Policy Title	Credentials
Policy Holder	Vice-President Academic
Policy Approver(s)	Senior Team
Related Policies	Ch5-s1-03 Transfer Credits Ch5-s1-07 Prior Learning Assessment and Recognition Ch5-s3-03 Acquisition of Secondary Credential Ch5-s1-01 Course Evaluation and Grading Ch5-s1-14 Progression and Graduation Requirements
Related Procedures	
Appendices	
Storage Location	https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2023-07-10
Next Review Date	2024-07-11

Purpose

This policy ensures that credentials issued to graduates are equitable and consistent with required parameters as determined by Ministry of Colleges and Universities (MCU) and the Ontario Qualifications Framework. All academic policies, procedures and directives at Confederation are meant to ensure equitable education opportunities for students and prospective students. This policy covers credentials and certification categories for credit programs and non-credit activities.

Scope

This policy applies to all programs (diplomas, degrees and certificates) for which Confederation College has the right to grant a credential, and all applicants for admission to the College.

Definitions

Graduate
A graduate is a current or former student who has achieved the approved program learning outcomes.

Ontario College Credential
Ontario College credentials include certificates, diplomas, advanced diplomas, graduate certificate programs, bachelor degrees and honours bachelor degrees, as outlined in the Ontario Qualifications Framework by the Government of Ontario.

Ontario College Credential Program
A program of study leading to an Ontario College credential

Governing Laws and Regulations
Postsecondary Education Choice and Excellence Act, 2000, S.O. 2000, c. 36
Programs of Instruction: Minister's Binding Policy Directive
Ontario Qualifications Framework
Ontario Human Rights Code

1. Valid Credentials

1.1.   Each form of credential will carry the full program name as approved by Credentials Validation Service (CVS) or Board of Governors, as appropriate, and will, where necessary, distinguish between similar programs.

1.2.   Credentials are official only when a College seal is affixed with applicable signatures.

1.3.   In certain circumstances, the College may issue a credential that includes both the logo of the College and a partner organization with approval by the Vice President, Academic.

1.4.   Each credential will designate the full program name, the graduation date, signatures of the President and Registrar.

1.5.   The format and design of credentials, along with regulations regarding their validation and issuance, is the responsibility of the Registrar's Office.

2. Certification Categories

2.1.   The type of credential accompanying each new program is governed through the Programs of Instruction: Minister's Binding Policy Directives.

2.2.   Credentials are awarded upon successful completion of program requirements.

2.3.   The cost of the original earned credential document is covered by the Graduation Fee.

2.4.   The types of credentials awarded by Confederation College are:

2.4.1.   **Ontario College Certificate (OCC)**
This credential applies to all programs validated by the Credential Validation Service of the Ontario College Quality Assurance Service as an Ontario College Certificate program. Such programs typically have a MCU postsecondary code (4000 series), Approved Program Sequence number (APS) and meet all specific vocational learning outcomes as defined by provincial program standards, where these exist. The typical duration to achieve this credential is two (2) academic semesters or approximately 600 to 700 instructional hours.

2.4.2.   **Ontario College Diploma (OCD)**

This credential applies to all programs validated by the Credential Validation Service of the Ontario College Quality Assurance Service as an Ontario College Diploma program. Such programs typically have a MCU postsecondary code (5000 series), Approved Program Sequence number (APS) and meet all specific vocational learning outcomes as defined by provincial program standards, where these exist. The typical duration to achieve this credential is four (4) academic semesters or approximately 1200 to 1400 equivalent instructional hours.

2.4.3.   **Ontario College Advanced Diploma (OCAD)**

This credential applies to programs validated by the Credential Validation Service of the Ontario College Quality Assurance Service as an Ontario College Advanced Diploma program. Such programs typically have a MCU postsecondary code (6000 series), Approved Program Sequence number (APS), and meet all specific vocational learning outcomes as defined by provincial program standards, where these exist. The typical duration to achieve this credential is six (6) academic semesters or approximately 1800-2100 equivalent instructional hours.

2.4.4.   **Ontario College Graduate Certificate (OCGC)**

This credential applies to all programs validated by the Credential Validation Service of the Ontario College Quality Assurance Service as an Ontario College Graduate Certificate program. Such programs typically have a MCU postsecondary code (7000 series), Approved Program Sequence number (APS), and meet all specific vocational learning outcomes as defined by provincial program standards, where these exist. The typical duration to achieve this credential is two academic semesters or approximately 600 to 700 equivalent instructional hours.

2.4.5.   **Bachelor Degree**

This credential applies to all Bachelor Degree programs for which Confederation College has been granted ministerial consent under the terms of the *Post-secondary Education Choice and Excellence Act, 2000* to grant the degree. Such programs have a MCU postsecondary code (8000 series), Approved Program Sequence number (APS), and meet the Ontario standards for degree programs. The typical duration to achieve the Bachelor Degree is six (6) academic semesters or approximately 90 credits or equivalent.

2.4.6.   **Honours Bachelor Degree**

This credential applies to all Honours Bachelor Degree programs for which Confederation College has been granted ministerial consent under the terms of the *Post-secondary Education Choice and Excellence Act, 2000* to grant the degree. Such programs have a MCU postsecondary code (8000 series), Approved Program Sequence number (APS), and meet the Ontario standards for degree programs. The typical duration to achieve the Honours Bachelor Degree is eight (8) academic semesters or approximately 120 credits or equivalent.

2.4.7.   Board of Governor's Certificate

This certification applies to all MCU-approved tuition short programs and Board of Governors-approved programs with durations of up to and including one year. All such programs must have an MCU short program APS or Board of Governors approval.

2.4.8.   Recognition of Attendance

This certification applies to College learning activities for which recognition is appropriate but for which no formal academic evaluation is conducted.

2.4.9.   Recognition of Completion

This certification applies to groups of courses formally clustered or an individual course, subject to established grading policies that require formal recognition.

2.4.10.   Recognition of Achievement

This certification applies to groups of courses formally clustered or an individual course that equals or exceeds 200 hours of instruction, subject to established grading policies that require formal recognition.

2.4.11.   Transcript

The most comprehensive form of certification is the student transcript, which provides an accurate course-by-course historical record of student activity at the College. Transcripts are issued by the Registrar's Office.

Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

Failure to follow the policy would result in non-compliance with the Ontario College Quality Assurance Service.

Revision History

Version	Change	Author	Date of Change
New			