

# Student Records

## Confidentiality of Student Records

Camosun College regards the information contained in a student's permanent record as personal and private. Therefore, no transcript or other personal information about a student will be released except in the following circumstances:

- Information released to the student;
- Information released with the written authorization of the student;
- Information, pertaining to delinquent debts owed by students to the College, released to the College's collection agents to facilitate recovery of such debts;
- Information released in response to a court order;
- Information, pertaining to delinquent debts owed by students to the Canada Student Loan program, released to the government's collection agents to facilitate recovery of such debts;
- Information released to government departments for the purpose of statistical analysis and research, provided there is an assurance of confidentiality.

Please refer to the College's *Freedom of Information and Protection of Privacy Policy* statement which can be found in the Academic Policy and Procedures chapter of this calendar.

Access to student records (paper or computer) will only be provided to a third party where the student has submitted a valid, signed 'Permission to Release Information' form granting that individual access. Identification will be required from the student granting access and from the third party seeking access.

## Grade Notification

Grades are posted within three to four days at the end of each exam period. Check Camlink for your grades.

## Transcripts

### Official Transcripts

An official transcript is a complete and unabridged academic record of achievement at Camosun College. As such, it is a private and confidential record, which can only be issued or released upon written authority of the student. Parents, relatives and friends may only request copies of official transcripts with the student's written approval. It is therefore the student's responsibility to ensure that the 'Request for Official Transcript' form is completed.

Generally, official transcripts are produced on Tuesdays and Thursdays for pick-up or mailing. Transcripts must be requested and paid for prior to the production day.

Official transcripts will not be issued for a student who owes fees to the College.

The following notes are issued for students' general interest:

- Most universities require two copies of official transcripts. One is for the Enrolment Services office and one is for the appropriate faculty;
- Most universities will not accept official transcripts carried by the student. To be considered official, they must be mailed directly from the College to the university;
- Those institutions that accept official transcripts directly from students insist that the envelope carry a seal that remains unbroken.

*Note: Students with Camlink access can obtain an Unofficial Academic Record from Camlink. This record is for personal use only, and does not reflect the official status of the student's record, nor does it replicate an official transcript.*

### Repeating a Course & GPA

If a course is repeated, the grade for each attempt will be recorded on the student's permanent student record (transcript). Only the highest grade achieved, however, is included in the cumulative GPA computation. Credit will only be granted once. Students are cautioned that other institutions may include both grades in their admissions GPA computation. Those students planning to transfer from Camosun College to another post-secondary educational institution are advised to consult with the institution to which they are transferring in order to confirm the method of GPA computation.

## College Credentials

All Camosun College programs leading to a credential have received formal College approval through Education Council. The College issues the following types of credentials:

- **Post-Degree Certificate:** acknowledges completion of an approved advanced level or specialized program which builds on a previously completed recognized degree (equivalent to one semester of full-time advanced level studies).
- **Post-Degree Diploma:** acknowledges completion of an approved advanced level or specialized program which

builds on a previously completed recognized degree (equivalent to two semesters of full-time advanced level studies).

- **Bachelor Degree (Applied Degree):** acknowledges completion of an approved, advanced level, specialized program (equivalent to 8-10 semesters of full-time post-secondary studies). An applied degree normally contains diploma entry and exit options, includes formally credited work experience, integrates career/technical work-place applications with theory, and is designed to meet demonstrated labour market needs for advanced programming Applied Degrees prepare graduates for employment; preparation for graduate studies is not an essential feature of applied degrees. Graduate work may be limited to the specialized area of study of the applied degree unless further undergraduate preparation is obtained.
- **Associate Degree:** acknowledges completion of an approved program consisting of 20 university transfer courses (equivalent to 16 months of full-time university studies).
- **Advanced Diploma:** acknowledges completion of an approved advanced level or specialized program which builds on a previously completed diploma, or on at least five years related work experience (equivalent to a minimum of three months of full-time study beyond a diploma).
- **Diploma:** acknowledges completion of an approved two or three year career/technical program (equivalent to 16-30 months of full-time studies).
- **Advanced Certificate:** acknowledges completion of an approved advanced level or specialized program which builds on previously completed certificate of a minimum duration of six months (equivalent to a minimum of three months of full-time study beyond a Certificate).
- **Certificate:** acknowledges completion of an approved basic level program (equivalent to 60 hours to one year of full-time study - the duration of the program will be stated on the Certificate).

## Certificates, Diplomas, and Degrees

Students completing an academic, career or vocational program are encouraged to apply for their credential by completing the Application to Graduate/Request for Credential form at the Enrolment Services office. Allow up to six weeks after the end of exams for the document to be produced and mailed. This form is also available on the College website.

The academic requirements for a certificate, diploma, associate or applied degree are listed as part of the program descriptions in this calendar.

Credentials will only be issued upon written authority of the student. Parents, other relatives and friends may request a copy of a certificate or diploma only with the student's written approval. It is the student's responsibility to ensure completion of the 'Application to Graduate/Request for Credential' form. Original certificates, degrees and diplomas are issued free of charge.

**Note:** *Credentials will not be issued for a student whose file has been flagged.*

## Multiple Credentials

Students who have completed one credential at Camosun College and want to apply some or all of their course work towards an additional credential may use a limited amount of credit from the original credential to the new credential.

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. The following chart outlines the steps required to acquire a subsequent or higher level credential:

## Certificates, Diplomas, Advanced Diplomas, and Associate Degrees

To be awarded a certificate, diploma, advanced diploma or associate degree students must complete all program requirements and satisfy Camosun College's residency requirement by completing at least 25% of the required program or program credits through Camosun College. The exceptions to this rule are the BC Adult Graduation Diploma in which one course must be completed at Camosun College.

### Bachelor

To be awarded a Bachelor (Applied Degree), students must complete all program requirements and satisfy Camosun College's residency requirement by completing a minimum of 30 credits (equivalent to one academic year) of the Bachelor program at Camosun College.

## Timelines Governing Completion of Programs

The standard time limit for completion of a credential is twice the normal length of the program in which the student is enrolled. The College can not guarantee that courses or programs will be available for students to complete graduation requirements after this time.

A student who is unable to complete in twice the normal length of the program, will be required to meet the program requirements at the time of credentialing. The required courses for students taking their program over an extended time would normally be those in effect at the time of original program registration. If program changes result in removal of any of these courses, the Dean of the school may approve the substitution of other appropriate courses such that the student may complete the program. This may require that the student repeat certain courses, complete additional courses, or follow a new or revised program of studies in order to graduate.

## Graduation and Awards Ceremonies

The College will convene two college-wide graduation ceremonies each year as follows:

- June 2010 for all students who will complete their requirements by April 30, 2010. Students must submit their Application to Graduate/Request for Credential by March 5, 2010; and,
- November 2010 for all students who will complete their requirements by September 17, 2010. Students must submit their Application to Graduate/Request for Credential by July 3, 2010.

'Application to Graduate/Request for Credential' forms are available on the College website and from the Enrolment Services office.

