

HYT-TTP Student Promotion and Graduation Guide

Version 1 – 10/28/10, Version 2 – 11/10/10

Student Promotion and Graduation

As the student nears the completion of the required accomplishments for their level, the mentor and student should review the Checklist for Promotion and Graduation. This will assist the Mentor and Student to determine the appropriate next steps. The following are several examples:

- 200-Hour or Level 1 600-Hour Student desiring more assistance with teaching practice or Yoga Anatomy instruction. **Next Step:** Register for Prana Vidya I for Yoga Teachers.
- 200-Hour or 600-Hour Student desiring initiation. **Next Step:** contact TTP administrator at info@hyt-ttp.com for assistance with arranging initiation. All HYT-TTP students should be initiated prior to graduation. It is recommended that this done during the first year of the program.
- 200-Hour or 600-Hour (Level 1, 2, or 3) Student desiring to repeat the Annual Retreat for a level that one has already attended. **Next Step:** contact TTP administrator at sales@hyt-ttp.com to receive a discounted rate for repeating an annual retreat.
- 600-Hour Level 1 or 2 Student prepared for promotion. **Next Step:** Mentor updates online checklist and completes promotion recommendation (see next paragraph for details). Student registers for next level annual retreat. When the promotion request is approved and the student has paid the tuition their record will have access to the Home Study materials required for the next level.
- 200-Hour or 600-Hour Level 3 Student prepared for graduation. **Next Step:** Mentor updates online checklist, prints out test and administers closed book written exam – student must receive an 80% or better, grades essay exam, and completes graduation recommendation. When the graduation request is approved and blessed by the Acharya the student will receive a certificate of completion. To register with Yoga Alliance, send a copy of this certificate with your application. Please choose style: Himalayan/Swami Rama. See www.yogaalliance.org for more information.

Checklist for Promotion and Graduation

The following checklist can be found on the Mentor Page by selecting “My Students” and clicking the symbols next to student’s name. The final step is requesting the promotion or graduation.

Fees Paid (\$) – Please send an email to sales@hyt-ttp.com with an explanation if there is a balance due.

Homework Assignments (A) – There should be a “yes” next to each assignment. If not, please discuss the missing assignments with the student.

Mentor Contact Hours (H) – This should have a record for each meeting between the mentor and the student and should account for the required contact hours for that level.

Practice Teaching Feedback (F) – This should include a record for each practice teaching session with the highlights discussed with the student during the feedback session. Ensure there is enough detail to reflect the strengths and weaknesses and recommendation reviewed with the student. Ensure that the number and type of classes required for this level have been completed.

Retreat Credit Hours (R) – This should have the minimum number of hours required for this level (in most cases this is 140 hours).

Request Promotion/Graduation (G) – This provides access to the written exam and will create a formal request for the student’s promotion or graduation. After clicking the “G”, click on the button “Add Promotion/Graduation”. Please fill this out completely before clicking the “submit” button. If any of the checklist items are not complete, in the recommendation section, please provide an explanation and include when they will be completed. Note you will have the ability to edit the record after creating it. Click the “email” button, when you are ready for your request to be forwarded to the approvers. Please use the “upload” button to upload a digital copy of the graded exam and mail the original exam to the TTP North America office. Note that the written exam and the essay exam are only necessary for 200-Hour and 600-Hour graduation requests. The 600-Hour students are welcome to take the 200-Hour Exams and request 200-Hour certification. There is a fee for this additional certification. The 200-Hour graduates are welcome to continue their studies as 600 Hour Level 2 students. They will be subject to the applicable tuition fees.

Approval Process for Promotion and Certification for Graduation

The faculty representative will review the promotion request and all the student records. If required for approval, the faculty will initiate additional correspondence directly with the student and mentor. When the faculty is satisfied, they will update the promotion status/date and notify the TTP office representative to complete the administration of the promotion process. When this is complete the student and mentor will be notified and their online records will reflect the promotion.

For graduation requests, the faculty representative will read the student’s final essay exam and may suggest additional effort by the student. When the faculty member is satisfied, they will personally request the blessing of the Acharya for the new Teacher in the Himalayan Yoga Tradition. Based on the student’s location and timing, the TTP office representative will ensure that a certificate of completion be either presented to the new Teacher or mailed to them. In addition, a copy of the certificate will be maintained at the HYT-TTP office, the AHYMSIN office and the Kanpur office.