

GRADUATION REGULATIONS

- 1 Member Institutions shall:
 - a. monitor their student records to ensure that the prospective graduands have met requirements or will do so by the time of Graduation;
 - b. contact the graduands by mid-February of the graduation year confirming their intention to graduate;
 - c. prepare three copies of the official SCD Academic Transcript for each graduand.
- 2 The SCD Student Administration Committee, at its Transcript meeting will:
 - a. receive the final academic transcripts for all graduating coursework students;
 - b. review their academic transcripts to confirm that the graduating students have met all the requirements of the award their intend to graduate with;
 - c. provide a list of graduands to the SCD Academic Board, recommending that these students graduate.
- 3 The last date for admission of students for graduation is at the Academic Board meeting prior to the date of graduation.
- 4 Any changes in names etc. for inscription on Testamurs shall be forwarded by the Member Institution Registrars to the Office of the Dean at the time of preparing the final Academic Transcript of the graduands.
- 5 Member Institutions shall provide their official guest list to the Dean in line with the timeline as set out by the Office of the Dean;
- 6 Official guests of the College will be invited to reply directly to the Dean.
- 7 The Office of the Dean shall be responsible for the:
 - a. style, printing, and distribution of the invitations;
 - b. preparation of the order of service;
 - c. the engaging of musicians and choir where considered desirable;
 - d. mailing the invitations to those on the Official Guest list;
 - e. tabling of a draft format for the Order of Service at the Graduation at the appropriate Academic Board meeting

- f. arranging of the printing of the Order of Service.
- 8 The Dean shall:
- a. issue a letter of welcome to graduands and include procedural information for the Graduation Ceremony;
 - b. issue invitations for special guests;
 - c. ensure that all Testamurs are inscribed, signed and sealed;
 - d. ensure that all Academic Transcripts are signed and sealed;
 - e. ensure that the names of all new graduates are inscribed in the College Graduation Roll;
 - f. be responsible for the Graduation Ceremony.
- 9 The prices for the hiring of SCD hoods and the purchase of a personal hood or stole, and arrangements regarding the payment for these is determined by the Office of the Dean.