

## Graduation Path Policy

<b>Category</b>	Academic & Students	<b>Approval Date</b>	2024/06/13
<b>Policy Name</b>	Graduation Path Policy	<b>Approved By</b>	CEO
<b>Document ID</b>	ACST-POL-003	<b>Effective Date</b>	2025/01/01
<b>Policy Owner</b>	Academic Director	<b>Next Review Date/Mandated Review</b>	2027/06
<b>Policy Lead</b>	Academic Records Manager	<b>Revision History</b>	2024/12/10
<b>Department</b>	Academic Records		

### Policy Purpose

The Graduation Path Policy at MaKami College provides students and staff with guidelines and timelines for navigating the academic journey towards graduation. It ensures access to information, resources and support, promoting student success and accountability while streamlining the path to the completion of their programs.

### Definitions

- **Cohort Group:** Collection of cohorts within a specific program, month, campus and year for multi-year programs. It establishes shared registration and term end dates for all included cohorts, while other dates like the first and last day of class or orientation may vary among cohorts.
- **Credentials or Parchments:** Certificates or Diplomas issued upon completion of program requirements.
- **Curriculum validity:** Amount of time in which a particular curriculum or program remains valid and current, where a student can complete a program without applying for readmission.
- **Destination Cohort:** The cohort to which the student seeks to move.
- **Exceptional Circumstances:** Unforeseen situations that have a significant impact on a student's ability to complete their studies.
- **Funding:** Financial support mechanism used to cover college fees through various external sources. This can include student loans, grants or scholarships, and other types of financial aid, such as band funding or sponsorships from organizations. Each funding source may have specific eligibility criteria and guidelines for the issuance, use and repayment of the funds.
- **Graduation Requirements:** The academic and non-academic requirements needed to graduate from a program. Previously known as “diploma requirements.”
- **Graduation:** Awarding of a credential or parchment.
- **Internal Transfer Student:** A student who withdraws from a program officially and enrolls in another cohort to continue their program.
- **Internal Transfer:** The process by which a student switches from one cohort to another within the College.

- **Original Cohort:** The first cohort a student joins in a program at MaKami College. The student is expected to pay College fees within 30 days of the start date of their original cohort.
- **Passing grade:** Minimum grade required to successfully complete a course. The passing grade at MaKami College is 65% unless otherwise stated in a program's requirements.
- **Regulated programs:** Educational programs whose requirements, curriculum, and/or other standards are defined by an external authority (the regulator). The College must adhere to these regulations to offer and maintain the program.
- **Starting Cohort:** The student's cohort from which they intend to move. The starting and original cohorts may, but are not required to, be the same.
- **Student Advisor:** A member of the SAS team that has been assigned to guide and support students in their path at the College.

## Scope

This policy applies to all students enrolled in programs at MaKami College across all departments.

## Policy Details

### 1. Graduation

#### 1.1. Completion of program requirements

- 1.1.1. Students must satisfactorily complete all academic requirements outlined in their respective program, including prescribed coursework, assessments, learning activities, work integrated learning sections, capstone projects, or any other specified components.
- 1.1.2. Students are expected to fulfill any non-academic requirements such as community outreach hours, other certifications, such as first aid, WHMIS, amongst other, experiential learning opportunities, and proficiency exams as mandated by their program, the College or by an external authority, such as a program regulator.
- 1.1.3. It is the responsibility of the College to outline the academic and non-academic requirements for each program, ensuring clarity and transparency for students. The College will provide adequate support to help students understand and fulfill them effectively.
- 1.1.4. In exceptional circumstances, the College may authorize the change or waive of a requirement at the discretion of the Registrar Manager.
- 1.1.5. Students can use courses or credits that have been previously completed at the College in one program towards a different program based on the guidelines put together by the College. Timelines for curriculum validity apply for each program.
- 1.1.6. Students may request a break or leave of absence due to exceptional circumstances to maximum of 30 (thirty) days, or the length permitted by their program, whichever is shortest.
- 1.1.7. Students are expected to complete all program requirements for graduation within the timeframe of their program end date.
  - 1.1.7.1. Special permission for extensions as a continuing student can be granted in writing up to a maximum of 45 (forty five) days from their official program end date, or the length permitted by their program, whichever is shortest.

1.1.7.2. Students completing requirements outside of this timeframe may be subjected to changes in tuition discounts, removal of other benefits, or may be required to internally transfer to another cohort.

#### 1.2. Issuance of credentials

1.2.1. Upon successful completion of all program requirements, academic and non-academic, including full payment of fees, students are eligible to receive their official parchments, such as diplomas, certificates, transcripts, or certificates of completion, indicating the conferred credential or program completion.

1.2.2. Credentials are issued by the Academic Records Department within 10 (ten) business days of the student's program completion.

#### 1.3. Graduation Ceremony

1.3.1. The College will hold at least one graduation ceremony for students every year.

1.3.2. The College determines and communicates the dates, eligibility and attendance details for each ceremony in advance to students, staff, and the College community.

