



# Policy on Credentials Awarded - Policy: A09

Revised/Reviewed: January 2024

## **I. Purpose**

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

## **II. Scope**

This policy defines all credentials offered by Assiniboine Community College and identifies key characteristics and conditions for granting all credentials.

## **III. Definitions**

### **i. Certificate**

A certificate program is designed to provide students with a level of skills, knowledge, and aptitudes that allows graduates to directly enter a field of employment. Programs may provide a certain breadth of learning, in addition to the focused area of study. Programs may prepare students for further academic study. Admission requirements for certificate programs generally are a minimum of secondary school and/or preparatory courses, possibly requiring a minimum grade-point average, and other program-specific requirements. A certificate will be issued to students who successfully complete program requirements that satisfy one of the following: the equivalent of one academic year of full-time study at the post-secondary level, or, the final level of a two level apprenticeship program.

### **ii. Diploma**

A diploma program is designed to provide students with a core understanding and knowledge through applied learning and skill development in technical and non-technical fields. Admissions requirements for diploma programs are a minimum of secondary school and/or preparatory courses, possibly requiring a minimum grade-point average and other program-specific requirements. Diplomas will be issued to students who successfully complete program requirements that satisfy one of the following: the equivalent of two or three academic years of full-time study at the post-secondary level, or, the final level of a three or four level apprenticeship program.

### **iii. Advanced Diploma**

An advanced diploma program is designed to provide students with advanced level of study, developing theoretical and applied knowledge and skills, in technical and non-technical field, building upon previous study. Advanced diploma programs require completion of a diploma, an undergraduate degree, or equivalent, as an admission requirement. An advanced diploma will be issued to a student who successfully completes program requirements that are the equivalent to one academic year of full-time study at the post-secondary level.

#### iv. Applied Degree

An applied degree is a credit program designed to acquaint the student with the basic conceptual approaches and methodologies of the principal discipline or disciplines that constitute the program of study, to provide some specialized knowledge, and to nurture the capacity for independent work in the discipline/ disciplines and field of practice. Graduates develop knowledge and skills that enable them to develop the capacity for independent intellectual work that demonstrates methodological competence and capacity for independent and ethical intellectual/creative work and, where relevant, the exercise of professional responsibility in a field of practice (CMEC, 2007). The applied degree at Assiniboine offers a blend of theory and practice to equip students for entry into an occupation or profession. Admission requirements for applied degree programs are a minimum of secondary school and/or preparatory courses, possibly a minimum grade-point average, and other program-specific requirements. An applied degree will be issued to students who successfully complete a program of study that is the equivalent of three or four academic years of full-time study, depending on the design of the applied degree.

#### v. Other Credentials

**Mature High School Diploma:** A mature student high school diploma will be issued to a student who meets the requirements as established by Manitoba Education.

**Associate Certificate:** An associate certificate is a short program designed for students who wish to complete a program of study that provides professional development, continuing education, industry, or vocational training. These programs can consist of credit and non-credit courses. Admission requirements may or may not be required by the program. These will be issued to students that complete a program of study of a minimum of 100 hours, where student work is formally evaluated.

**Certificate of Completion:** A completion certificate is a structured course, or group of courses, focused toward a narrowly defined set of skills and knowledge, consisting of credit or non-credit courses generally geared toward specific job requirements or skill development, professional development, or community enhancement. Admission requirements may or may not be required by the program. While student work may or may not be formally evaluated, attendance and participation is required. These will be issued to students that complete a program of study of a minimum of six hours in length.

This document will not be issued for individual courses that comprise part of a certificate, diploma, advanced diploma, or degree program unless a document certifying completion is required so that a regulatory body or agency may issue a license.

**Document of Achievement:** These are issued at the discretion of the college to recognize attendance or participation in a college activity, including non-credit or unevaluated learning.

**Microcredentials:** Assiniboine supports career development and certification in a wide range of occupational areas. Microcredentials are developed and issued for competencies relevant to the labour market, and certify an individual's achievements in specific skills. They differ from traditional education credentials, such as degrees and diplomas. Microcredentials require evidence of achievement of outcomes through formal evaluation, and are compatible with traditional transcripts, where possible. Microcredentials will be validated by industry partners or accrediting bodies, where possible.

**vi. Industry recognition/certification:**

Assiniboine programs of study may include industry recognition or certifications. These recognitions or certifications shall be specifically identified in programs, established as separate courses, and clearly reflected on transcripts.

**vii. Graduation:**

Graduation is the awarding of credentials from approved programs. All students eligible to be awarded credentials from approved programs may participate in the college's graduation ceremonies.

**viii. Parchment:**

A parchment is the official credential issued upon graduation. A parchment is different from a transcript as it does not list individual courses. The Registrar maintains parchment standards and approves all credentials issued by the college. The Registrar may recommend that the President approve changes to standards.

**IV. Policy**

**i. Program design and certification:**

1. Academic programs will be developed and offered in a manner that is consistent with Assiniboine academic standards, including credential definitions. Details on academic standards including credential standards is available from the Centre for Learning and Innovation.
2. Approval of Programs
  - a. The Vice President Academic may make exceptions for programs that do not meet credential definitions above upon consultation with Assiniboine academic leadership.
  - b. An Assiniboine credential may be issued jointly with training partners where approved by the Vice President Academic.

**ii. Issuing credentials:**

1. The Registrar's Office will issue credentials of approved programs and shall be limited to those outlined within this policy.
2. Manitoba Education will issue mature student high school diplomas and high school diplomas.

**iii. Work Integrated Learning (WIL) Credits:**

For programs that include work integrated learning components, the following guidelines took effect as of July 1, 2021:

1. Cooperative work placements in programs, which are guided by academic policy A12, will be established as 3-credit courses, regardless of length of the placement.
2. Work practicum placements, which are guided by academic policy A16, will be established as a 1-credit course per placement, regardless of length of the placement.
3. In the event that a prior learning assessment and recognition (PLAR) process is used for credit in place of either a cooperative work placement or a work practicum, the work experience course used as the

substitution will be established as either a 3-credit course for a cooperative work placement or a 1-credit course for a work practicum.

**iv. Credentials:**

1. Students who meet program graduation requirements will be issued graduation credentials.
2. Replacement parchments for lost, stolen, or destroyed credentials may be issued provided the graduate applies for the replacement and pays the fee as set out in the college's schedule of fees.

**V. Policy Authority**

The Vice President, Academic is responsible for this policy.

The Registrar is responsible for the administration and interpretation of this policy.

Questions regarding the interpretation of this policy should be directed to:

Office of the Vice-President, Academic  
1430 Victoria Avenue East  
Brandon, MB R7A 2A9  
Phone: 204.725.8700 / 800.862.6307  
Email: VPAcademic@assiniboine.net

**VI. Policy History**

Policy Change Date	Details
January 24, 2024	Reviewed/Revised

**VII. Related Policies**

- Prior Learning Assessment and Recognition (A06)
- Credit for Previous Education (A07)
- Policy on Graduation (A08-6)
- Co-operative Education (A12)
- Work Practicums (A16)
- Academic Quality Framework

Jan. 31, 2024  
Date

  
President