Policy Name:	GRANTING OF CREDENTIALS
Approved By:	Board of Governors
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Policy Holder:	Education Council
Operational Lead:	Registrar and Director of Institutional Research
Policy Number:	EDU-019

GRANTING OF CREDENTIALS POLICY

1.00   PURPOSE

     1.1   Coast Mountain College (CMTN) confers credentials on students who have completed a defined program of required and/or elective courses. This policy and related procedures identify the types of credentials issued by the College, outline responsibilities for issuing credentials, and state that the credential awarded reflects the educational rigor of the program.

2.00   DEFINITIONS

     2.1   For a list of all definitions related to Educational Policies see: Education Council Policy and Procedures Definitions.

3.00   CREDENTIALS

     3.1   This policy and related procedures apply to the issuance of all credentials by the College, including credit and non-credit programs and courses.

     3.2   The College is bound by the *College and Institute Act* for the development, approval, and awarding of credentials.

     3.3   To maximize student mobility and success, credentials are also guided by:

         a)   provincial ministry guidelines

         b)   professional and industrial association requirements

         c)   accreditation bodies

         d)   post-secondary institutions with which the College's courses and programs articulate.

     3.4   All credentials for credit-based programs are approved through Education Council, and documented and issued through the Registrar's Office.

     3.5   The Registrar's Office will maintain the master list of credentials offered by the College, including the requirements for successfully completing a credential.

     3.6   All credentials for non-credit programs and courses are documented and issued through individual departments.

4.00   CREDIT REQUIREMENTS AND RECORDS

4.1   The College identifies the minimum credit requirements for a student to be eligible for each type of credential:

a)   Associate Degree: 60 credits; follows the BCCAT provincial standards

b)   Diploma: 48 - 90 credits; the equivalent of two to three years full-time study

c)   Diploma of Trades: the combination of multiple related trades certificates over two years or the completion of a red seal apprentice program

d)   Certificate: 15 - 40 credits; the equivalent of one-year full-time study

e)   Certificate of Trades: the combination of multiple levels of trades programs often coupled with work experience and/or workplace skills

f)   Post-Degree Diploma: 45 - 60 credits; one and a half to two years full-time study; students must have a degree for entry

g)   Advanced Certificate: 15 - 40 credits; one-year full time study; students must have a certificate or diploma in a related discipline

h)   Advanced Diploma: 15 - 40 credits; one-year full time study; students must have a diploma in a related discipline

i)   BC Adult Graduation Diploma (Adult Dogwood): guided by Ministry of Education requirements

j)   Statement of Completion: given to students in non-credit courses and/or programs that include graded course work

k)   Statement of Participation: given to students in non-credit courses and/or programs that require attendance.

4.2   The Registrar will maintain a record of the official names of each credential and will post this information on the College website.

5.00   GRADES AND STANDING

5.1   The program area identifies, and Education Council approves, the minimum grades required for graduation for credit programs.

5.2   Honour's standing will be granted to students in academic programs who have a grade point average (GPA) equal to or greater than 3.67.

5.3   Honour's standing will be granted to students in vocational programs who have an average final grade of 90% or greater.

6.00   DURATION OF STUDY

6.1   The approved curriculum documentation will identify the maximum duration a student may work on a credential for a specific program. For programs that have not identified a duration, the limits will be as follows:

a)   Associate Degree – five years

b)   Certificate – three years

c)   Diploma – five years

d)   Post-Degree Diploma – five years

e) Advanced Certificate – three years

f) Advanced Diploma – three years.

6.2 In the event of extenuating circumstances, a student's maximum time to complete a program may be extended. This requires approval by the Program Coordinator/Academic Head/Department Chair and Dean. The Registrar's Office must be notified of the decision.

7.00 PROGRAM REQUIREMENTS

7.1 Education Council approves the minimum program requirements for a student to be eligible for a credential.

7.2 Graduation requirements are considered a legal contract; these requirements are set in the first term of attendance for a student.

a) Changes to graduation requirements must include teach-out plans for current students in the proposed curriculum.

7.3 For some laddered credentials students may choose to opt out of completing the advanced credential and graduate with the lower credential. This will need to be noted in the program outline.

7.4 To meet residency requirements, students must complete at least 25% of the required credits for a credential at CMTN.

a) Credits awarded through prior learning assessment (PLA) are not applied to the residency requirements.

7.5 Courses can only be counted once per credential.

7.6 Credits may be applied to multiple credentials, where appropriate.

7.7 The Registrar or Delegate has the authority, on a case-by-case basis and in consultation with the Program Coordinator/Academic Head/Department Chair and Dean to make exceptions to the graduation requirements.

a) Any exceptions to graduation requirements can only be approved by both the Dean and the Registrar.

7.8 Multiple requests for deviation from graduation requirements may trigger formal program revisions.

7.9 Programs with approved credentials that do not meet the requirements laid out in this policy will transition to the new policy requirements when the program submits changes through EDCO, engages in a program review, or at the request of Education Council.

8.00 PROGRAM FORMATS

8.1 All associate degrees and diplomas will have a standard format that includes the CMTN logo, credential conferred, student name, CMTN seal, date of completion, Registrar's signature, and President's signature.

8.2 All certificates will have a standard format that includes the CMTN logo, credential conferred, student name, CMTN seal, date of completion, Registrar's signature, and Dean's signature.

8.3 BC Adult Graduation Diploma (also known as the Adult Dogwood) is provided by the Ministry of Education and is signed by the College President.

9.00 ISSUANCE OF CREDENTIALS

9.1 The Registrar's Office will issue credentials only for programs that have completed the program approval process and have received formal CMTN approval through Education Council.

9.2 CMTN reserves the right to limit the number of duplicate credentials provided.

9.3 CMTN may issue honourary credentials to eligible recipients.

9.4 Credentials may be awarded to a student on restricted enrolment or suspension on a case-by-case basis. CMTN reserves the right to deny credentials.

9.5 Credentials can be rescinded by the Vice President Academic, Student Services, and International where recipients have been found to violate conditions of practice as determined by the regulating association.

9.6 EdCo will work with the Registrar's Office to amend the granting of credentials' procedures as operationally required.

10.00 PROCEDURES

10.1 See EDU-019P, *Granting of Credentials Procedures.*

11.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

11.1 BC *College and Institute Act*

11.2 EDU-008, Program and Course Development Policy

11.3 EDU-002, *Prior Learning Assessment Policy*

11.4 EDU-006, *Transfer Credit Policy*

11.5 EDU-009, *Admission and Registration Policy*

11.6 BC Council on Admissions and Transfer

12.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			