1.3.3. Students are not required to fulfill all program requirements in order to participate in a graduation ceremony.

### 2. Curriculum Validity

2.1. The College respects and aligns the curriculum with the specific requirements of each academic program, and incorporates the latest and most relevant knowledge, skills, and practices required by the current state of the respective industry. These requirements may vary based on industry standards and evolving educational needs.

2.2. The length of time a curriculum is valid is determined as follows:

2.2.1. Health and Technology programs: valid for 3 years from the program end date of the student's original cohort, unless otherwise stated in the program details.

2.2.2. Other industries/disciplines: valid for 5 years from the program end date of the student's original cohort, unless otherwise stated in the program details.

2.2.3. Regulated programs may have different validity timelines based on curriculum updates or other guidelines. These will supersede the timelines in 2.2.1 and 2.2.2.

2.2.4. The College reserves the right to update the curriculum at any time. In such cases, the validity of the curriculum may reset to the release date of the new curriculum.

2.3. Students will only be able to internally transfer into a cohort and/or receive credit for previous course work completed at the College within the timelines outlined in 2.2. After this period, students will need to reapply for admission and restart the program from the beginning.

2.4. Students are expected to adhere to the designated time frame for completion as outlined in the program's requirements, unless granted an extension or exemption under exceptional circumstances as determined by the individuals identified in 3.1.4.

### 3. Internal Transfers

#### 3.1.1. Eligibility

3.1.1.1. The student must have been enrolled in a program at the College, either currently or in the past.

3.1.1.2. The students must meet the minimum admission requirements for the destination cohort as specified by the College or the programs.

- 3.1.1.3. The decision on internal transfers will be based on factors such as program type, academic performance, availability of seats, and any additional requirements set by the destination cohort.
    - 3.1.1.4. In order to move to another cohort, students must withdraw from their original cohort and re-enroll in the destination cohort to continue their studies.
      - 3.1.1.4.1. Re-enrollment decisions will be made collaboratively by the SALT team and Academic Records in consultation with the student.
      - 3.1.1.4.2. Students may move to a destination cohort that commenced within five (5) months of their original cohort's start date without incurring additional tuition fees for their current year of studies.
      - 3.1.1.4.3. Internal transfers to destination cohorts commencing more than five (5) months after the original cohort's start date will require full tuition payment for the current year of studies.
      - 3.1.1.4.4. Students can move within a cohort group without withdrawing from their original cohort.
  - 3.1.2. Funding and Financial Assistance considerations
    - 3.1.2.1. Students that choose to internally transfer at the College must abide by the terms of their funding source or financial assistance, which may differ from the terms of the College.
    - 3.1.2.2. It is the student's responsibility to understand and follow the terms of their funding source or financial assistance. The College will provide information to the best of their knowledge.
    - 3.1.2.3. It is the student's responsibility to notify their funding source of any updates to their end date to avoid penalties on loan repayments.
  - 3.1.3. Documentation
    - 3.1.3.1. Internal transfer students will withdraw from the original cohort and officially enroll in the destination cohort by signing a new enrolment contract.
      - 3.1.3.1.1. This may require the cancellation of the original funding source and the establishment of new funding with the destination cohort in accordance with the Withdrawal and Fee Payment and Refunds policies and associated documents, and the terms outlined in 3.
  - 3.1.4. Approval
    - 3.1.4.1. The SAS Director, SALT Director, SAS Manager and Registrar Manager have the authority to approve internal transfers.
4. Withdrawal
- 4.1. For withdrawals, the Withdrawal Policy and associated documents outlined by the College shall apply.
5. Exceptional Circumstances
- 5.1. In rare and extraordinary circumstances, students may encounter situations that significantly impede their ability to adhere to the standard graduation path outlined by the institution. The institution acknowledges that unexpected events or personal challenges may arise, and thus, grants flexibility within the Graduation Path policy to accommodate such situations.

5.1.1. Examples of exceptional circumstances include pregnancy, severe illness, injury, family emergencies, military service obligations, natural disasters, court appearances, or other unforeseen events beyond the student's control.

5.2. In such cases, students may request consideration for alternative arrangements or accommodations to facilitate their progression toward graduation.

5.2.1. Requests will be evaluated on a case-by-case basis, and decisions will be made with careful consideration of the student's individual circumstances, academic progress, and the integrity of the institution's educational standards.

5.2.2. The College reserves the right to require documentation or evidence supporting the exceptional circumstances and may impose reasonable conditions or requirements for granting exceptions to the standard graduation path.

5.3. Approvals

5.3.1. The SAS Director and SALT Director have the authority to approve alternative graduation pathways for students.

6. Appeals

6.1. In the event of disagreement or dissatisfaction with the outcome of a decision related to this policy, individuals may utilize the Appeals and Dispute Resolution Procedure for further review and resolution.

### Relevant Documents or Legislation

- Withdrawal Policy and associated documents
- Fee Payment and Refunds Policy and associated documents
- Student Roles and Responsibilities Policy and associated documents
- Appeals and Dispute Resolution Procedure

### Revision History Details

- December 2024: Revised internal moves and timelines to complete programs.