

Policy and Procedure for Early Graduation Requests

Policy:

Students may request an early graduation date that allows the completion of the DC degree program prior to the end of the published academic calendar. A request will be considered only in situations where having to wait for the formally scheduled graduation date would:

1. preclude a specific, bona-fide employment / practice opportunity; or,
2. cause a significant delay of several months in licensure eligibility (especially in situations where there are no options for participation in a postgraduate preceptorship).

Changing graduation dates is a complex process that has a significant ripple effect throughout the University; only requests of exceptional merit will be granted. ***Under no circumstances will requests be granted that would shorten the term to less than ten full weeks in duration.***

Procedure:

1. Requests for early program completion must be made in writing to the Associate Dean of NWCC Clinical Education ***no later than three (3) weeks after the academic start date of the 10th term.*** In this letter, the student must detail the rationale for the early graduation request, including relevant dates and deadlines.
2. In the case where a job offer is contingent upon the earlier graduation date, the doctor offering the position must submit a letter verifying the validity of the job offer.
3. In situations where the early graduation is required to facilitate the opening of a new practice, the student must submit some form of documentation verifying the timing of the planned opening of the practice (e.g. a copy of the business plan, lease arrangement, etc.).
4. The Associate Dean of NWCC Clinical Education will circulate the request to the appropriate parties, and written notification of the decision will be provided within ten days of the request.

If the request is approved, the student is responsible for ensuring that:

1. all requirements for the T-10 Preceptorship can, and will be completed by the requested date, including the attainment of a minimum of 300 documented clinical hours (see T-10 Preceptorship requirements);
2. the request for the shortened preceptorship has the approval of the supervising preceptor;
3. arrangements will be made with all departments of the University to be cleared for graduation prior to the revised graduation date. A final transcript and diploma will not be released until all of these requirements are satisfactorily completed.

A student granted an early graduation date must be aware that his/her Preceptorship is done on that date, and they may no longer deliver clinical care until licensed (or formally enrolled in a postgraduate preceptorship program). Early graduates are welcome and encouraged to go through the formal graduation ceremony with the rest of the class.

If you have questions about this policy, contact the Associate Dean of NWCC of Clinical Education.