes that lead to final grades, notifies the Academic Board of the names of all students who are eligible to graduate. The Registrar certifies that each graduand has completed all course requirements and fulfilled all associated obligations.

2 Scope

This policy and procedure applies to all students and staff at the College.

3 Responsibility

The following members of staff are responsible:

- Board of Directors
- Chair of the Board
- Chief Executive
- Academic Board
- Learning and Teaching Committee
- Chief Academic Officer
- Chief Student Services Officer and Academic Registrar (Registrar)
- Assistant Registrar
- Heads of School
- Library Manager
- Accountant
- Director of Quality
- Chaplain

4 Definitions

For the purpose of this policy and procedure, the following definitions apply:

Graduand: A student who has completed their award and who has been deemed eligible to graduate.

Graduate: A graduand who has had their award conferred on them by the College.

Graduation in absentia: The conferring of a degree on a student without their presence at a graduation ceremony.

5 Principles

5.1 Eligibility to graduate

A student is eligible to graduate from the award in which they are enrolled if:

- they have completed all course requirements as published in the course and unit information, including any assessment or administrative documentary requirements
- there are no outstanding, interim or unresolved grades
- no financial or in-kind debt is owed to the College
- there is no current suspension, exclusion or expulsion penalty on the student record
- the student has not already graduated from that award.

5.2 Applying to graduate

- All students must register to graduate during the last academic period of their course of study in which they are enrolled. Failure by the student to lodge a form or failure to pay any fees or charges owing will result in the graduand not graduating at the next available graduation ceremony.
- Students eligible to graduate may elect to defer their graduation by notifying the Registrar's Office in writing.
- Students eligible to graduate may choose to graduate in absentia. Students who elect to graduate 'in absentia' are not permitted to participate in any future ceremony for the conferral of that award.

5.3 Authenticity of awards and academic transcripts

- All Excelsia College awards are presented at graduation ceremonies, and registers of conferred awards are held by the Registrar's Office. Transcripts for studies or awards completed may be ordered through the Registrar's Office at any point of time.
- All official awards are issued under signature of the Chief Academic Officer, Chief Executive and the Chair of the Board under the College's academic seal. All official transcripts are issued on Excelsia letterhead under the Excelsia College academic seal.

- The academic seal of the College is held securely within the Registrar’s Office. The Registrar, or their nominated delegate, is the only authorised officer permitted to use the seal for the purposes of authorising official awards and transcripts.
- Anyone wishing to query the authenticity of an award or transcript of study may write to the Registrar’s Office or email registrar@excelsia.edu.au

6 Procedure

6.1 Bookings

- **Venue:** The Registrar books the graduation ceremony venue immediately after the confirmation of the graduation date for the following year. This booking is generally completed the week after the draft academic calendar is approved for the upcoming year. The venue must meet the following criteria: have a theatre for the ceremony, three rooms for graduands’ dressing area, faculty dressing area, a photography area, and an area for afternoon tea.
- **Photographer:** The Registrar books the photographer immediately after the confirmation of graduation date for the following year.

6.2 Creating a list of prospective graduands

- An Application for Graduation form is made available on the Excelsia College website.
- Students who believe they are on target to graduate in the following year’s graduation ceremony are required to fill in the form.
- The Registrar collects Application for Graduation forms. The Registrar records student details in the Graduands’ Details List, prints the students’ academic transcripts and sends this to all Heads of School for review.
- Within a month after results for the relevant semester have been approved and released to students, the Registrar and Head of School review the prospective graduands’ results. The Registrar notifies the student concerned if the student is no longer on target to graduate due to poor results in the previous semester.

6.3 Preparation for the graduation ceremony

Timeframe	Task and Comments
Once the semester final result is published	<p>The Registrar emails all eligible graduands with an invitation to the graduation ceremony, including notices regarding outstanding fees or Excelsia resources.</p> <p>The Accountant provides statements to the Registrar’s Office for any graduands who owe fees.</p>

	The Librarian provides a list of graduands to the Registrar's Office who have overdue fines and outstanding books.
Week 3 of semester	<p>The Registrar compiles the VIP guest list, including:</p> <ul style="list-style-type: none"> • members of the Board of Directors • Heads of School • staff • former staff • other special guests or stakeholders. <p>The Registrar issues these invitations and records responses.</p> <p>Graduands complete their RSVP forms by the end of Week 3.</p> <p>The Registrar, in consultation with the Chief Executive and Chair of the Board, begins designing the graduation ceremony program (S:Registrar/Graduates/Class of XXXX/Programme). The graduands' names and postnominals are entered as the graduand RSVP forms are submitted.</p>
Week 4 of semester	<p>The Registrar sends a second letter to those graduands who have indicated they will be attending the graduation ceremony. The following documents are included with the letter:</p> <ul style="list-style-type: none"> • Ceremony procedures • Invitations for the graduands' guests. <p>The Assistant Registrar collects responses.</p>
One month before graduation	<p>The Registrar, in collaboration with HR and Marketing:</p> <ul style="list-style-type: none"> • invites College staff to the ceremony and collects responses • invites students of the College to serve as helpers for the graduation ceremony and collects responses • organises the purchase of refreshments for the reception following the ceremony.
During the month before graduation	<p>In preparation for the meeting of the Learning and Teaching Committee in the month prior to the graduation ceremony, the Registrar provides members with:</p> <ul style="list-style-type: none"> • a list of those students deemed eligible to graduate from their enrolled awards. The Heads of School should check the details of their students and discuss further any concerns or disparities, ensuring correctness of the list. • a list of grade point averages for each graduand. This enables the Heads to decide on the prize winners for

