



## Graduation Policy

Policy Area: Academic Governance

Approval: Chairperson, Board of Directors

Signature: *M. J. Smith* Date: 11/8/2021

### 1. PURPOSE

- To ensure the integrity of all awards conferred by the Sheridan Board of Directors.
- To provide staff and students with clear policy regarding the eligibility for and conferral of Sheridan awards.

### 2. CONTEXT

Sheridan higher education awards are conferred by the Board of Directors in graduation ceremonies. The Principal confirms the eligibility of candidates. The Academic Council provides quality assurance oversight of the assessment and moderation processes that lead to final grades. The Registrar certifies that each graduand has completed all course requirements and fulfilled all associated obligations.

### 3. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Board of Directors
Amendment of procedures consistent with the policy:	Principal
Distribution of policy:	Principal
Implementation of policy:	Board of Directors, Registrar, Principal, Academic Council,
Monitoring and compliance of policy:	Academic Council, Principal, Registrar
Evaluation and recommendations for amendments:	Academic Council, Principal, Registrar

### 4. POLICY PROVISIONS

#### Definitions

- Graduand - a student who has completed their award and been deemed eligible to graduate.
- Graduate - a graduand who has had their award conferred on them by Sheridan.
- Graduation in absentia – the conferring of a degree on a student without their presence at a graduation ceremony.

#### 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 Sheridan;
- there are no current suspension, exclusion or expulsion penalty on the student record; and

- they have not already graduated from that award.

### 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 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.
- If a student has not registered to graduate within six months of completing the award requirements, they normally will be automatically graduated in absentia at the next 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.

### Authenticity of Awards and Graduation Statements

- All Sheridan awards are presented at Graduation ceremonies and registers of conferred awards are held by the Registrar's office. Graduation statements 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 Principal and the Registrar under Sheridan's academic seal. All official graduation statements are issued under the signature of the Registrar. Where the Registrar is unavailable, graduation statements may be issued under the signature of the Principal.
- The Sheridan seal is held securely within the Principal's Office. The Principal, or their nominated delegate, is the only authorised officer permitted to use the seal for the purposes of authorising official awards.
- Anyone wishing to query the authenticity of an award or graduation statement may write to the Registrar's office or e-mail enquiries@sheridan.edu.au at their convenience.
- See the *Issuing of Qualifications and Certification Policy* for further information.

## 5. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

**Document Title:** Graduation Policy

**Source Documents:** *Adapted with permission from:*  
Wesley Institute Graduation Policy and Procedure (PO-STU-09)

**Associated Internal Documents:** Issuing of Testamurs and Transcripts Policy

**Associated External Documents**

**Authorised Officer:** Chairperson, Board of Directors

**Approved by:** Board of Directors

**Date of Approval:** 11 Aug 2021

**Next Review Before:** Aug 2024

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	28 Feb 2013	Chairperson, Board of Directors	Draft prepared for Sheridan College Board of Directors
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 6.3.1j
1.01	16 Dec 2014	Chairperson, Board of Directors	Change to version control box
2.00	18 Mar 2020	Chairperson, Board of Directors	Updated policy to reflect replacement of transcripts with graduation statements and new delegations of responsibility
3.00	11 Aug 2021	Chairperson, Board of Directors	Updated logo, edits to section "Authenticity of Awards and Graduation Statements"