



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Progressive Milestone
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POLICY STATEMENT:

Goodwin College considers itself a Milestone College. The College's Milestone Policy allows students to be awarded academic credentials and participate in commencement as they earn them. More specifically, students enrolled in a Bachelor's Degree program who have met the requirements for a collegiate certificate or an Associate's Degree will be awarded that credential. Students enrolled in Associate's Degree programs who have met the requirements for a certificate will be awarded that credential.

First-time students begin their college career by enrolling in an Associate's Degree program. They become eligible for a credential (e.g., collegiate certificate) after required coursework is completed. They may move into a Baccalaureate Degree program appropriate to their educational goals after they have successfully completed a full semester of collegiate coursework.

Transfer students who have successfully completed 6 or more collegiate credits with a C or better should consult their Academic Advisor and select the appropriate Associate's or Bachelor's Degree program.

Students who withdraw from the college will be awarded any credential for which they are eligible.

*Excerpt from the college catalog section on **Graduation and Degree Conferral** (no change required):*

"Goodwin College's Milestone Policy allows students to receive credentials and participate in commencement as those credentials are earned. Students who are enrolled in a Bachelor's Degree program who have met the requirements for a collegiate certificate or an Associate's Degree will be awarded that credential. Students enrolled in Associate's Degree programs who have met the requirements for a certificate will be awarded that credential."

PROCEDURE DETAILS:

This procedure explains how to implement the College's Progressive Milestone Policy. At Goodwin College, Milestone Certificates are built into Associate's Degrees, which lead to Bachelor's Degrees. First-time students begin their college career in an Associate's Degree program, and may earn a collegiate certificate as required coursework is completed. Transfer students, in consultation with their advisor, enroll in an appropriate-level degree program. Transfer students may also earn credentials as required coursework is completed. Recognizing the importance of affirming academic achievements as they are earned, all students are encouraged to apply for credentials as they are earned as opposed to waiting for the award of a single, undergraduate degree.

The following guidance is provided for staff who enroll and advise students:

First-time students begin their college career by enrolling in an Associate's Degree program. They become eligible for a credential (e.g., certificate) after required coursework is completed. They may move into a

Bachelor's Degree program appropriate to their educational goals after they have successfully completed a full semester of collegiate coursework.

Transfer students should consult their Academic Advisor and select the appropriate Associate's or Bachelor's Degree program. These students also become eligible for a credential (e.g., certificate) after required coursework is completed.

Directors, Department Chairs, and Academic Advisors should encourage students to apply for the award of credentials that are built into the College's degree programs. Students should apply for credentials when the required coursework is complete. The Registrar will verify that the program requirements are met and will document the Activities in SonisWeb. The Registrar will also update students' Educational records and graduate students from their programs (please refer to the Registrar's Standard Operating Procedure for Award of Credential).

Students who withdraw from the college will be awarded any credential for which they are eligible.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

First-time students (undergraduate): A student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

Matriculated: Enrolled in a program that leads to a collegiate credential.

Successfully complete a full semester: Students complete a 15-week semester of collegiate coursework in which they maintain Satisfactory Academic Progress (SAP) including Grade Point Average (GPA) and pace.

Transfer student: A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). This includes new students enrolled in the fall term who transferred into the institution the prior summer term. The student may transfer with or without credit.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academic Affairs/Registrar
Enrollment/Academic Advising
Financial Aid
Institutional Effectiveness

HISTORY:

(2009) Formally ACAD 2114 Awarding of Milestone Credentials. Students were enrolled in the highest degree available in their fields of interest, and became eligible for the award of a milestone (lesser) credential along the way.

This policy supported the development of our baccalaureate culture. Also referred to as ACA 5002, ACAD 2100, ACAD 2113, and ACAD 2114.

The Milestone Policy and Procedures were first approved in 2009. In 2015, the versions were combined and revised to better reflect our practice of supporting student success.

(10/28/15) Revised typographical errors.

Reviewed February 2016

Reviewed, Revised, and Reformatted February 2017

EFFECTIVE DATE:	Fall 2015 Class Start
RESPONSIBLE OFFICE (ONLY ONE):	Registrar's Office
REVIEW DATE:	Annually (Jan-March).

APPENDIX: