

Academic Advice and Issuance of Certification Procedure

Contents

1.	Associated Purpose.....	2
2.	Scope.....	2
3.	Procedure.....	2
3.1	Unofficial academic advice.....	2
3.2	Official Aattainment.....	3
3.3	Replacement certification documentation.....	4
3	5
	5
	6
	6
	6
	6
	6

1. Associated Policy

These Academic Advice and Issuance of Certification Procedures have been developed in conjunction with the Academic Advice and Issuance of Certification Policy.

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to all certification documentation issued by CIT to students and all staff involved in the issuing processes

Reference to Australian Apprentices includes apprentices and trainees.

Reference to Australian Apprenticeships includes apprenticeships and traineeships.

The issuing of senior secondary certification is the responsibility of the ACT Board of Senior Secondary Studies and is excluded from this procedure.

3. Procedure

3.1 Unofficial academic advice

Students may use CIT Selfservice at any time to view an unofficial transcript

College administrative staff may provide unofficial transcripts from SMS to students.

Unofficial advice might be sought from Awards and Programs team college administrative staff.

Step	Action	Responsibility
------	--------	----------------

3.4 Posthumous award and official academic advice

Step	Action	Responsibility
1	Validate advice that a student is deceased.	Academic Registrar
2	View Death Certificate or other evidence and date of death on SMS	Awards and Programs Manager
3	Consult with Executor of the estate of the deceased student or, intestate, two family members to determine the wishes of the deceased student.	Academic Registrar
4	<p>Where all course requirements have been met</p> <p>Issue official academic documents at the time of the request or, at the discretion of the Executor/immediate family,</p> <ul style="list-style-type: none"> • the Executor • 	

