



Title	Granting of Credentials
Policy No.	C.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 29, 2004, March 27, 2008; May 28, 2014; November 17, 2016
Effective Date	September 26, 2018

DETERMINATION OF FORM AND CONTENT OF CREDENTIAL

1. The Registrar's Office or delegate determines the parchment to be awarded including the following: Type of paper and presentation format; Content; Signatures; Seal.
2. All credentials have an official title that is descriptive of the discipline or general area of study.
3. The Registrar maintains a record of the official names of each credential. This information is available on the College website.

DETERMINATION AND APPROVAL OF CREDENTIALS

4. The process of developing programs and courses leading to credentials is documented in the policy C.3.14 Curriculum Development and Approval. Consistent with the College and Institute Act, credentials are approved by the Board, on the advice of Education Council.
5. The Registrar's Office maintains the master list of credentials offered by the College, including the requirements for successfully completing a credential.

DETERMINATION OF CREDENTIAL REQUIREMENTS

6. All College programs have the following criteria for determining eligibility for the credential:
 - a. Twenty-five per cent (25%) of the prescribed program credits must be completed at VCC. All of these credits must be obtained within the last half of a program. Credits obtained through PLAR or Transfer Credit will not be counted towards the twenty-five percent.
 - b. A minimum cumulative, program grade point average of 2.0.
 - c. Successful completion of all program requirements as stated in the Program Content Guide at the point of the student's entry to the program.
 - d. All program requirements must be completed within a time period as specified in the Program Content Guide.
7. Exceptions to these minimum requirements, and/or additional criteria above the minimum established by the College, are permitted provided these exceptions are specified in the Program Content Guide and approved by Education Council.

PROCESS TO DETERMINE ELIGIBILITY FOR CREDENTIAL

8. The Registrar's Office determines a student's eligibility for a College credential automatically, except for degree programs, insert students and Continuing Studies. The Department Leader of the program will be consulted as required.
 - a. Degree students and insert students must apply for their credential by submitting a Credential Request Form to the Registrar's Office.
 - b. Continuing Studies students must apply for their credential by submitting an Application for Graduation Certificate or Diploma to the Continuing Studies office. Upon receipt of this application, the student's eligibility for a credential will be determined by the department.
9. The Department Leader may recommend the waiver of selected graduation requirements. The Registrar has final approval over such waivers.

MULTIPLE CREDENTIALS

10. Credits earned for one credential may be used to meet some of the requirements of a second credential of the same type (e.g. two certificates), provided students complete 50% new course work.
11. In the case of an awarded credential being used to enter a more advanced credential (such as a diploma being used as the first two years towards a degree), credits from that credential cannot be applied as credit in the last half of the credential. Credits can only be applied once within a credential.

AWARDING OF CREDENTIAL

12. All credentials are conferred at one of the College's convocation ceremonies.

RELATED POLICY

Refer to C.1.3 Granting of Credentials Policy.