



## **Academy Graduation Requirements**

RIVCO HR Learning & Organizational Development has established the following graduation requirements for all Management Learning Journey (MLJ), Supervisor Learning Journey (SLJ), and Professional Assistants Academy (PAA) participants:

All participants who enroll for one or more Academies are expected to attend all required courses during their initial enrollment. *Availability of makeup classes is not guaranteed.*

### **How to Qualify for Graduation**

Following the last day of the Academy, COR Learning staff will audit the attendance rosters to verify graduation requirements have been met. If you were absent for any class sessions, you will be ineligible for graduation until you have made up the missed dates.

If makeups are available before the expiration date of your All Access Pass, you will be offered priority enrollment. Once you have completed all the required courses, you will be eligible to participate in the next scheduled graduation event.

COR Learning staff will notify eligible participants via email roughly 60 days in advance of the next graduation event. Please advise us if you prefer to receive a certificate of completion without attending the ceremony. Email [RivCoTalent@rivco.org](mailto:RivCoTalent@rivco.org) with the spelling of your name as you would like it to appear on your certificate and your mail stop number. Your certificate will be mailed after the next graduation event. You may print certificates for individual courses from your training transcript within [COR Learning Center](#).