

# Graduation Policy – Higher Education

**Policy Code:** STU-009**Version:** 9.0**Effective Date:** 25 May 2020

## Purpose

This Policy covers matters relating to student graduation and is applicable to students of Higher Education courses of study.

**Definition of “College”** – *In the higher education sector, the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

## Scope

- All campuses (including online)
- All students
- All academic staff

## Policy Statement

This Policy outlines the process for notification, eligibility and conferral relating to the College’s annual graduation process.

## Intention to Graduate

All undergraduate students who have fulfilled all academic and administrative course requirements must notify the Office of Student Records of their intention to graduate prior to the advertised graduation program cut-off date. On receipt of the student’s notification, a Completion Letter and Academic Record will be provided to confirm eligibility to graduate.

Students must request to graduate via the Student Portal prior to the cut-off date published on Student Portal and the annual College Calendar.

Failure to notify the College of intention to graduate by the cut-off date and / or failure to pay in full any outstanding fees or charges owing to the College will result in the student’s exclusion from the graduation program.

If a student has not notified the College of their intention to graduate within six months of completing the course requirements, the student will be graduated in absentia at the next relevant graduation program. This clause does not apply to students enrolled in more than one degree program who have completed the requirements for one degree and are seeking to graduate from both degrees in the same set of ceremonies.

## Deferring Graduation

Students eligible to graduate may elect to defer their graduation by notifying the College in writing. The maximum period of deferral is one year (until the next annual graduation program).

## In Absentia Graduation

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 that award.



## Eligibility

The below criteria must be met for a student to be confirmed as eligible to graduate:

1. All academic and administrative course requirements have been fulfilled;
2. Where relevant, all practical and clinical course requirements have been met, and a minimum of a Pass grade (Bachelor award) has been achieved for all required subjects;
3. No financial debt is owed to the College;
4. There is no current suspension, exclusion or expulsion penalty on the student's record;
5. There are no outstanding claims against the student; and
6. The student has not already graduated from the award or course.

## Awarding of Honours Classes

The grading system for postgraduate research degrees are of substantial importance, particularly for Honours degrees, as grades impact upon student competitiveness when applying for entry into further research programs, as well as access to scholarships and other awards.

At the completion of an Honours course, an overall GPA will be generated. The Class of Honours awarded to each student will be based on this GPA.

The Classes of Honours will be awarded as follows:

Code	Description	GPA Range
H1M	Honours Class 1 and College Medal	7.0
H1	Honours Class 1	6.0 - 6.9
H21	Honours Class II (Division 1)	5.5 - 5.9
H22	Honours Class II (Division 2)	5.0 - 5.4
H3	Honours Class III	4.0 - 4.9
F	Fail	less than 4.0

## Awards

### Graduation with Distinction

Graduands may graduate "with distinction" from higher education undergraduate awards.

The Director of Education will recommend that students who have achieved an overall GPA of 6.0 or above should be awarded their degree "with distinction". This will be noted on the student's award testamur and will be mentioned at the graduation ceremony.

The College uses a cumulative Grade Point Average (GPA) to measure the academic performance of individual students, in order to acknowledge excellence and determine recipients of Awards. The grading system is outlined in the [Assessment Policy – Higher Education](#).

Nothing in this Policy statement should act to undermine the discretion of the College to deal with individual matters that present as extraordinary cases of hardship or special circumstances outside the terms of this statement and according to law.

## Medal for Academic Excellence

The College may choose to acknowledge academic excellence or clinical excellence as part of the annual graduation program.

A medal for academic excellence may be conferred to one high performing student in each degree course of study nationally. The College confers the award/s at its discretion and reserves the right to withhold the award in any given annual graduation program.

To be eligible for the Medal for Academic Excellence a candidate must have achieved:

1. Enrolment in the course for at least 2 years (EFTSL) in a 3 year course (having received graded course results for at least 64CP), or 3 years (EFTSL) in a 4 year course (having received graded course results for at least 96CP), including no Fail grades (Fail, Fail No Assessment Submitted, or Withdraw with Failure);
2. A cumulative GPA of 6.0 or greater in the subjects that form the undergraduate degree component of the course; and
3. Recognition from peers and teachers that demonstrated behaviours align to the *Student Code of Conduct - HE*.

