



## ***The Uniquely Abled Academy® Replication Guide***

### ***Element 3: Recruiting, Assessing and Selecting Students, Marketing & Communications***

#### ***Element 3.6 - Program Completion***

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### **Requirements for Graduation**

Determine and document the requirements to receive a certificate, including the weight of the analysis of the job readiness skills instructors, e.g., if they pass all CNC courses but the job readiness instructors did not feel they were ready.

### **Deciding Whether A Student In The Cohort Passes**

The UAA program is comprehensive in what it offers. While preparing students in the cohort for employment by offering them soft skills training that is all encompassing, and training in blueprint reading and operating a CNC machine, it is critical to consider each component as part of the whole. This means that if a student is meeting expectations and competency levels established by the CNC class but not showing the same competency or progress in the Job Readiness Curriculum class, then the student is not to be considered ready for employment. The only exception to this conclusion would be if a community agency is to provide the student a job coach for their internship.

Students who successfully complete all UAA classes receive a Certificate of Completion, followed by internship or direct placement.

### **Students not Qualifying for the Certificate**

Develop what is to be done with students who don't qualify for the certificate, especially in terms of additional training, job placement, etc.

Items to consider:

- What is done if someone is anticipated not to earn the certificate (when and who tells them)?
- Is there something they can do to get back on track and earn the certificate)?
- What if someone does not earn the certificate (when and who tells them?).
- Do they attend graduation?
- What support is provided so they can earn a certificate (although maybe not with their class)?



If a student is deemed not ready by the faculty, then the student could be offered two options:

- 1) To repeat the class(es) that they did not pass during the next cohort, or
- 2) To be redirected to another vocational pathway with the help of their case manager, special services counselor, or a community-based agency.

### **Termination Criteria**

The conditions for termination of a student from the program must be based on the welfare of the individual or the welfare of other program students. The program should give thirty days' notice of involuntary termination unless there is an immediate danger to the health and safety of the student or others.

A need for considering a termination of this type may arise from the following situations:

- Excessive physical or verbal abuse or aggressive behavior.
- Excessive absenteeism.
  - Students must maintain attendance as required by the program. A team meeting will be held with the student, program, and funding agency to determine reasons for excessive absenteeism and the services that may be required to resolve the problem.

Every effort should be made to work out a plan of action that avoids termination if reasonably possible with full cooperation of the student, staff, the student's family/care provider, and representative(s).