

 ASSINIBOINE COMMUNITY COLLEGE	# pages 1 of 3	Number Also refer to policy F30 A 9
	Originator Vice-President, Academic	
Policies and Procedures	Effective date July 1, 2013	Replaces A 9 (update only)
Title Credentials Awarded by Assiniboine Community College		

Purpose:

To establish guidelines for the issuing of credentials to persons who successfully complete community college courses or programs of study.

Policy:

1. A diploma will be issued to a student who successfully completes the equivalent of two academic years and which comprises a minimum of 120 credits of training at the post-secondary level. A diploma also will be issued to a student who successfully completes the final level of a four or five level apprenticeship program.
2. A certificate will be issued to a student who successfully completes the equivalent of one academic year and which comprises a minimum of 27 credits of training at the post-secondary level. A certificate also will be issued to a student who successfully completes the final level of a two or three level apprenticeship program.
3. An advanced diploma will be issued to a student who successfully completes a program of advanced studies which comprises a minimum of 45 credits of training. Advanced studies are post-graduate programs or courses which require a diploma, baccalaureate degree or equivalent as an entrance prerequisite.
4. An advanced certificate will be issued to a student who successfully completes a program of advanced studies which comprises a minimum of 18 credits of training. Advanced studies are post-graduate programs or courses which require a diploma, baccalaureate degree or equivalent as an entrance prerequisite.
5. A certificate of achievement may be issued to a student who successfully completes a program that has a minimum of 240 hours of training.
6. A document of achievement may be issued to a student who successfully completes required course(s) or a program that do not meet the minimum requirements for a certificate, diploma, advanced diploma, advanced certificate or certificate of achievement.
 - 6.1 Such course(s)/program must be a minimum of six hours in length.
 - 6.2 This document will not be issued for individual courses that comprise part of a certificate, diploma or certificate of achievement program unless a document certifying completion is required so that a regulatory body or agency may issue a license.

7. A mature student high school diploma will be issued to a student who meets the following requirements, as established by Manitoba Education:
 - 7.1 Applicants must be 19 years of age or over at the time of enrolment or will reach the age of 19 before completion of the course(s) in which they are enrolled, have been out of school for six months or more, and have not obtained a high school diploma.
 - 7.2 A total of eight credits must be earned.
 - 7.3 Four credits must be at the Grade 12 (Senior 4) level.
 - 7.4 Grade 12 (Senior 4) English Language Arts and Grade 12 (Senior 4) Mathematics are required credits.

8. A high school diploma will be issued to a student who meets the following requirements, as established by Manitoba Education:
 - 8.1 A total of 30 credits must be earned, including 17 core and 13 elective credits.
 - 8.2 The core requirement of 17 credits must include:
 - English – at least one credit at each level of Grade 9 to 12 (Senior 1 to 4)
 - Mathematics – at least one credit at each level of Grade 9 to 12 (Senior 1 to 4)
 - Social Studies – at least one credit at each level of Grade 9 to 11 (Senior 1 to 3)
 - Science – at least one credit at each level of Grade 9 and 10 (Senior 1 and 2)
 - Physical /Health Education – at least one credit at each level of Grade 9 to 12 (Senior 1 to 4)
 - 8.3 The elective requirement of a minimum of 13 credits must include credits chosen from any Manitoba Education developed courses, school-initiated course, student-initiated projects or dual credits.

9. A diploma, certificate, advanced diploma, advanced certificate, certificate of achievement, document of achievement, mature student high school diploma or high school diploma may be issued jointly with training partners where training meets the minimum requirements set out in Assiniboine Community College policy.
 - 9.1 Such documents will be issued only when there are formal agreements with the partners in advance of program delivery.
 - 9.2 Students shall receive only one award (diploma, certificate, advanced diploma, advanced certificate, certificate of achievement, document of achievement, mature student high school diploma or high school diploma) for work completed through the college in one program.

10. The credential to be awarded as a result of contract training delivered by ACC will be identified in the contract. This credential must meet the minimum requirements set out above.

11. Diplomas, certificates, advanced diplomas, advanced certificates, certificates of achievement or documents of achievement will be issued to students who transfer credits to ACC subject to the following provisions: (Also refer to Policies A6 and A7)
 - 11.1 Credits must have been transferred from an accredited college or university.
 - 11.2 Subject to residency requirements for individual programs and in the absence of specific articulation agreements, credit will be granted for no more than one-half of an ACC program of studies transferred from another institution.
 - 11.3 Credit will be granted for no more than three-quarters of an ACC program of studies through a combination of credit granted for previous education at other institutions and for credit granted through prior learning assessment, as outlined in Policies A6 and A7.
 - 11.4 Students are not permitted to transfer credits into an ACC advanced diploma or advanced certificate program from a credential (e.g. diploma, baccalaureate degree) which is used as an entrance prerequisite for that advanced diploma or advanced certificate program.

12. Diplomas, certificates, certificates of achievement or documents of achievement will be issued to graduates who transfer credits from one ACC program to another subject to the following provision:
 - 12.1 Credit will be granted for no more than one-half an ACC program of studies transferred from another ACC program; e. g. a student who has completed a 120-credit diploma may transfer a maximum of 60

credits from the first diploma program into a second program of studies. All such transfers must be approved by the dean/director/ who manages the second program.

- 12.2 When credits are transferred from one ACC program to another, the grade originally received will be unchanged.
13. A student who completes a diploma, certificate, advanced diploma, advanced certificate, certificate of achievement or document of achievement that has a specialization (e.g. Diploma in Office Administration, Legal Specialization), and who chooses to complete the requirements for a second specialization in the same program, will be awarded an amended credential listing both specializations.
14. Persons who enrolled in programs prior to the effective date of this policy may complete their program of studies under the previous certificate and diploma policy.

Procedure:

1. Upon completion of course/program and receipt of marks for same by the admissions and registration Department, students who meet the requirements for a diploma, certificate, advanced diploma or advanced certificate will be automatically issued with same by the admissions and registration department.
2. Certificates of achievement and documents of achievement will not be issued automatically. Students who have met the requirements for a certificate of achievement or document of achievement must apply to receive the credential in writing, using a form available from the admissions and registration department or the Centre of Continuing Studies office.
3. All diplomas, certificates, advanced diplomas and advanced certificates will include the reproduced signatures of the chairperson of the Board of Governors, president and registrar. They will also include a gold seal embossed with the official college seal.
4. All certificates of achievement and documents of achievement will include reproduced signatures of the president and registrar. They will be embossed with the official college seal. The appropriate wording will be selected to best reflect the type of course/program the student has completed:
 - 4.1 "has successfully completed" will normally be used in conjunction with courses/programs that include some type of formal evaluation. "has participated in" will normally be used in conjunction with courses/programs in which there is no formal evaluation.
 - 4.2 "course" is normally used when a significant portion of the training includes lectures or demonstrations, and which may include some laboratory or shop experience.
 - 4.3 "seminar" is normally used to describe training that includes a considerable amount of independent study or research, and which may involve group sessions that provide guidance and direction for independent study and allow participants to share their findings.
 - 4.4 "workshop" is normally used to describe training that involves a majority of group work (discussions, presentations, etc.)
 - 4.5 "program" is used when the training involves more than one course, seminar, workshop, laboratory, etc.
5. Mature student high school diplomas and high school diplomas will be issued by Manitoba Education.

President

Date