



Policy	#3-22
Approved By:	Board of Governors, June 25, 2008
Revision Date:	February 2013 April 16, 2021
Approval Body:	Education Council
Effective:	April 16, 2021
Date to be Reviewed:	April 2026
Administrator Responsible:	Vice President, Education

PROGRAM AND COURSE CREDENTIALS

POLICY STATEMENT

North Island College (NIC) recognizes student achievement by awarding credentials according to established guidelines.

PURPOSE STATEMENT

The purpose of this policy is to establish guidelines and definitions to identify NIC credentials that will be awarded to students upon successful completion of programs or applicable courses.

SCOPE & LIMITATIONS

This policy applies to all credentials awarded by NIC to students who have successfully completed all requirements.

PRINCIPLES

1. NIC honours the educational accomplishments of all students enrolled in credentialed programs.
2. NIC offers quality credentials that have value as stand-alone entities as well as improve student mobility and laddering to other institutions in British Columbia and beyond.
3. NIC is committed to establishing standards that ensure the integrity and quality of all credentials awarded and that align with the requirements set by the provincial ministry responsible for post-secondary education.
4. NIC will publish all academic program credential requirements in its academic calendar.
5. The Office of the Registrar is responsible for verifying and issuing credentials.

DEFINITIONS

Academic Program Credential

A named qualification awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree, as outlined in Guideline A of this policy, and which requires approval of Education Council (EdCo) and the Board of Governors (BOG).

Delivery Type

Delivery type describes how course content will be presented by the instructor to students. Examples include in person (classroom) scheduled, interactive television scheduled, digital with scheduled meetings times or digital with unscheduled meeting times or a blended delivery that includes both scheduled and unscheduled meeting times.

Course Participation Credential

A document that acknowledges a student's participation in a course as outlined in Guideline C of this policy.

Externally Mandated Curriculum

Programs and courses that are determined by a regulatory agency external to NIC.

Program or Course Completion Credential

A document that acknowledges a student's completion of a program as outlined in Guideline B of this policy.

Residency Requirements

The number of courses or credits or percentage of the program that must be completed at an institution to graduate from that institution.

(BC Transfer Guide, <http://www.bctransferguide.ca/resources/glossary/>).

GUIDELINES

A. Academic Program Credentials

1. Each department/program area will define a consistent formula to establish standard credit value for each course or program in relation to best practices in the sector.
2. Departments, in consultation with the dean/director, may schedule the delivery type that is best suited to the program.
3. NIC's Academic Program Credentials are approved by EdCo and BOG and reflect Ministry and Degree Quality Assessment Board (DQAB) standards.
4. Academic program credential requirements will either be based on the program requirements at the time of admission or may be based on any subsequent academic year in which the student is enrolled provided it is in accordance with completion timelines established for that credential.
5. Students who have exited their program for a full academic year or more must meet completion requirements of the year in which they are re-admitted or any subsequent academic year in which the student is enrolled.

6. Program completion timelines are normally determined by the dean/director in collaboration with the department and will be published in the academic calendar within the program completion requirements.
7. The residency requirement for an NIC credential is normally 50% unless otherwise stated in the program completion requirements posted in the academic calendar.
8. Academic program credentials will include the program title, the name of the credential, the official college logo, the official college seal, and the signature of the Chair of the Board of Governors, the President, and the Registrar.
9. The Office of the Registrar is responsible for evaluating the student record to ensure all requirements are met as published in the appropriate calendar year prior to issuing a credential.
10. To acquire a subsequent or higher-level credential, a student must complete all the requirements of that credential. Rules for obtaining a second credential vary by department and program. In all cases, however, at least 25% of the credits for the higher credential must be new.
11. A student will not normally receive a lower-level credential in the same area of study after having received a higher credential.

B. Statement of Program or Course Completion

1. Programs resulting in a statement of program or course completion may have admission requirements.
2. The length of these programs varies, and curriculum is approved by the dean/director of the program area.
3. Courses in these programs are graded, and final grades are reported on the student's transcript.
4. The statement of program or course completion will include the program or course title, statement of program or course completion, the program or course length in hours, the official college logo, date of completion, the official college seal, and the signature of the Registrar.

C. Micro-credentials

1. Micro-credentials are distinct, short-term learning opportunities designed to facilitate learners' employment goals and/or access to further education. Micro-credentials may or may not include EdCo-approved course credits.
2. Upon completion of a micro-credential a student will receive NIC recognition of micro-credential completion.
3. The micro-credential completion document will include program title, official college logo, date of completion, the official college seal, and the signature of the Registrar.
4. Program titles for micro-credentials will be determined through consultation with the dean/director, VP responsible for education and the Registrar.

Cross Reference:

NIC Policy #1-01 Freedom of Information and Protection of Privacy

NIC Policy #3-07 Program Revisions and New Program Approval

NIC Policy #4-09 Registration

NIC Policy #4-10 Prior Learning Assessment & Recognition

NIC Policy #4-17 Admission

APPENDIX A

The table below is a guideline only and provides the general requirements for the named credential.

A. Academic Program Credentials

Credential	Normal Credit range (where credit is applicable)	Admission Requirements	Approval	Normal Duration	Notes
Bachelor Degree	120 credits	Varies – published in NIC’s academic calendar	EdCo & BOG	4 years (8 terms)	Final approval is by the Ministry of Advanced Education and Skills Training (Degree Quality Assessment Board).
Associate Degree	60 credits	Varies – published in NIC’s academic calendar	EdCo & BOG	2 years full time (4 terms)	Articulation posted on BC Transfer Guide
Diploma	30 – 60 credits	Varies – published in NIC’s academic calendar	EdCo & BOG	2 - 4 terms	
Certificate	15 – 30 credits	Varies – published in NIC’s academic calendar	EdCo & BOG	2 – 4 terms or 4 – 10 months	
Post-Degree Diploma	30 – 60 credits	Completion of Degree	EdCo & BOG	2 – 4 terms	
Advanced Diploma	30 – 60 credits	Completion of Diploma or Degree	EdCo & BOG	2 – 4 terms	
Advanced Certificate	15 – 30 credits	Completion of Certificate, Diploma or Degree	EdCo & BOG	2 – 4 terms or 4 – 10 months	
Post Graduate Certificate	15 - 30 credits	Completion of Diploma or Degree	EdCo & BOG	2 – 4 terms or 4 – 10 months	
Post Graduate Diploma	30 - 90 credits	Completion of Diploma or Degree	EdCo & BOG	3 – 6 terms	

B. Statement of Program or Course Completion

Credential	Normal Credits range	Admission Requirements	Approval	Normal Duration	Notes
Statement of Program or Course Completion	No credits	May or may not have admission requirements	Dean/ Director	Varies	Courses are graded and the final grades are reported on the student's transcript.

C. Micro-credentials

Credential	Normal Credits range	Admission Requirements	Approval	Normal Duration	Notes
Micro-credential	Credit or no Credits	May or may not have admission requirements	Dean/ Director	Varies	