



ACADEMIC CREDENTIAL PROCEDURE

Authorizer: Vice-President Academic/Student Affairs & Human Resources

Version: V4

Effective Date: 9/1/2010

PROCEDURE STATEMENT:

Following the Ministry of Training, Colleges and Universities (MTCU) Binding Policy Directives and Operating Procedures, Conestoga College awards credentials that reflect the provincial credential framework.

Conestoga also awards documents approved as identified in this procedure.

SCOPE:

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

RESPONSIBILITIES:

Registrar

- Ensure adherence to College and Ministry Binding Policy Directives, Operating Procedures and the Framework for Programs of Instruction.

Records Officers

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

Program/Programming 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:

Awarding of Ontario College Credentials and Conestoga College Credentials:

1. Students are awarded diplomas, degrees and/or Ontario College Certificates by the Office of the Registrar. *(Please see Convocation Procedure)*
 - a. A credential cannot be granted from a program that has been cancelled by the Ministry.

2. Alternate Credentials
 - a. Students who withdraw from their program 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. Students who wish to graduate with an alternate credential must complete the Application to Graduate Form and submit it to the Registrar's Office.
 - b. The Office of the Registrar will forward request to the program/programming team of the program for an academic decision.
3. Multiple Credentials (Concurrently)
 - a. Students who wish to pursue multiple programs of study concurrently leading to multiple credentials must meet the residency requirements as set out in the Credit Transfer Policy.
 - b. The student must apply for the primary program desired.
 - c. The student must meet with the program/programming team in order to have an academic plan approved and developed.
 - d. Students who wish to graduate with multiple credentials must apply for the concurrent program by submitting the Program Application Form to the Office of the Registrar.
4. Joint Credentials
 - a. 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 Vice President, Academic Administration in cooperation with the Registrar.

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

Other Conestoga College Documents:

1. Certificate of Achievement:
 - a. Students will be awarded a Certificate of Achievement upon completion of program of study. Students must notify the Office of the Registrar upon completion by submitting the Application to Graduate/Program Completion Form to the Office of the Registrar. (no fee will be assessed for Certificate of Achievement programs)
2. Recognition of Learning:
 - a. A program/programming team may request this document to be used for recognizing achievement for learning that does not qualify for a credential/document issued through the Office of the Registrar. The program/programming team will be responsible for issuing the Recognition of Learning. This document will be made available through the Office of the Registrar.
 - b. The Recognition of Learning document will not:
 - i. include the verbiage used on the official Conestoga credentials/documents as issued through the Office of the Registrar.
 - ii. be produced on the same paper or use the same colour ink as the official

Conestoga credentials/documents as issued through the Office of the Registrar.

- iii. include the signatures of the President, Chair of Board of Governors and the Registrar.
- iv. include the seal of the College.

3. Statement of Participation and/or Affirmation

- a. Students must request a Statement of Participation or an Affirmation for applicable courses by completing and submitting the General Request Form to the Office of the Registrar. (Applicable fees apply.)

Replacement of a Credential/Document:

1. Graduates may request a replacement credential/document by completing the General Request Form and submitting to the Office of the Registrar. (Applicable fees apply.)

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

A Ministry of Training, Colleges and Universities (MTCU) credential that meets all specific vocational learning outcomes as defined by provincial program standards, where these exist. Complexity of knowledge would enhance the ability of graduates to perform a more specialized range of activities. Leadership and guidance may be involved when organizing self or others as programs usually require completion of a College Diploma or University Degree Program, in a related field.

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

A Ministry of Training, Colleges and Universities (MTCU) credential that meets all specific vocational learning outcomes as defined by provincial program standards, where these exist.

Complexity of knowledge covers the planning and initiation of alternative approaches to skill and knowledge applications across a broad range of technical and/or administrative requirements, coordination and evaluation. Most Ontario College Diploma programs require 4 semesters (full-time)

Ontario College Certificate

A Ministry of Training, Colleges and Universities (MTCU) credential that meets all specific vocational learning outcomes as defined by provincial program standards, where these exist. Complexity of knowledge would prepare graduates to perform in varied activities or knowledge application situations where the range of contexts in which the choice of actions required is usually clear, and there is limited complexity in the range of options to be applied. Most Ontario College Certificate programs require 2 semesters (full-time) for completion.

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 168-600 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 168 hours. This certificate will include the logo and seal of the Conestoga and will be signed by the Registrar.

Micro-credential

Awarded by the Registrar's Office to those who have successfully completed a defined list of related courses that focus on a specific competency. Typically less than 136 hours and include assessment. The quality criteria are determined by the College.

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 cannot be granted from a program that has been cancelled by the Ministry.

REFERENCES:

Academic Advancement and Achievement Policy
Application to Graduate Form
College/Credentials Documents Chart – Appendix A
Convocation Procedure
Credit Transfer Policy
Curriculum Policy
General Request Form
Program Suspension Procedure
Program Application Form
Recognition of Prior Learning Policy

REVISION LOG:

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
9/11/2019	Academic Forum
05/19/2021	Academic Forum
06/17/2021	Academic Coordinating Committee

APPENDIX A - College/Credentials Documents Chart

Credential	Typical Number of Hours	Typical Program Length	Recorded on Transcript	Highest level of Approval Granted by	Credential Issued by	Signatures on Credential
ONTARIO COLLEGE CREDENTIALS						
Degree	2400-3200	8 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
Ontario College Graduate Certificate	600-700	2 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
Ontario College Advanced Diploma	1800-2100	6 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
Ontario College Diploma	1200-1400	4 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
Ontario College Certificate	600-700	2 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
CONESTOGA COLLEGE CREDENTIALS						
College Certificate	168- 600	A minimum of three courses	Yes	Board of Governors	Registrar's Office	Chair BOG President Registrar
OTHER CONESTOGA COLLEGE DOCUMENTS						
Certificate of Achievement	Less than 180	Must be approved as a program	Yes	ACC	Registrar's Office	Registrar
Micro-credential	Less than 136	N/A	No	Program Department	Registrar's Office	Registrar
Affirmation	Awarded for an individual graded course	NA	No	Program Department	Registrar's Office	Registrar
Statement of Participation	Awarded for an individual non-graded course	NA	No	Program Department	Registrar's Office	Registrar
Recognition of Learning	College determined	College determined	No	Program Department	Program Department	Executive Dean/ Director or Chair of the Program Department