COLLEGE POLICY

Policy No. & Title: **A-195 Credentials**
Policy Sponsor: Vice-President, Operations
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2027-01-29

Purpose
This policy describes the content of a Credential as an official College document, and how and when students may access or be provided with a credential.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions
Credential: The document conferred upon students who successfully complete a program of study whereby the student has demonstrated proficiency in the learning outcomes (including any certifications) of said program of study. As an official credential, it bears the Seal of the College, and is signed by a Campus Director/Remote Education Director.

POLICY
1) Official Credentials of the College will contain the following, without exception:
   a) The name of the College as it appears on the registration for the College.
   b) The name of the student.
   c) The name of the vocational program.
   d) Any distinctions and honours given to the student by the College.
   e) The date the credential was issued.
   f) Certification by an official of the College as a true and accurate Credential.
   g) The College's official seal.

   Note: Any Credentials not printed on Credential parchment or not containing all the elements above is not an official College Credential.

   Note: The Centre for Distance Education will continue to use its own legal seal.
2) All academically complete students are entitled to an official Credential.
3) Students who owe money are not entitled to a Credential until their account is paid in full.

4) Students are entitled to one (1) official printed credential. Students who require additional printed, signed, and sealed official Credentials for any other reason will pay $25 CAN per Credential or $25 CAN for a Credential and transcript together. Obtaining digital credentials will not require additional fees paid by the student.
5) Students with a final grade between 80-89% will receive a Credential with Honours and students with a final grade between 90%-100% will receive a Credential with Distinction. The Centre for Distance Education – students with a final grade of 90-100% with no mark under 85% will receive a transcript with the President's List. Students with a final grade of 80-89% with no mark under 75% will receive a transcript with Honours.
6) The date on the Credential is the student's academic completion date.
7) Students will receive an official Credential within 30 days of successfully completing their program and fulfilling the terms of their contract.
8) A copy of all official Credentials issued to a student will be maintained in the student file.
9) Students, former or current, will have access to their Credential and transcript for at least:
    i) New Brunswick – transcripts and diplomas must be kept permanently.
    ii) Nova Scotia - transcripts and diplomas are kept on site for five years after completion of the program.
    iii) Ontario – transcripts and diplomas are retained for twenty-five years post completion of the program.

    Note: Transcripts and/or Diplomas are stored and retained with Career Colleges Ontario (ON) and with the Department of Advanced Education (NS).

Related Policies
A-190 Transcripts

Supporting Documents/Forms
Career Colleges Act, ON, 2005
Private Occupational Training Act, NB, 1973
Private Career College Act, NS, 1998
A-195p Credentials - Procedure