



Australian
**Chiropractic
College**

GRADUATION and CONFERRAL POLICY POLICY AND PROCEDURE

PURPOSE

The following policy and procedures set out clear processes for approving the requirements for award eligibility and authority for conferral of graduation for the ACC Chiropractic program.

SCOPE

This document applies to all Staff and Students registered and enrolled at the ACC.

PROCEDURES

1.1. Graduate Requirements

1.1.1. Eligible students must meet the following graduation requirements in order to be eligible to receive a Bachelor of Chiropractic from the ACC as approved by the ACC Academic Board:

- Successfully compete the required prerequisite courses obtaining the full 120 credit minimum;
- Successfully complete all the required course requirements;
- Meet all Chiropractic Clinical requirements;

1.1.2. Eligible graduates will be responsible for the following:

- Ensuring personal data is regularly updated and maintained with ACC administration (name, address, contact details);
- Correct understanding of graduation terms, eligibility;
- Correct knowledge of Graduation ceremony dates, times and locations;
- Cost associated with graduation, hire of graduate attire, photography; Costs associated for duplicate or replacement Certificates, transcripts or testamurs.

1.1.3. The ACC President in consultation with the Academic Dean will be responsible for ensuring that students have no outstanding administrative or academic requirements including outstanding financial or library obligations prior to the Academic Board considering eligibility for graduation.

1.1.4. Students will be eligible for graduation upon successful obtainment of the graduation requirements following approval of eligibility by the Academic Board.

1.1.5. The College President will be responsible for advising all successful graduates that they are eligible to graduate.

- 1.1.6. The College President will also be responsible for scheduling and organising the graduation ceremony as well as providing invitation to the successful graduates advising them of the scheduled day, time, dress code and other relevant information.

1.2. Conferral of Awards

- 1.2.1. The Academic Board is responsible for approving eligibility to graduate and recommends to the ACC Board of Directors the list of eligible graduands. after the Academic Board has approved the award.
- 1.2.2. The ACC Board of Directors approves the list of eligible graduands and is the responsible authority for the conferral of all ACC higher education awards and qualifications.
- 1.2.3. The President or Dean may hand the testamur to the graduate.

1.3. Testamurs & Record of Results

- 1.3.1. Following approval of all graduands from the Board of Directors, the ACC President will be responsible for the coordination of individual Testamurs.
- 1.3.2. Testamurs will be distributed at the graduation ceremony.
- 1.3.3. Should a graduate not attend the graduation ceremony, Testamurs will be dispatched and mailed to the address provided by the graduate. All costs associated with the postage of the Testamur will be the responsibility of the graduate.
- 1.3.4. Each graduate will receive one copy of the ACC testamur that clearly indicates that the award is issued by ACC; is awarded to the individual graduate concerned; the full name of the qualification awarded including any majors; the date the award was issued; the office bearer of the person authorised to issue the award; and state that the award as an Australian Qualification through the following words: 'This qualification is recognised within the Australian Qualifications Framework'.
- 1.3.5. Each graduate will also receive a Record of Results which the full name of each course completed; each subject undertaken and completed; the weighting of each subject; the grades awarded for each subject; the grading system; when the subjects were undertaken and completed; if credit was granted; the grades awarded for each unit of study undertaken and, if applicable, a definition of a major.
- 1.3.6. Replacement or duplicate Record of Results will be made available to students. Costs for any additional copies will be the responsibility of the student.
- 1.3.7. ACC is committed to protecting the integrity of all ACC's higher education awards, and as such all official Testamurs and Record of Results will clearly identify the qualification as an ACC qualification and include anti-fraud features.
- 1.3.8. All formal certification awarded by the College including Testamurs and Record of Results are official documents; as such only one copy of the document can be made available at any one time. Should a certificate become lost or damaged and need replacement the graduate will be responsible to complete a request for replacement form as well as file a notarised statutory declaration.
- 1.3.9. Should the replacement of a certificate be requested due to damage, the graduate is responsible for providing the damaged certificate to the College along with the replacement request form.

IMPLEMENTATION and MONITORING

The College President is responsible for the implementation and monitoring of the policy.

REVIEW

The policy is to be reviewed by 8 November 2019.

Approval Date: 18 October 2018
Approved by: Board of Directors in consultation with Academic Board
Date of Next Review: 8 November 2019