

13.01	College Credentials	POLICY
--------------	----------------------------	---------------

1.0 PURPOSE

- 1.1 The purpose of this policy is to describe the level and duration for each of the credentials awarded by Nova Scotia Community College (NSCC).

2.0 SCOPE

- 2.1 This policy describes the level and duration for each of the credentials awarded by NSCC to all students who successfully complete all requirements of the program that is related to the credential.

3.0 POLICY

Nova Scotia Community College offers the following types of credentials:

3.1 Advanced Diploma

Awarded to students who successfully complete all requirements of a third level program equivalent to a full-time duration of three years or less; or equivalent to a full-time duration of two years and for which the admission requirement is successful completion of a college certificate; or equivalent to a full-time duration of one year and for which the admission requirements include successful completion of a college diploma or university degree. Advanced diplomas will be signed by the President, NSCC.

3.2 Diplomas

Awarded to students who successfully complete all requirements of a second level program, equivalent to a full-time duration of two years or less; or equivalent to a full-time duration of one year and for which the admission requirements include successful completion of a college certificate. Diplomas will be signed by the President, NSCC.

3.3 Certificates

Awarded to students who successfully complete all requirements of a first level program, normally equivalent to a full-time duration of one year or less, and approved by the Board of Governors. Admission requirements include successful completion of a high school diploma or GED. Certificates will be signed by the President, NSCC.

3.4 College Certificate (College approved)

Awarded to students who successfully complete all requirements of a program designated as leading to a College Certificate, normally equivalent to a full-time duration of one year or less. These offerings must follow the regular program development process and be approved by the Board of Governors. Minimum admission requirements include successful completion of a high school diploma or GED. College Certificates will be signed by the President, NSCC.

Executive Policy Sponsor: VP, Academic	Policy Steward: Director, Academic Development	Approved: VP Academic Sept 26, 2017	Effective Date: Oct 1, 2017	Next Review: Sept 2020
--	--	--	---------------------------------------	----------------------------------

13.01	College Credentials	POLICY
--------------	----------------------------	---------------

3.5 Certificate of Individual Accomplishment

Awarded to students who participate fully in a College credential program with adapted outcomes. The adapted outcomes met must be documented on the official transcript. Duration and admission requirements are based on the program of entry. Certificates of Individual Accomplishment will be signed by the President, NSCC.

3.6 NS High School Diploma for Adults

Awarded to students 19 years or older who successfully complete all requirements of the Adult Learning Program Level IV as outlined by the Department of Labour and Advanced Education. Program duration is equivalent to the length required for learners to complete all courses required to achieve the Nova Scotia High School Diploma for Adults. The Diploma is signed by the Minister of Education and Early Childhood Development.

3.7 Certificate of Completion

Awarded to students who successfully complete all requirements of an individual course or a bundle of courses, which may include both credit and non-credit courses, leading to a Certificate of Completion. Program length may vary based on industry, employer or sector needs. These offerings must follow the regular program development process and be approved by the Board of Governors. Certificates of Completion will be signed by the Associate VP, Academic Planning & Services.

3.8 Certificates of Continuing Education

Awarded to students who successfully complete a designated skills course, approved by the School Dean, where the learning outcomes are not formally evaluated. In order to qualify for the certificate, the student is required to attend at least 80% of the classes. Certificates of Continuing Education will be signed by the School Dean.

3.9 Honorary Diploma

Awarded by the Board of Governors on the recommendation of the Honorary Diploma Committee to:

- a. A person who has made a significant contribution to the Nova Scotia Community College and who emulates the mission, vision and values of the College.
- b. A person who has made a significant contribution to the community (either geographic community or a “community of interest”) consistent with the mission, vision and values of the College.
- c. A person who has made a significant contribution to, or established a reputation in a specific field related to the activities of the College.

If an Honorary Diploma is awarded, it will be presented by the Board Chair or a member of the Board of Governors at a regularly scheduled convocation of the College. A citation outlining the accomplishments of the nominee will be read at the convocation.

Executive Policy Sponsor: VP, Academic	Policy Steward: Director, Academic Development	Approved: VP Academic Sept 26, 2017	Effective Date: Oct 1, 2017	Next Review: Sept 2020
--	--	--	---------------------------------------	----------------------------------

13.01	College Credentials	POLICY
--------------	----------------------------	---------------

3.10 Certificates of Accomplishment

Certificates of Accomplishment include:

- a. Credentials signifying that a student has met partial and/or modified learning outcomes of a certificate, diploma or advanced diploma;
- b. Credentials signifying completion of credit programs developed through customized learning or continuing education; and
- c. Credentials signifying completion of non-credit or a mix of credit and non-credit programs.

The Board of Governors have approved that this credential be retired in 2019-20.

Executive Policy Sponsor: VP, Academic	Policy Steward: Director, Academic Development	Approved: VP Academic Sept 26, 2017	Effective Date: Oct 1, 2017	Next Review: Sept 2020
--	---	--	---------------------------------------	----------------------------------