Conferral of the medal/s is recommended by the Director of Education for endorsement by the academic governing body of the College.

## Dux Medal / College Medal

At the discretion of the Director of Education, the College may choose to award the Dux Medal to the highest academically performing student in the higher education graduating class nationally.

To be eligible for the Dux Medal, students must have been enrolled in the course for at least 2 years (EFTSL) in a 3 year course (having received graded course results for at least 64CP), or 3 years (EFTSL) in a 4 year course (having received graded course results for at least 96CP), including no Fail grades (Fail, Fail No Assessment Submitted, or Withdraw with Failure).

## Excellence in Honours Research Medal

In rare circumstances an Honours student may be awarded the Excellence in Honours Research Medal. This medal is awarded in recognition of academic excellence and is not necessarily awarded in any year.

## Conferral

The Chair of the peak academic governing body formally confers those students eligible to graduate (in absentia or in person) at each meeting.

## Testamur

The official testamur is awarded to graduates at the graduation ceremony. Individuals who have notified the College of their intention to graduate in absentia may obtain their testamur direct from the College, once conferred.

In the case of loss or damage of a testamur after it has been awarded, a new testamur can be requested by the graduate through the *Request for Academic Documentation Form*. Any additional testamurs will be subject to an administrative fee assigned by the College. For further information refer to the *Graduation Documents Issuance Policy and Procedures - HE* and *Request for Academic Documentation Form*.

## Graduation Ceremonies

Official graduation ceremonies are held by the College annually in each state where there is a College campus and a graduating cohort. Only students who have notified the College of their intention to graduate in a timely manner, and meet all eligibility requirements, may take part in a graduation ceremony. Ceremonies are hosted at venues and in a format deemed suitable by the College. Students attending their respective ceremony are expected to comply

with graduation protocols. The College reserves the right to refuse a student's participation in the ceremony program or refuse entry to the ceremony event.

## Academic Dress Conventions

Wearing academic dress is compulsory for all graduands and members of faculty participating in graduation ceremonies. There are established conventions of academic dress which the College abides by and these guidelines provide clarity around the College's status as a registered higher education institution in the context of graduations. The academic dress conventions and ceremonial observances detailed in this document are observed at all graduations ceremonies hosted by the College.

### Academic Regalia

Academic dress for the College's graduation ceremonies is hired from an external gowning provider and information regarding the arrangements for the hire of gowns is communicated to students who are eligible to graduate via the Student Portal / email.

### Graduand Dress

#### Gowns

The College uses gowns of the Oxford pattern in black. Where Oxford pattern gowns cannot be secured other comparable gowns (i.e.: Cambridge style) may be used. Gowns are worn at knee length.

Previously conferred medals and decorations are not traditionally worn on any part of academic dress but can be worn on one's clothing. The clothing to be worn with academic dress will depend on the time and formality of the occasion. It should be kept in mind that academic ceremonies are formal occasions and it is a compliment to others to dress accordingly.

#### Hoods and Stoles

The hood is worn as it folds naturally on the back, and with some of the lining showing on one shoulder and black on the other. It should not show all the lining in the middle of the back. Higher degree hoods should show lining on both shoulders. Hoods are of the relevant Oxford pattern for the degree being awarded. A graduand being presented for an award should wear the dress for that award, and no other. Only one hood should be worn at a time. If two awards are being presented at the same time, only one item of regalia (hood or stole) can be worn at the ceremony. The regalia for the higher award will be worn if two levels of award are being received.

#### Hood and Stole Colour

The official colour of the stoles for graduates of Endeavour's awards is **Emerald Green**. This colour is nominated by the College as a formal representation of successful study.

#### Mortar Boards and Bonnets

The mortar board is part of the academic dress for an award and should be worn by all genders, and modern practice is for there to be no distinction between the methods of doing so.

The mortar board is worn level, with the small peak at the front and the point in the centre of the forehead. The tassel is worn on the right hand side for graduands and moved to the left once the individual is confirmed as a graduate at the ceremony.

