

# Graduation Policy and Procedure

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## Determination and conferral of awards

### Policy

1. ALC shall confer awards at an annual graduation ceremony at a venue and date to be set by the Teaching Staff and approved by the Board.
2. The graduation ceremony program booklets shall include the names of all graduands eligible to receive awards and shall constitute the formal report to Board of Directors of ALC.
3. In addition to the normal graduation ceremony, the Board may confer awards on candidates in absentia at any meeting of the Board specified for that purpose.
4. ALC shall normally provide an annual thanksgiving service with presentation of certificates in Brisbane, for students electing to attend in Queensland.
5. Students are responsible for advising ALC when they initially intend to complete their award as per the Application for Enrolment Form. In addition, completion of the Application for Award form is required during the year in which the student intends to graduate [with respect to successful completion of all unit and course requirements].
6. Students will normally have their awards conferred at the next scheduled graduation ceremony after course completion.
  - 6.1 Students may indicate a preference on the Application for Award for their award/vocational certificate to be presented at the annual thanksgiving service held in Brisbane.
  - 6.2 Students completing the award of Doctor of Ministry or Doctor of Theology may automatically have their award conferred at the next meeting of Board before the graduation ceremony. They may then choose to attend the next graduation ceremony or thanksgiving service to have their award presented.
  - 6.3 Students completing other research awards may, with the permission of the Postgraduate Research Coordinator and the Academic Dean, elect to have their awards conferred at the next meeting of the Board.
7. The date on the parchment shall be the date of conferral of the award, that is, the date of the graduation ceremony or of the meeting of the Board at which the award is conferred.
8. Students, under extenuating circumstances, may apply to the Office of Registrar to defer their graduation to the next scheduled ceremony. Graduation may not be deferred beyond the next scheduled graduation ceremony. The next scheduled graduation ceremony will then become the conferral date of the award.
9. Where students wish to terminate their enrolment in their current course and have met the requirements of an award in which they are not currently enrolled, the Academic Dean may consider and recommend the conferral of the alternative award.
10. Where students have the opportunity to complete a vocational certificate as partial award completion, the vocational certificate will then become the certificate presented. Once the certificate has been presented, and subject to completion of the award unit requirements, the full award may then be awarded upon completion of all course requirements.

## Procedure

1. The Academic Dean and Heads of School together with approval granted by the teaching staff are responsible for determining the eligibility for awards by dates specified by the Office of Registrar, except that completions of higher degrees by research shall be determined by the Postgraduate Course Committee, recommended to the teaching staff and reported to the Board.
  - 1.1 The pertinent Head of School is responsible for ensuring the student has been appropriately counseled regarding the course requirements.
  - 1.2 The Office of Registrar is responsible for ensuring the student is provided with the latest records to check that their assessment data has been accurately recorded and meets the course requirements.
  - 1.3 The student is responsible for checking that they have forwarded the appropriate forms to graduate and checked that their records are accurate.
  - 1.4 Following approval by the Teaching Staff, the Office of Registrar is responsible for entering the eligibility data on the student records system for all courses.
2. Where student permission has been granted, the Heads of School and/or administrators will provide respective pertinent Church bodies with lists of students who have completed their awards/certificates as soon as possible after their final results have been approved before and/or after the graduation ceremony depending on school requirements.
3. Students are asked to complete the course completion details on their Application for Enrolment Form, indicating their intended year of graduation. Intending graduates are required to submit an application for award form within the academic year of graduation.
4. Graduands must apply in writing to the Office of Registrar if they wish to have their awards conferred at a meeting of the Board, rather than at the next scheduled graduation ceremony.
5. The Office of Principal shall present the Board with details of students whose awards are to be conferred at a meeting of the Board [on advice and approval from Office of Registrar/Academic Dean/Teaching staff].
6. Doctoral graduates will be invited to nominate an appropriate graduation ceremony within twelve months of conferral by the Board at which they will have their award presented.
7. A student may not graduate from a course unless enrolled in that course and have no outstanding fees. Where it is necessary to change a student's enrolment from one course to another for the purposes of graduation, the change must be authorised by the appropriate Head of School or the Academic Dean.

## Associated student graduation advice

- If you're planning to graduate from an ALC course [other than courses with a research component where final conferral dates will be negotiated] or receive a vocational certificate, all assessment work for the final scheduled unit must be submitted at least three weeks prior to the end of the academic year.
  - Queensland students: please note that this deadline also applies if you wish to attend the Queensland thanksgiving service, normally held in April.
- Contact the Registrar [[registrar@alc.edu.au](mailto:registrar@alc.edu.au)] if you have any further questions about graduation.