



Procedures Title	Granting of Credentials
Procedures Number	C.1.3
Approval Body	Board of Governors with Education Council advice
Sponsor	Vice President, Academic & Applied Research
Next Scheduled Review Date	February 2028
Effective Date	September 6, 2023

Awarding Credentials

1. Confirmation of a credential is based on the end date of the final required course or other graduation requirement.
2. Convocation ceremonies are generally held twice a year in Spring and Fall.
3. Graduates attending convocation are welcome to wear traditional or ancestral regalia or recognized objects of cultural significance.
4. Student requirements for requesting credentials varies by program. Departments should be aware of and inform students of these requirements. The Registrar's Office will advise departments on the correct process for student graduation requests for credentials.
5. The Registrar's Office requires a minimum of six (6) weeks to confirm a student's eligibility to receive a credential.
6. Credits from a completed credential may be applied or used for advanced entry into additional credentials, where applicable. Students must complete new credits equal to or greater than half of the credits required in the PCG of the second credential.
7. Students will not be granted the same credential that has previously been awarded at VCC.
8. Courses used for admission requirements cannot be used to meet graduation requirements.
9. Any exceptions from requirements for students or programs will be approved by the Registrar in consultation with the Dean and Department Leader. Disputes will be reviewed and decided by an Adjudication Committee.
10. Approved credit that is being granted through PLAR or Transfer Credit will be reflected on the student's transcript.

Posthumous Credential

11. The College may award a credential to a student who, upon death, had completed all or most of the necessary requirements to qualify for the credential.
12. Requests for a posthumous credential will be reviewed by the Registrar and Dean of the appropriate School. A recommendation will be forwarded to the Vice President, Academic & Research for approval.

13. The notation “posthumous” will be recorded on the student’s transcript but will not appear on the credential parchment.

Parchments

14. To ensure consistency with commonly accepted practices, the Registrar’s Office will maintain a standard for credential parchments, including naming conventions, design, and signatures.
15. A parchment will be issued after all graduation requirements are met and the student has applied for graduation where applicable.
16. Upon formal request, replacement parchments are available for graduates whose name has changed or whose credential has been lost/destroyed. Requests are submitted to the Registrar’s Office. A replacement fee may apply.

RELATED RESOURCES

Granting of Credentials Policy C.1.3