



Policy	#3-22
Approved By:	Board of Governors, June 25, 2008
Revision Date:	February 2013
Approval Body:	Education Council
Effective:	February 15, 2013
Date to be Reviewed:	February 2018
Administrator Responsible:	Vice President, Education

PROGRAM AND COURSE CREDENTIALS

POLICY STATEMENT

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

PURPOSE STATEMENT

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

PRINCIPLES

1. NIC will recognize all student achievement with credentials that align with the standards set by the provincial ministry responsible for post-secondary education.
2. NIC will publish all academic program credential requirements in the College's Calendar.
3. 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 as long as it is in accordance with completion timelines established for that credential.
4. The responsible Dean will recommend completion timelines and Residency Requirements..
5. Dual Credentials will be defined and guided by the agreement between NIC and the partnering institutions and published in the College's Calendar.
6. 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 the Board of Governors.

Course Participation Credential

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

Dual Credential

A named qualification that is awarded to a student upon completion of a prescribed program of study as outlined in a partnership agreement.

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**

Credential	Minimum Credits (if applicable)	Entrance Requirements	Approval	Normal Duration	Notes
Bachelor Degree	120 credits	Varies – published in NIC's calendar	Board of Governors	4 years (8 terms)	Includes a minimum of 45 credits earned from courses at the 300 or 400 level.
Associate Degree	60 credits	Varies – published in NIC's calendar	Board of Governors	2 years full time (4 terms)	Includes a minimum of 18 credits at the 200 level.
Diploma	30 – 60 credits	Varies – published in NIC's calendar	Board of Governors	2 - 4 terms	Includes 200 level courses.
Certificate	15 – 30 credits	Varies – published in NIC's calendar	Board of Governors	4 to 10 months	Includes 100 level courses.
Post-Degree Diploma	30 – 60 credits	Completion of Degree	Board of Governors	2 – 4 terms	
Advanced Diploma	30 – 60 credits	Completion of Diploma or Degree	Board of Governors	2 – 4 terms	
Advanced Certificate	15 – 30 credits	Completion of Certificate, Diploma or Degree	Board of Governors	4 – 10 months	

B. Program and Course Completion Credentials

Credential	Minimum Credits	Entrance Requirements	Approval	Duration	Notes
Program or Course Completion Credential	No credits	Dean/Director	Dean/Director	Varies	Curriculum is evaluated and appears on transcript

C. Course Participation Credential

Credential	Minimum Credits	Entrance Requirements	Approval	Duration	Notes
Course Participation Credential	No credits	Dean/Director	Dean/Director	Varies	Curriculum is not evaluated and does not appear on transcripts.

D. Issuing of Credentials

1. 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.
2. Program or course completion credentials will include the program or course title, name of credential, the program or course length in hours, the official College logo, date of completion, the official College seal, and the signature of the Registrar.
3. Course participation credentials will include the program or course title, name of the credential, the program or course length in hours, the official College logo, date of completion, the official College seal, and the signature of the Registrar.
4. 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. This includes validating all courses completed within the timelines published, residency requirements, and minimum grades achieved.
5. 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.
6. A student will not normally receive a lower-level credential in the same area of study after having received a higher credential.

Cross Reference:

#3-07 New Program Approval Policy

#4-09 Registration Policy

#4-10 Prior Learning Assessment & Recognition Policy

#4-17 Admission Policy