

POLICY TITLE	Credential Standards
POLICY NUMBER	E-1.4
APPROVAL DATE	Dec. 19, 2005
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	E-1.4 Standards for Awarding Camosun College Credentials
LAST UPDATE OR AMENDMENT OR REVIEW DATE	Feb. 17, 2021
NEXT REVIEW DATE	2025
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar
SUPPORTING DOCUMENTS	<a href="#">E-1.4.1 Posthumous Credentials</a>

## CREDENTIAL STANDARDS

### PURPOSE

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

### POLICY APPLICATION, SCOPE, AND LIMITS

This policy applies to current and former Camosun College students and to applicants seeking transferability of previously acquired credentials to current Camosun programs. Programs with approved credentials that do not meet the requirements laid out in this policy will transition to the new policy requirements when the program submits changes through EDCO, engages in a program review, or at the request of Education Council.

### DEFINITIONS

1. **Academic Calendar** - the official College document, in paper or electronic format, that contains information pertaining to approved programs, courses, policies, and procedures as well as the Academic Schedule for a specific Academic Year
2. **Convocation** - The official ceremony where graduates are acknowledged and celebrated.
3. **Credential** - A named qualification that is awarded by Camosun College upon completion of a prescribed program of study.
4. **Cumulative Grade-Point Average (CGPA)** - A weighted average of final grades earned in all credit courses at Camosun in which the student has been enrolled.

5. **Graduation** - The point at which a student has been deemed to have met credential requirements and approved by the Registrar to graduate from the program.
6. **Parchment** - The physical document awarded to the recipient of a credential.
7. **Program of Study** - Specified curriculum that must be successfully completed to earn an identified credential.
8. **Term** - A portion of time within an academic year, during which classes are held. At Camosun College, the standard Terms are Fall (September to December), Winter (January to April), and Summer (May to August).
9. **Transfer Credit** - Credit for a Camosun College course formally granted for equivalent academic work successfully completed at another recognized post-secondary institution.

## **PRINCIPLES**

1. The College is committed to establishing standards that ensure the validity, consistency, and quality of credentials awarded.
2. Credential completion requirements are outlined in the Academic Calendar for each Academic Year.
3. The College will recognize, in whole or in part, 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 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.
6. A student who has completed one credential at the College and wants to apply their course work towards an additional credential may use a limited amount of credit from the original credential toward the new credential.
7. There are no college-wide time limits for the completion of credentials. However, Education Council may approve time limits for the completion of specific programs which will be published in the Academic Calendar. Where requirements have changed and prescribed courses are not available, or in the event a program is suspended or cancelled, the College will take reasonable measures to support students in meeting their educational objectives.
8. The College may recognize previous and related learning that a student has acquired through transfer credit or, if a suitable assessment is possible, through Prior Learning Assessment (PLA).

## POLICY STANDARDS

### A. Awarding of Credentials

- A-1. Credentials are awarded based on successful completion of all program requirements as outlined in a student’s assigned Academic Calendar year (see [E-1.15 Academic Calendar](#)).
- A-2. The Office of the Registrar is responsible for evaluating student academic records to ensure all completion requirements are met as approved by Education Council. This includes validating all courses completed, residency requirements, and minimum grades achieved.
- A-3. Credentials are deemed to be earned in the term in which all requirements for the credential are completed as validated by the Office of the Registrar. Once the credential is awarded, the credential notation appears on the official transcript.
- A-4. The Registrar or delegate has the authority, on a case-by-case basis and with the joint approval of the appropriate Dean or Director, to make exceptions to graduation requirements.
- A-5. Credentials are not awarded automatically, and students are required to apply to graduate.
- A-6. Once awarded, a credential cannot be supplemented or changed.
- A-7. Credentials may be rescinded if it is revealed that credentials were acquired through fraudulent means and/or in contravention of Camosun’s [Academic Integrity](#) policy.

### B. Credential Framework

- B-1. Camosun College awards the following classes of credentials:

CREDENTIAL TYPE	CREDITS *	ADMISSION	EQUIVALENT DURATION **	NOTES
Degree (Bachelor)	120	Varies	8 Terms	Requires 45+ credits of 300-level+ coursework
Associate Degree	60	Varies	4 Terms	Requires 18+ credits of 200-level coursework
Diploma	60	Varies	4 Terms	Includes 200-level coursework
Certificate ***	15+	Varies	2 Terms	Primarily 100-level coursework
Post-Degree Diploma	30+	Degree	2+ Terms	

Post-Degree Certificate	15+	Degree	1+ Terms
Advanced Diploma	30+	Diploma or Degree	2+ Terms
Advanced Certificate	15+	Certificate, Diploma, or Degree	1+ Terms

*\* Non-credit, Education Council-approved Developmental (Adult Basic Education, Career Preparation, English Language Development, and Learning Skills-related) and Continuing Education Certificates are exempt from minimum credit requirement and instead require a minimum of 60 hours of instruction (per E-1.6 Education Approvals). In addition, some programs may require more than the credit requirements stipulated above, often due to external articulation and/or accreditation arrangements. Education Council must approve such exceptions.*

*\*\* An academic Term is equivalent to 15 weeks of full-time, 100% course load study.*

*\*\*\* Access Certificates require a minimum of 15 credits, while other Certificate programming requires 30 credits.*

