

COLLEGE POLICY

Policy No. & Title:	A-195 Credentials
Policy Sponsor:	Vice-President, Academic
Reference Cmtee:	Policy & Procedure Committee
Effective:	2021-08-01
Next Review:	2024-07-31
Supersedes:	Diplomas, Reissuing Transcripts/Diplomas

Purpose

This policy describes the content of a Credential as an official College document, and how and when students may access or be provided a credential.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

Credential: The document conferred upon students who successfully complete a program of study whereby the student has demonstrated proficiency in the learning outcomes (including any certifications) of said program of study. As an official credential, it bears the Seal of the College, and is signed by a Campus Director.

POLICY

- 1) Official Credentials of the College will contain the following, without exception:
 - a) The name of the College as it appears on the registration for the College.
 - b) The name of the student.
 - c) The name of the vocational program.
 - d) Any distinctions and honours given to the student by the College.
 - e) The date the credential was issued.
 - f) Certification by an official of the College as a true and accurate Credential.
 - g) The College's official seal.

Note: Any Credential not printed on Credential parchment or not containing all the elements above is not an official College Credential.
- 2) All students who are academically complete and paid in full are entitled to an official Credential.
- 3) Students who owe money are not entitled to a Credential until their account is paid in full.
- 4) Students are entitled to one (1) official printed credential. Students who require additional official Credentials for any other reason will pay \$25 CAN per Credential or \$25 CAN for a Credential and transcript together.
- 5) Students with a final grade between 80-89% will receive a Credential with Honours and students with a final grade between 90%-100% will receive a Credential with Distinction.

- 6) The date on the Credential is the student's academic completion date.
- 7) Students will receive an official Credential within 30 days of successfully completing their program and fulfilling the terms of their contract.
- 8) A copy of all official Credentials issued to a student will be maintained in the student file.
- 9) Students, former or current, will have access to their Credential and transcript for at least twenty-five (25) years from after the student ends their studies with the College.

Related Policies

A-190 Transcripts

Supporting Documents/Forms

Private Career Colleges Act, ON, 2005

Private Occupational Training Act, NB, 1973

Private Career College Act, NS, 1998

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