

**Requirements for Completing Each Year
of the
Diploma/Certificate Program
of the Centre for Christian Studies**

In order to complete a Theme/Integrating/Reflection Year, and move into the next appropriate year (or complete the program), the following needs to happen...

Theme Year

- All assignments need to be satisfactorily completed for the Theme Year.
- Learning Circle Review of Learnings/Assessments for the following need to be in student file, appropriately signed:
 - Fall Learning Circle
 - Winter Learning Circle
 - Spring Learning Circle
- Field
 - Mid Term Review
 - Year-end Review Final Assessment
- All library books must be returned to the Library.
- All fees must be paid in full.

The above documentation and the student's work in the program will be reviewed in June by Program Staff. Decisions regarding completion of the year's work will be made at that time. When a student has been given *Completed Status* by the Program Staff the Registrar will send a letter confirming completion of the year, with a copy placed in each student's file. Students who do not receive *Completed Status* for their work will be contacted by the Program Staff regarding this decision and a letter of confirmation will be sent.

Leadership Development Module

- All assignments need to be satisfactory for the LDM.
- Review of Learnings/Assessments for the LDM need to be in student file, appropriately signed.
- All library books must be returned to the Library.
- All fees must be paid in full.

The above documentation and the student's work in the program will be reviewed following the LDM by Program Staff. Decisions regarding completion of the Module's work will be made at that time. When a student has been given *Completed Status* by the Program Staff the Registrar will send a letter confirming completion of the LDM, with a copy placed in each student's file. Students who do not receive *Completed Status* for their work will be contacted by the Program Staff regarding this decision and a letter of confirmation will be sent.

Reflection Year

- All assignments need to be satisfactory for the year.
- All library books must be returned to the Library.
- All fees must be paid in full.

The above documentation and the student's work in the program will be reviewed in June by Program Staff. Decisions regarding completion of the year's work will be made at that time. When a student has been given *Completed Status* by the Program Staff the Registrar will send a letter confirming completion of the year, with a copy placed in each student's file. Students who do not receive *Completed Status* for their work will be contacted by the Program Staff regarding this decision and a letter of confirmation will be sent.

Integrating Year

- All assignments need to be satisfactorily completed for the Integrating Year.
- Learning Circle Review of Learnings/Assessments for the following need to be in student file, appropriately signed:
 - Fall Learning Circle
 - Spring Learning Circle
- All library books must be returned to the Library.
- All fees must be paid in full.

The above documentation and the student's work in the program will be reviewed in March by Program Staff. Decisions regarding completion of the program will be made at that time. When a student has been given *Completed Status* by the Program Staff the Registrar will seek approval from the Council and diplomas will be prepared. A copy of the diploma will be placed in each student's file. Students who do not receive *Completed Status* for their work will be contacted by the Program Staff regarding this decision and a letter of confirmation will be sent.