- B-2. **Apprenticeships** - Camosun College offers technical training for various apprenticeships that are developed and regulated by the Industry Training Authority (ITA).
- B-3. **Certificate of Completion** – In consultation with the Registrar, issued when formal recognition of successful completion of a non-credit program or course is required.
- B-4. **International Credentials** - Credentials that are developed for partnered delivery exclusively outside of Canada will have the term “International” (e.g. International Certificate in, International Diploma in, etc.) appended to the name of the credential to clearly distinguish from domestic credentials.
- B-5. **Adult Graduation Diploma** - Camosun may issue the BC Adult Graduation Diploma (Adult Dogwood) on behalf of the Ministry of Education based on Ministry requirements; however, this is not considered a Camosun credential.
- B-6. **Posthumous Credentials** - A posthumous credential is awarded to recognize the achievement of a Camosun College student who has died after completion of a substantial portion of a credential but before completing all graduation requirements. Posthumous credentials are granted on a case-by-case basis and with the joint approval of the appropriate Dean or Director and Registrar.

- B-7. **Honorary Degrees** - Honorary Degrees are awarded by the Board of Governors to recognize persons who are distinguished by their significant contributions and accomplishments and whose excellence will reflect positively on the College.
- B-8. **Naming of Programs and/or Credentials** - Camosun College will follow the protocols described by the [Degree Quality Assessment Board](#) in “Guidelines on Naming of Degrees” for all credential types. The Registrar will keep a record of the official names and abbreviations of each credential.

### **C. Issuing of Parchments**

- C-1. The Office of the Registrar will maintain a standard for credential parchments, including naming conventions, design, and signatures, ensuring consistency with commonly accepted practices.
- C-2. Statements of Completion or Participation are prepared and issued by the offering school/unit, using a standardized template maintained by the Office of the Registrar.
- C-3. Parchment(s) will be issued after all graduation requirements are met and student has applied for graduation.
- C-4. Upon formal request, the Registrar’s Office will issue a replacement credential to a graduate whose name has changed or whose credential has been lost/destroyed.

### **D. Recognition of Achievement**

The College may recognize students who complete certificate, diploma, and degree programs with high academic performance as having earned graduation with Distinction or High Distinction. The designation will appear on both parchments and transcripts.

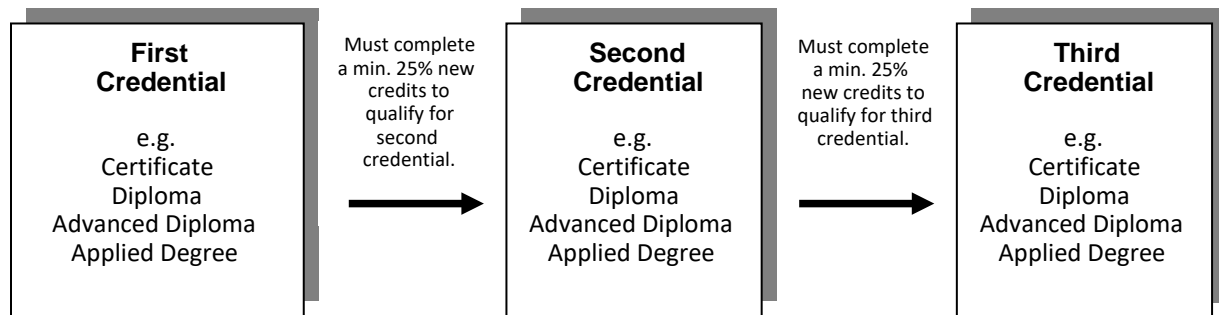
- D-1. **With Distinction:** An acknowledgement of academic achievement on the credential parchment and transcript for those students who graduate with a cumulative GPA of 8.0 to 8.99.
- D-2. **With High Distinction:** An acknowledgement of academic achievement on the credential parchment and transcript for those students who graduate with a cumulative GPA of 9.0.

### **E. Minimum Camosun College Credit Requirement** (Residency Requirement; Additional minimum requirements may be stipulated by specific programs, as noted in the Academic Calendar.)

- E-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 program completion requirements through Camosun College.
- E-2. **Degrees:** To be awarded a Camosun College degree, a student must have completed at least 50% of the program completion requirements through Camosun College.

## F. Qualifying for Dual and Multiple Credentials

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



## G. Previously Earned Credit and Learning

### G-1. Transfer Credit

- a. Transfer credit is defined as credit for a Camosun College course formally granted for equivalent academic work successfully completed at another recognized post-secondary institution. The credit granted is recorded on the Camosun College official record, 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 should do so at the time of application to the College by submitting their transcripts and other relevant documentation.
- c. The College will evaluate these documents and may award transfer credit for any 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 and/or program completion requirements.
- 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.)

**G-2. Prior Learning Assessment (PLA)**

A student who believes that learning they have 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.)

**RELATED LEGISLATED REFERENCES**

- [British Columbia College and Institute Act](#)
- [British Columbia Council on Admissions and Transfer](#)

**LINKS TO RELATED CAMOSUN POLICIES**

- [E-1.6 Educational Approvals](#)
- [E-1.8 Prior Learning Assessment](#)
- [E-1.13 Academic Integrity](#)
- [E-1.15 Academic Calendar](#)