



Policy:	E-1.4
Approved By:	Education Council
Approval Date:	December 19, 2005
Amendment Date:	
Policy Holder:	VP Education & Student Services

STANDARDS FOR AWARDING CAMOSUN COLLEGE CREDENTIALS

Purpose / Rationale

The purpose of this policy is to ensure the validity, consistency and quality of credentials issued by the College.

Scope / Limits

This policy applies to current and former Camosun College students and to applicants seeking transferability of previously acquired credentials to current Camosun programs.

Principles

1. The College is committed to establishing standards that ensure the validity and quality of credentials awarded.
2. A student must meet all the current standards and credential requirements of a program in order to be awarded a Camosun College credential. (See the *Calendar* link below).
3. The College will recognize a previously awarded credential if it meets current program standards for equivalence, validity, and relevance.
4. A minimum grade point average (GPA) of 2.0 is normally required to graduate from a Camosun College program. Higher graduating GPAs may be stipulated for different programs. Where a higher graduating GPA is required, it will be published in the *Calendar*. (See link.)
5. A student must acquire a minimum amount of credit at Camosun College in order to be awarded a Camosun College credential. (See Section A below.)
6. A student who has completed one credential at the College and wants to apply his/her course work towards an additional credential may use a limited amount of credit from the original credential toward the new credential. (See Section B below.)
7. To ensure the validity and quality of a credential, the standard time limit for completion of a credential is *twice the normal length of the Camosun College program* in which the student is enrolled. The College cannot guarantee that courses or programs will be available for a student to complete graduation requirements after this time. (See Section C below.)
8. The College may recognize previous and related learning that a student has acquired through transfer credit or, if a suitable challenge exists, through Prior Learning Assessment (PLA). (See Section D below.)

A. MINIMUM CAMOSUN COLLEGE CREDIT REQUIREMENT
(RESIDENCY REQUIREMENT)

1. **Certificates, Diplomas, Advanced Diplomas, and Associate Degrees**

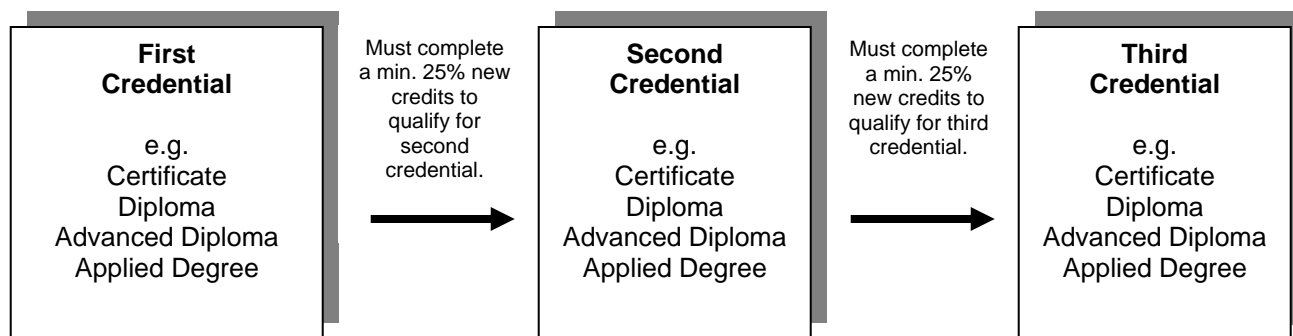
To be awarded a Camosun College certificate, diploma, advanced diploma, or associate degree, a student must have completed at least 25% of the required program or program credits through Camosun College.

2. **Applied Degrees**

To be awarded a Camosun College applied degree, a student must complete a minimum of 30 credits (equivalent to one academic year) of the Applied Degree program through Camosun College.

B. QUALIFYING FOR DUAL AND MULTIPLE CREDENTIALS

To acquire a subsequent or higher level credential, a student must complete all the requirements of the credential. In addition, at least 25% credits must be new and be completed in order to be awarded a subsequent or higher level credential.



C. TIME LIMITS FOR COMPLETING A CREDENTIAL

1. **Completion Within the Time Limit**

The standard time limit for completion of a credential is *twice the normal length of the program* in which the student is enrolled.

2. **Completion Beyond the Time Limit**

The College cannot guarantee that courses or programs will be available for a student to complete graduation requirements after this time. A student who completes beyond the specified time limit will be required to meet the program requirements *at the time of credentialing*. This may require that the student repeat certain courses, complete additional courses, or follow a new or revised program of studies.

D. PREVIOUSLY EARNED CREDIT AND LEARNING

1. Transfer Credit

- a) Transfer credit is defined as credit for a Camosun course formally granted for equivalent academic work completed at another institution. The credit granted is recorded on the Camosun college transcript, but the grade is not calculated into the GPA.
- b) A student who has completed post-secondary studies at another institution and wishes to apply for transfer credit must do so at the time of application to the College by submitting his or her transcripts and other relevant documentation.
- c) The College will evaluate these documents and may award transfer credit for equivalent, completed courses for which a student has received a passing grade of 50% or higher.

Note: Please see the course descriptions section of the *Calendar* (see link below) for minimal grades required for transfer courses to be used as prerequisites.

- d) The Registrar's Office may request further review of the documents by Departmental Chairs or forward documents to the International Education Officer if appropriate.

Note: For further information on assessment of transfer credit, please see the *Camosun Calendar*. (See link.)

2. Prior Learning Assessment (PLA)

A student who believes that learning he/she has acquired from work and life experiences may be equivalent to formal College credit may request a formal Prior Learning (PLA) Assessment. For guidelines on how to request an assessment, see the *Prior Learning Assessment Policy*. (See link below.)

E. Links to Related Policies and Calendar

[E-1.6 Educational Approvals](#)

[E-1.8 Prior Learning Assessment](#)

[Camosun College Calendar](#)