	<p>their schools, based on student results and/or other criteria published for each prize.</p> <p>The Learning and Teaching Committee meets to give final consideration to the lists of graduands and the proposed graduation prizes. Committee members in this meeting should check and endorse the list of students who are eligible to graduate. Committee members in this meeting should also check and approve the list of graduation prize recipients.</p> <p>The Learning and Teaching Committee recommends to the Academic Board the finalised list of graduands and provides the Academic Board with the approved list of graduation prize winners.</p> <p>The Academic Board meets to review and approve the integrity and rigour of the process which has led to the recommendation of the Learning and Teaching Committee. Once satisfied, the Academic Board confirms to the Board of Directors the eligibility of the listed students to graduate.</p> <p>On receipt of the recommendation of the Academic Board, the Board of Directors passes a resolution to confer the awards of the College on those students whose eligibility has been confirmed.</p> <p>The Registrar organises the printing and checking of the graduands' transcripts and prize certificates.</p> <p>The Registrar organises the printing of the graduands' award testamurs and, after the Registrar has completed due checks of spelling and accuracy of information, arranges for the testamurs to be signed.</p>
<p>Two weeks before graduation</p>	<p>All graduands must have finalised all outstanding matters with the College by 14 days prior to the graduation date. This includes payment of any outstanding fees, returning of library books, or other resources borrowed from the College. Students who fail to finalise outstanding matters will not be eligible to graduate and will not be included in the program or the ceremony.</p> <p>The Registrar assists the Chief Executive in finalising the program. The Registrar then organises printing and copying of the program by the end of this week.</p> <p>The Registrar develops the Run Sheet for Graduation Template for use by ceremony participants and helpers.</p> <p>The Registrar completes the Presentation of Awards Template. This brings together the official graduation</p>

information, including the names of graduands attending the ceremony and their awards and prizes, and will serve as the text for the Chief Academic Officer to read as the graduands process onto the stage to receive their individual awards.

The Director of Quality assists the Registrar by checking the Run Sheet and Presentation of Awards templates for accuracy.

From the Presentation of Awards Template, the Registrar creates a Procession List for the graduands. Each graduand is given a number indicating the order in which they will process into the theatre and onto the stage to receive their awards. This number will be attached to the front of their program, which will be placed on their respective seats in the theatre prior to the ceremony.

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<p>One week before graduation</p>	<p>The Assistant Registrar prepares testamurs and transcripts which will be presented during the ceremony, which includes collating the transcripts and testamurs in a student folder and prepares for posting those testamurs for the students graduating in absentia.</p> <p>The Assistant Registrar finalises signs needed for the various functions and locations, e.g. graduands' dressing room, faculty dressing room, photography room, reception, reserved seats, registration desk. The Assistant Registrar prints a new 'Excelsia College Class of XXXX' graduation ceremony sign on A3 paper and laminates it.</p> <p>The Registrar meets with Student Council representatives and other volunteer helpers to coordinate activities, e.g. ushering, handing out programs, assisting graduands to gown and prepare, serving at the reception.</p> <p>All staff helping during the ceremony are to wear name tags. The Registrar prepares name tags for students.</p> <p>The Registrar will print a Stage Map Template numbering the Board of Directors and Academic Board members, academic staff and guests who will be seated on the stage in order of their entrance into the theatre.</p>
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6.4 The graduation ceremony

Timeframe	Task and Comments
Graduation Day	<p>The Registrar meets with graduation helpers two hours before the ceremony commences for final preparations and instructions.</p> <p>Staff register the graduands on arrival and direct them to the dressing room. Graduands must arrive two hours prior to the ceremony commencement time.</p> <p>Graduands collect their academic regalia from the dressing room two hours prior to the graduation ceremony. Staff will help graduands to gown.</p> <p>The conductor assembles the choir and other performers in the theatre for a final rehearsal one hour before the ceremony.</p> <p>The Registrar takes the graduands into the theatre 30 minutes before the ceremony commencement for a rehearsal and final instructions. Graduands then remain in their seats until the ceremony commences.</p> <p>The Chaplain assembles the stage party in their dressing room 45 minutes prior to ceremony commencement. Once everyone is robed, the Chaplain assists people to assemble in procession order. After prayer the Chaplain leads them out to the theatre door.</p> <p>At the conclusion of the ceremony, the stage party processes out of the theatre, followed by the new graduates.</p> <p>Ushers lead the graduates back into the theatre and group them, ready for the photographer to take group photographs.</p> <p>Ushers lead the graduates to the reception where their guests will be waiting to congratulate them.</p> <p>All graduates should return their academic regalia no later than two hours after the ceremony completion.</p>

6.5 After the graduation ceremony

Timeframe	Task and Comments
During the two weeks following graduation	<p>The Registrar sends the Certificate Packs to those graduands who were unable to attend the ceremony. The pack includes:</p> <ul style="list-style-type: none"> • two copies of the graduate's transcript • the graduate's award

	<ul style="list-style-type: none"> any certificates for prizes achieved a copy of the program.
Subsequently, at the first opportunity	The photographer arranges for distribution of group photographs to each graduate who attended the ceremony.

7 Related documents and references

Application for Graduation form

Graduands' Details List

Graduands Letter No 1

Graduands Letter No 2

Invitations

Run Sheet for Graduation Template

Presentation of Awards Template

Signs

Stage Map Template

8 Mapped to HESF

The content of this policy is mapped to the HESF Domains 1 and 5.

9 Document history

This policy has been amended as follows:

Version	Amendments / Date / Notes
9	Transferred to new policy template, minor updates made to bookings arrangements and preparation for the graduation ceremony.