



Approved by: **Academic Coordinating Committee**

Authorizer: **Executive Director, Enrolment Services and Registrar**

Effective Date: **September 1 2010**

Procedure Title: **Academic Credential Procedure**

Procedure Statement:

In keeping with the directive to Colleges from the Ministry of Training, Colleges and Universities, credentials awarded after September 2004 by Conestoga reflect the provincial credential framework as well as documents by the Conestoga Board of Governors.

Scope: This procedure applies to all students registered in courses or programs for which a credential or document is issued.

Definitions:

Baccalaureate Degree

- Awarded by the Office of the Registrar to students who have successfully completed outcomes of a prescribed degree program, typically eight (8) academic semesters or 2400-3200 equivalent instructional hours in duration, approved by the Conestoga's Board of Governors in accordance with degree level standards established by the Ontario Postsecondary Education Qualifications Review Board. This degree will include the logo and seal of Conestoga and will be signed by the President, Chair, Board of Governors, and Registrar.

Ontario College Graduate Certificate

- Awarded by the Office of the Registrar to students who have successfully completed outcomes of a prescribed graduate studies program, typically two (2) academic semesters or 600-700 equivalent instruction hours in duration, approved by Conestoga's Board of Governors which meets all specific vocational learning outcomes as defined by provincial program standards, where these exist. Admission to these programs requires a post-secondary diploma or degree or equivalent (as determined by Conestoga). This certificate will include the logo and seal of Conestoga and will be signed by the President, Chair, Board of Governors, and Registrar.

Ontario College Advanced Diploma

- Awarded by the Office of the Registrar to students who have successfully completed outcomes of a prescribed advanced post-secondary program, typically six (6) academic semesters or 1800-2100 equivalent instruction hours in duration, approved by Conestoga's Board of Governors which meets all specific vocational learning outcomes as defined by provincial program standards, where these exist. This diploma will include the logo and seal of Conestoga and will be signed by the President, Chair, Board of Governors, and Registrar.

Ontario College Diploma

- Awarded by the Office of the Registrar to students who have successfully completed outcomes of a prescribed post-secondary program, typically four (4) academic semesters or 1200-1400 equivalent instruction hours in duration, approved by Conestoga's Board of Governors which meets all specific vocational learning outcomes as defined by provincial program standards, where these exist. This diploma will include the logo and seal of Conestoga and will be signed by the President, Chair, Board of Governors and Registrar.

Ontario College Certificate

- Awarded by the Office of the Registrar to students who have successfully completed outcomes of a prescribed post-secondary program, typically two (2) academic semesters or 600-700 equivalent instruction hours in duration, approved by Conestoga's Board of Governors which meets all specific vocational learning outcomes as defined by provincial program standards, where these exist. This certificate will include the logo and seal of Conestoga and will be signed by the President, Chair, Board of Governors, and Registrar.

College Certificate

- Awarded by the Office of the Registrar to students who have successfully completed outcomes of a prescribed program, typically a minimum of three courses and between 180-600 hours. This certificate will include the logo and seal of Conestoga and will be signed by the President, Chair, Board of Governors and Registrar.

Certificate of Achievement

- Awarded by the Office of the Registrar to students who have successfully completed outcomes of a prescribed program, typically less than 180 hours. This certificate will include the logo and seal of the Conestoga and will be signed by the Registrar.

Affirmation

- For courses where a formal assessment component has occurred.

Statement of Participation

- For courses in which there is no formal assessment (indicates the student's attendance and participation).

Recognition of Learning

- Awarded by the program team for the purposes of recognizing learning that does not qualify for a credential/document as outlined in the definitions.

Cancelled Program

- A program that is no longer offered and no students are enrolled.
A credential may not be granted from a program that has been cancelled.

Responsibilities:

Executive Director Enrolment Services and Registrar

- Record, report, retain and ensure the confidentiality and accuracy of all student records.

Program Team

- Ensure that academic decisions regarding program completion are in accordance with program promotion policies/standards.

