



POLICY AND PROCEDURE

TITLE:	Progressive Milestone
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POLICY STATEMENT:

Goodwin University considers itself a Milestone University. The University'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 degree will be awarded that credential. Students enrolled in Associate degree programs who have met the requirements for a certificate will be awarded that credential.

First-time students begin their University career by enrolling in an Associate 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 or bachelor's degree program.

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

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

"Goodwin University'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 degree will be awarded that credential. Students enrolled in associate degree programs who have met the requirements for a collegiate certificate will be awarded that credential."

PROCEDURE DETAILS:

This procedure explains how to implement the University's Progressive Milestone Policy. At Goodwin University, Milestone Certificates are built into associate degrees, which lead to bachelor's degrees. First-time students begin their University career in an associate 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 University 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 or bachelor's degree program. These students also become eligible for a credential (e.g., certificate) after required coursework is completed.

Directors, Deans, and Academic Advisors should encourage students to apply for the award of credentials that are built into the University'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 Colleague. 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 University will be awarded any credential for which they are eligible.

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

☒ UNIVERSITY 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 University for the first time in the prior summer term, and students who entered with advanced standing (University 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
Provost and Dean of Faculty

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.

Revised typographical errors October 2015

Reviewed February 2016

Reviewed, Revised, and Reformatted February 2017

Reviewed December 2019

Updated with Logo and University January 2020

Revised July 2025

EFFECTIVE DATE:	Fall 2015 Class Start
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost and Dean of Faculty
REVIEW DATE:	Annually