



Policy Number	9
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Approved By	President, VP of Operations
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Graduation Policy

Purpose

The purpose of this policy is to provide students with information related to successful completion of ACATCM program requirements and earning a credential as evidenced by the granting of a diploma upon graduation from the program.

Scope

This policy applies to all students enrolled at ACATCM in diploma and degree granting programs who intend to complete and graduate from their program at the College.

Policy Statements

1. Eligibility to graduate from ACATCM programs require that students must complete all program requirements within six years but not less than three years;
2. In addition to classroom program requirements, the programs at ACATCM also require a clinical residency as a requirement for graduation. Students are required to complete all first and second year program requirements as a prerequisite to the clinical residency;
3. Students must abide and conform to all policies regarding program attendance to fulfill program requirements to be eligible for graduation;
4. Students must complete all required courses in the time allowed;
5. Prior to graduation, the student shall return all borrowed materials to the College library and not have any outstanding financial obligations to the College;
6. Students must receive approval from the Registrar for the granting of a diploma.
 - a. Final grade submissions of a students' final academic year, Academic Affairs will ensure the student is in "good standing" to graduate according to the *Academic Standing and Academic Honors Policy*;
 - b. Students are expected to have submitted and completed all required final assignments and examinations from all courses, including their final residency practicum hours, for the office of the registrar to assess for graduation purposes;

- c. Should all documents be in order, including successful fulfillment of the above policy statements, the student will be notified by Academic Affairs via email that their diploma is available for pick-up or is available to be mailed.
7. Students requiring proof of successful completion of the program can obtain an unofficial/official transcript, for a fee, from the Academic Affairs Office.

Residency Requirements

To be eligible for graduation with a ACATCM certificate or diploma, each student must present a certain number of credits earned at ACATCM. These are referred to as residency credits. Courses taken under the other institutions or exchange programs do not count as residency credits.

Students are normally expected to complete at least minimum credits required through courses offered at ACATCM as follows:

1. 50% of credit course material;
2. 80% of clinical course credit material.

Related Policies

- Academic Standing and Academic Honors Policy