



PROGRAM AND COURSE CREDENTIALS

#3-22

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POLICY

North Island College may award credentials in two categories. These are:

- Category 1: Completion Credentials**
These may be awarded to students who successfully complete approved requirements in credit courses or programs.
- Category 2: Participation Credentials**
These may be awarded to students who attend non-credit courses.

PURPOSE

This policy defines how North Island College will recognize success for students who undertake College courses and programs.

GUIDELINES

These courses and programs may be offered through various partnership, shared cost and continuing education arrangements, or as part of the College's regular offerings.

1. Category 1 – Completion Credentials

1.1 Credit course credentials will include the course title, the course length in hours, the official College logo, date of completion, the official College seal, the signature of the appropriate instructional administrator (Dean, Associate Dean, Principal or Director) and the signature of the Registrar.

1.2 Program credentials will include the program title, the official College logo, the official College seal and the signatures of the Board of Governors Chair, the President and the Registrar.

1.3 Instructional Divisions will recommend program credential curriculum, completion timelines, residency requirements, second credential content and individual course credential availability for Education Council approval. Instructional Divisions will respect formal College agreements that

establish exceptions as approved by the Board of Governors, in consultation with Education Council and Instructional Divisions. The Office of the Registrar will apply these requirements to all requests for completion credentials.

1.4 A student is eligible to receive a credential when all the program requirements have been met.

1.5 To acquire a subsequent or higher level credential, a student must complete all the requirements of the credential. As well, at least 25% of the credits in the second credential must be new. A student will not normally receive a more junior credential in the same area of study at the same time as, or after, receiving a more senior credential.

1.6 To receive a credit course or program completion credential, students submit a formal request for a credential evaluation to the Office of the Registrar. The Office of the Registrar will review the student's record and, if the student meets the requirements, the College will award the appropriate credential. Credit course completion credentials may be requested by the student, by the course instructor, or the Department. Program completion credentials must be requested by the student.

2. Category 2 – Participation Credential

2.1 Participation credentials include the course title, the course length in hours, course date, the official College logo, the official College seal and the signature of the Registrar. The credential may not include any reference to student evaluation.

2.2 Instructors or their department will request participation credentials for a class by submitting a signed and dated class list to the Office of the Registrar that indicates which students should receive the credential.

Definitions:

Credit Courses are courses that have course outlines and methods of evaluation that are approved by Education Council, or have been submitted by approved Education Council processes and are on file in the Office of the Registrar. Students in these courses are evaluated and receive grades or standings. Credit courses eligible to receive a credential are normally those for which proof of training is required for regulatory agencies or are stand alone courses not usually part of other credentialed programs.

Non-Credit Courses are non-transcriptable courses that have neither been approved by Education Council, nor been developed and submitted using approved Education Council processes.

Credentials are documents acknowledging completion of a program or course of study (from BC Transfer Guide 2002-03, page 56).

Junior or Senior Level Credentials are understood within a hierarchy typically determined by program length and/or content. Two examples of the hierarchy of credentials at NIC are:

Certificate	Certificate
Diploma	Diploma
Advanced Diploma	Associate Degree
	Bachelor Degree
	Post-Degree (or post-Baccalaureate) Diploma

In some circumstances, Diplomas and Associate Degrees may be determined to be equivalent.

Residency is the number of courses or credits (or percentage of the program) that must be completed at the institution granting the credential (BC Transfer Guide 2002-03, page 57).

Second Credential Content determines what additional requirements a student must complete in order to receive another credential from the institution. The second credential is usually in a field of study related to the student's original credential.

Cross Reference:

See also Recognition and Assessment of Prior Learning Policy #4-10