Student

- Notify the Office of the Registrar by submitting appropriate form(s) when requesting documents

Procedure:

1. Awarding of Credentials

- a. Students are awarded diplomas, degrees and/or Ontario college certificates by the Registrar at Convocation in June for students who complete their program of study at the end of the winter semester (April) or November for students who complete their program of study at the end of the spring semester (August).
- b. Students who complete their program of study at the end of the fall term (December) must notify the Office of the Registrar by completing the Application to Graduate Form RO420. Credentials will be mailed and students will be invited to attend the June Convocation.
- c. Students who do not attend Convocation will have their credentials mailed.
- d. Students must submit the General Request Form RO425 to request a Statement of Participation or an Affirmation. Applicable fees apply.
 - i. A credential may not be granted from a program that has been cancelled.

2. Alternate Credential

- a. Students who leave the Conestoga in good academic standing before completing their full program may be awarded an alternate credential (e.g. two-year diploma instead of a three-year advanced diploma, or a one-year certificate instead of a two-year diploma), assuming all requirements of the credential have been met.
- b. Students who wish to graduate with an alternate credential must complete the Application to Graduate Form RO420 and submit it to the Registrar's Office.
- c. The Office of the Registrar will forward request to the Program Team of the program for an academic decision.

3. Multiple Credentials (Concurrently)

- a. Students who wish to pursue a multiple program of study concurrently leading to multiple credentials must complete a minimum of 25% of the program hours and all the graduation requirements for those programs by fulfilling the following criteria:
 - i. The student must apply for the primary program desired.

- ii. The student must meet with the Program Team in order to have an academic plan approved and develop.
- iii. Students who wish to graduate with multiple credentials must apply for the concurrent program by submitting the Program Application Form RO428 to the Office of the Registrar.

4. Replacement Credential/document

- a. A fee will be charged should a graduate/student request a replacement credential/document.
- b. Documents that can be requested are Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, Baccalaureate Degree, Affirmation and Statements of Participation. Applicable fees apply.

5. Joint Credential

- a. In certain circumstances, Conestoga may issue a joint credential that includes the name and logo of both the Conestoga and partner organization. Joint credentials will be recommended by the Executive Dean and approved by the Office of the Academic Vice President in cooperation with the Registrar.

Note: Bundling of credentials is not permitted outside of the above definitions.

6. Recognition of Learning

- a. A program team of Conestoga may request this document to be used for recognizing achievement for learning that does not qualify for a credential/document as outlined in the definitions through the Office of the Registrar.
- b. The program team will be responsible for issuing the document. Documents will be made available through the Office of the Registrar
 - i. The document will not include the verbiage used on the official Conestoga credentials as noted in the definitions.
 - ii. The document will not be produced on the same paper or use the same colour ink as the official Conestoga credentials.
 - iii. The signatures of the President, Chair of Board of Governors and the Registrar will not appear.
 - iv. The official seal will not appear on the document.

References:

Credentials Chart – Appendix A
Academic Recognition Policy
General Request Form RO425
Application to Graduate Form RO420
Program Application Form RO428
Recognition of Prior Learning Policy

Appendix A

Credential Chart

Credential	Hours	Program Length	Recorded on Transcript	Approval Granted by	Credential Issued by	Signatures on Credential	Awarded At Convocation
Degree	2400-3200	Typically 8 semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar	Yes
Ontario College Graduate Certificate	600-700	Typically 2 semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar	Yes
Ontario College Advanced Diploma	1800-2100	Typically 6 semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar	Yes
Ontario College Diploma	1200-1400	Typically 4 semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar	Yes
Ontario College Certificate	600-700	Typically 2 semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar	Yes
College Certificate	Typically 180- 600	Typically a minimum of three courses	Yes	Board of Governors	Registrar's Office	Chair BOG President Registrar	No
Certificate of Achievement	Typically less than 180	Must be approved as a program	Yes	ACC	Registrar's Office	Registrar	No
Affirmation	Awarded for an individual graded course	NA	No	Program Department	Registrar's Office	Registrar	NA
Statement of Participation	Awarded for an individual non-graded course	NA	No	Program Department	Registrar's Office	Registrar	NA
Recognition of Learning	College determined	College determined	No	Program Department	Program Department	Executive Dean/ Director or Chair of the Program Department	NA

Revision Log:

Revision Date	Summary of Changes
12/8/2009	Degree Management Committee / Academic Forum
4/1/2010	Policies and Procedures Committee
4/14/2010	Academic Coordinating Committee
3/30/2011	Policies and Procedures Committee – Revisions Approved