



Partial Completion Policy

1. Purpose of the Policy

This Policy defines the procedures and conditions applied when a student completes only part of a GMA Coaching Education program. The purpose is to ensure transparency, clarity, and alignment with ICF Coaching Education Standards.

2. Definition of Partial Completion

A student is considered to have partially completed the program when they:

- attend only part of the required instructional hours;
- do not complete the required amount of practice or peer coaching;
- do not finish written or practical assignments;
- do not complete required mentoring or supervision (if part of the program);
- do not pass the final assessment;
- withdraw before program completion;
- finish one or more modules but not the entire program.

In all these cases, the student does not receive a Certificate of Completion for the program.

3. What GMA Provides in Cases of Partial Completion

GMA may issue the following documents upon request:

3.1. Letter of Participation

A formal letter confirming the student's participation, listing:

- the number and type of completed hours,
- participation dates,
- types of attended activities (training, practice, supervision, etc.).

3.2. Transcript of Completed Hours

A detailed record that can be used when a student intends to continue training in another cohort or at a later date.

3.3. Statement of Partial Completion

A document outlining:

- what requirements have been completed,

- what requirements remain outstanding,
- recommendations for program continuation.

4. What GMA Cannot Provide

GMA cannot issue:

- a Certificate of Completion for the program,
- any document confirming the completion of an ICF-accredited program,
- ICF-qualifying training hours (Level 1/Level 2 hours),
- CCE hours or a CCE certificate, unless the specific module itself is separately accredited as a CCE program.

ICF only recognizes training hours when the program is completed in full.

5. Options for Completing the Program in the Future

Students who partially complete the program may:

5.1. Join a future cohort

Subject to availability.

5.2. Complete missing hours through make-up options, including:

- individual instruction,
- additional practice sessions,
- extra supervision or mentoring (if required by the program),
- additional written or practical assignments.

5.3. Repeat a part of the program

Required if more than 30–40% of core activities were missed.

5.4. Defer participation

As described in the Transfer & Withdrawal Policy.

6. Timeframes and Conditions for Program Completion

- Students may complete missing requirements within 12 months of their cohort's end date, unless otherwise approved.
- Completion options depend on seat availability and program schedule.
- Additional fees may apply for make-up hours, repeating modules, or program reinstatement.

7. Student Responsibilities

The student agrees to:

- notify GMA promptly if they cannot complete the program;
- request partial completion documents if needed;
- coordinate a completion plan if they intend to finish the program later.

8. GMA Responsibilities

GMA commits to:

- keeping accurate records of each student's completed hours,
- issuing official documentation upon request,
- ensuring clarity around program requirements,
- offering available options to complete the program when possible.

9. Final Provisions

- This Policy applies to all GMA Coaching Education programs.
- The Policy is reviewed and updated in accordance with ICF requirements.
- The Policy is applicable to all delivery formats (online, hybrid, in-person).

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