The mortar board or bonnet should be worn when standing or walking such as in procession, when speaking at a ceremony, or when receiving an award.

If a graduate has a specific reason for not wishing to wear a mortar board or bonnet, they must inform the College in writing of their reasons. Generally, if the graduand usually wears culturally specific headwear such as a turban, then wearing of the mortar board is a matter of preference for the graduate.

### Salutation

The mortar board or bonnet is lifted in salutation when a graduate is being presented to the Presiding Officer. That officer returns the greeting. Those addressing the Presiding Officer salute when referring directly to him / her (but not when speaking about him / her), and the salute is returned.

Those who are not wearing a mortar board or bonnet salute by a nod of the head.

### Academic Faculty Dress

Members of the College faculty should wear the academic dress prescribed for their highest qualification from the relevant awarding institution. If the exact dress from the awarding institution is not available, faculty may wear any academic dress prescribed by the College, or the academic dress to which they are entitled or, if not so entitled, a plain black Oxford bachelor's gown with a mortar board. Gowns are worn at knee length, and doctoral gowns usually longer than others.

### Guests and Visitors

Persons who are not in possession of a qualification entitling them to academic dress and who are requested to wear academic dress (for example in a procession or when acting as an attendant at a ceremony) should wear only a plain black bachelor's gown of the Oxford style; a mortar board is not worn.

### Graduand Dress Conventions

Undergraduate degree	Black Oxford style gown and a hood of black material fully lined with the colour/s of the discipline of the degree and a mortar board with a tassel.
Honours degree	Black Oxford style gown and a hood of black material fully lined with the colour/s of the discipline of the degree and a mortar board with a tassel.

## Definitions

**Award Course** means a program of study, specified in course rules and formally approved by TEQSA, which leads to an academic award granted by the College.

**EFTSL** means equivalent full-time student load (part-time students will take longer to complete a full EFTSL).

**Grade Point Average (GPA)** is the cumulative average of all grades received by the student on the academic transcript and is calculated as per the *Assessment Policy - Higher Education*. This cumulative average can range from 0.1 to 7.0.

**Graduand** an individual person who has been enrolled at the College and who has completed the requirements of an award course and is eligible to be formally conferred with a qualification by the College Council or Board of Directors. The individual person is that who appears on the graduation documentation.

**Graduate** is an individual person who has been formally conferred with an academic qualification by the College Council or Board of Directors. The individual person is that who appears on the graduation documentation.

**Graduation Documentation** includes the Academic Transcript and Testamur which are produced for graduands as described in the Graduation Documents Issuance Policy and Procedures - HE.

**Graduation in absentia** means when a degree is conferred on a student without their presence at a graduation ceremony.

**Office of Student Records** is the College's central administrative unit responsible for maintaining student records and data.

**Student / Learner** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

**Subject** means the smallest stand-alone component of a student's award course for which a grade is assigned on a student's academic transcript. Subjects normally have an integer credit point value, in the range 2 - 16.

**Testamur** means the certificate granted to graduating students provided as documentary evidence of their successful completion of the course.

## Related Procedures

*Graduation Documents Issuance Policy and Procedures - HE*

## Further Information

### Related Policies

*Assessment Policy - Higher Education*

*Graduation Documents Issuance Policy and Procedures - HE*

### Related Documents

*Request for Academic Documentation Form*

### Guidelines

Not Applicable

### Benchmarking

Western Sydney University

### Supporting Research and Analysis

Not Applicable

### Related Legislation

Not Applicable

---

## Review and Approval

### Policy Author

Director, Admissions and Marketing

### Policy Owner

Director, Student Services & Retention

### Contact

Director, Student Services & Retention

[deirdre.mathias@endeavour.edu.au](mailto:deirdre.mathias@endeavour.edu.au)

### Recommending Body

Not Applicable

### Approval Body

College Council

Meeting date: 17 February 2017

### Policy Status

Revised

### Responsibilities for Implementation

- Director, Student Services & Retention
- Director of Education

### Key Stakeholders

- College Council
- Director of Education
- Marketing / Events team
- Office of Student Records staff
- Student Advisers, Student Services
- Graduands