**Awards and Academic Advice Procedures**

## Associated Policy - Awards and Academic Advice Policy

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## Request for Academic Advice

1. Any official academic advice and official student academic status must be verified by the Student Records and Graduation team
2. Students automatically receive official academic advice on the completion of courses.
3. Students can access unofficial transcripts through Student Self Service.
4. Students can request official academic advice via email, phone, online Smartform or via the teaching area.
5. Where a letter of reference or similar correspondence from CIT staff is considered appropriate, any comments on academic status must be substantiated by a report from Banner.
6. Banner reports produced on non-secure paper, such as Unofficial Transcripts and Compliance Reports, are marked indicating this status. Where these are not fit for purpose, the Banner report provided with official advice should be one produced by CIT Student Records and Graduation on secure paper, such as an Academic Transcript.

## Flowchart for issuing official academic advice

|  |  |  |
| --- | --- | --- |
|  | Need for formal and authoritative advice identified |  |
|  | 🡻 |  |
|  | Permission is obtained from the student if advice is to be provided to a third party (in accordance with the Privacy Act 2014) |  |
|  | 🡻 |  |
|  | Banner report obtained |  |
|  | 🡻 |  |
|  | Advice prepared and where appropriate a Banner report is attached |  |
|  | 🡻 |  |
|  | Official Academic Advice provided |  |

## Issuing awards and academic advice posthumously

1. A date of death must only be recorded on Banner after validation by viewing a Death Certificate or by other means approved by the Director, CIT Education Services.
2. Where a student has completed all compliance requirements for an award but has died prior to the award being issued, official academic advice may be issued:
   1. at the request of the deceased student’s Executor or where no will exists at the request of two immediate family members, or as approved by the Director, CIT Education Services;
   2. to a member of the deceased student’s family who is nominated in writing by the Executor or where no will exists as nominated by the two immediate family members;
   3. at the time of the request or at the next celebration of graduation ceremony, at the discretion of the Executor/immediate family;
   4. the standard testamur format will apply to posthumous awards in all aspects with the exception that the standard statement on the testamur “Awarded on the xxx day of (month), (year)” is replaced by “Awarded posthumously on the xxx day of (month), (year)”.
3. Where students have not completed all compliance requirements for the award an Academic Transcript may be issued:
   1. at the request of the deceased student’s Executor or where no will exists at the request of two immediate family members;
   2. to a member of the deceased student’s family who is nominated in writing by the Executor or two immediate family members.
4. Replacement Awards and/or Academic Advice relating to the academic record of a deceased student may be issued:
   1. at the request of the deceased student’s Executor or where no will exists at the request of two immediate family members;
   2. to a member of the deceased student’s family, nominated in writing by the Executor or two immediate family members in line with standard practice for all replacement awards.
5. Where a student’s record has a hold preventing the release of academic advice the hold may be overridden in consultation with relevant stakeholders.

## Flowchart Issuing Awards & Academic Advice Posthumously

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | CIT advised student is deceased | | |  |
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|  | CIT Education Services validates advice | | |  |
|  | 🡻 | | |  |
|  | Deceased Indicator entered on Banner | | |  |
|  | 🡻 | | |  |
|  | CIT Education Services determines wishes of Executor of deceased will, or if intestate, of the family | | |  |
|  | 🡿 🡾 | | |  |
| Compliant  (All program requirements met) | |  | Not Compliant  (Program requirement not met) | |
| 🡻 | |  | 🡻 | |
| Issue with “posthumous” award | |  | Issue Academic Advice | |