Graduation and Transcripts Policy

This policy is current as of 1 January 2014 and will be reviewed at least annually by the Academic Board.

Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Kaplan Online Higher Education.

Purpose

The purpose of the Graduation policy is to provide information on:

- The process of graduation
- The issuing of transcripts and testamurs.

Issue of Transcripts/Certificates/Testamurs

Students will have access to an academic transcript at the end of each study period (semester/trimester) stating their grades for each unit of study for which they are enrolled, providing they have paid all relevant fees. A testamur and official transcript will be issued at the end of the course to all students who have successfully completed the requirements for the award in which they are enrolled.

The initial testamur and official academic transcript are provided free of charge, any additional requests must be made in writing and a fee will be applied. Please see relevant section on fees for this information.

Graduation

Students who successfully complete all the requirements of their enrolled course will have the award conferred by the Academic Board and will be provided with an official transcript within 8 weeks of the last examination.

Kaplan generally holds one Graduation Ceremony per year for each business. When a ceremony is held, all completing students will have the opportunity to attend a Graduation Ceremony held closest to their completion date. Students will be informed of this date and invited to attend a graduation in their state of completion. Students who are unable to or do not wish to attend the graduation ceremony, may contact Kaplan to collect their testamur in person after Graduation or they can advise Kaplan of a mailing address. Information on Graduation ceremonies will be available through the relevant administration office.

Responsible Officer

The responsible officer for the implementation and relevant training of this policy is the Vice President, Higher Education Australia.