

Granting of Credentials Policy

Purpose	To inform VCC's community of the requirements for the awarding of official College credentials.
Policy	<p>The Registrar or designate will issue a credential to a student who has:</p> <ul style="list-style-type: none">• successfully completed a minimum of 25% of the prescribed program credits at Vancouver Community College, (or as approved by the Education Council for a specific credential) and• successfully completed all program requirements as stated upon program entry or otherwise specified and• where this applies, achieved the minimum cumulative grade point average as determined by the program, but in any case not less than 2.0.• exceptions to policy will be approved by Education Council.
Applies to	Students.
Responsibility	Department Heads, Registrar's Office, Deans, Directors.
Procedures	<ol style="list-style-type: none">1. Upon successful completion of the program, the Registrar or designate will determine if a student is eligible to be issued a credential

Credential Types	Associate Certificate	A designated specialty post-secondary credit program of 2-30 credits.
	Certificate	A post-secondary credit program of 4 to 59 credits.
	Diploma	A post-secondary credit program with 60 credits or more.
	Advanced Diploma	A post-secondary credit program of 30 credits or more that requires a diploma for entrance
	Bachelor Degree	A post-secondary credit program of 120 credits or more that has been approved by the provincial Ministry as a Bachelor degree
Exceptions:	Statement of Completion	A Statement of Completion is a record of the successful completion of a course or a cluster of courses that do not lead to a certificate, diploma or a degree.
Replaces	2.2.3.1 The Awarding & Issuing of Certificates and Diplomas Policy. 2.4.0.8 Granting of College Diplomas, Certificates and Citations Policy	
Related to:	C.1.4 Assignment of Credits to Courses Policy C.1.1 Course/Program Grading Policy	

1. **Policy Sponsor** VP Education

2. **Approvals:**

President_____

Date:_____

Education Council Chair_____

Date:_____

Operations Council Chair_____

Date:_____

Board Chair_____

Date:_____

3. **Amendments**

President_____

Date:_____

Education Council Chair_____

Date:_____

Operations Council Chair_____

Date:_____

Board Chair_____

Date:_____

4. **Review Date**