



 Policies

# Graduation and Placement Tracking Policy

Standards for Monitoring Student Outcomes and Employment Success

Prepared by  Brian L. Lewis-Hardy, SVP, Compliance & Accreditation

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 Version 25.1

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<b>PURPOSE</b>	The purpose of this policy is to establish procedures for systematically tracking student graduation rates and post-graduation placement outcomes to assess program effectiveness and ensure compliance with accrediting and regulatory requirements.
<b>RESPONSIBLE AUTHORITY</b>	The SVP, Compliance & Accreditation is responsible for the oversight and accuracy of graduation and placement data collection, analysis, and reporting.
<b>IMPLEMENTATION</b>	Implementation of this policy is carried out by designated staff in coordination with academic departments, career services, and alumni relations to collect and verify outcome data.
<b>APPLICABILITY</b>	This policy applies to all programs and students at Intellectual Point and includes all activities related to graduation documentation and job placement tracking.
<b>EFFECTIVE DATE</b>	<b>August 1, 2025</b>

## POLICY

### 1. 2025 Benchmarks

Intellectual Point's institutional benchmarks comply with all the regulatory agencies that presently guide our institution's regulations and operations.

Program Length in Months	Graduation Benchmark	Placement Benchmark
1-3	84%	70%
4-6	73%	70%
7-9	70%	70%
10-12	70%	70%

### 2. Graduation Tracking

Our institution tracks the current status of the completion rate for each program quarterly, as well as the overall graduation rate for the institution.

### 3. Placement Tracking

Our institution tracks the current status of the placement rate for each program quarterly, as well as the overall placement rate for the institution.

## 4. Reporting Graduation and Placement Status

The Program Outcomes Report is completed quarterly by the Compliance Department with information from graduates and placement information provided by the Placement Department. An updated status report on graduation and placement is presented quarterly at the Institutional Assessment and Improvement meetings, annually at the Annual Staff and Operations meeting and annually at the Institutional Program Advisory Committee meeting.

## 5. Process of Corrective Action

Our institution maintains an on-going process of corrective action and improvement to assure the graduation rate and placement rates are maintained up to compliance with all regulatory agencies.

In the case the graduation or placement rates happen to fall under the established benchmarks, the situation is discussed at the institutional assessment and planning meetings to analyze and propose a corrective course of action. All corrective action as well as the follow-ups are included in the meeting minutes and distributed as appropriate.

## 6. Reporting to Regulatory Agencies

Our institution complies annually with the Institute's regulatory agencies (SCHEV, ACCSC) by the submission of enrollments, graduation, placement, and withdrawal information for each of the programs offered.

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## EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the Senior Vice President for Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the Senior Vice President of Software Engineering via email, who will follow up accordingly.

## BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Operations and Management." Revisions to the funding need approval by the Chief Financial Officer.

## REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

## POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at <https://compliance.intellectualpoint.com>.