

<b>13.01</b>	<b>College Credentials</b>	<b>POLICY</b>
--------------	----------------------------	---------------

### 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 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, and approved by the Board of Governors. Advanced Diplomas will be signed by the President, NSCC.

#### 3.2 Diploma

Awarded to students who successfully complete all requirements of a 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, and approved by the Board of Governors. Diplomas will be signed by the President, NSCC.

#### 3.3 Certificate

Awarded to students who successfully complete all requirements of a 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, GED or equivalent. Certificates will be signed by the President, NSCC.

#### 3.4 NSCC College Certificate (College approved)

Awarded to students who successfully complete all requirements of a specific set of credit courses designated as a program by an academic School, and normally equivalent to a full-time duration of greater than 360 and less than 720 instructional hours. These offerings must follow the regular program development process and be approved by the Board of Governors. Admission requirements include successful completion of a high school diploma, GED or equivalent. College Certificates will be signed by the President, NSCC.

#### 3.5 Certificate of Individual Accomplishment

Awarded to students who participate fully in a College credential program with modified outcomes. The modified outcomes 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.

<b>Executive Policy Sponsor:</b> Vice President, Academic	<b>Policy Steward:</b> Director, Academic Development	<b>Approved:</b> Board of Governors, JUNE 21, 2018	<b>Effective Date:</b> JULY 1 2018	<b>Next Review:</b> JUNE 2019
---	---	--	------------------------------------	-------------------------------

<b>13.01</b>	<b>College Credentials</b>	<b>POLICY</b>
--------------	----------------------------	---------------

**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 and approved by the Department of Education and Early Childhood Development. 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 Professional Studies**

Awarded to students who successfully complete all requirements of a specific set of credit courses designated as a program by an Academic School normally equivalent to a duration of greater than 90 and less than 360 instructional hours. These offerings must follow the regular program development process and be approved by the Vice President Academic. Certificates of Professional Studies will be signed by the Vice President, Academic and the Assistant Registrar.

**3.8 Certificate of Completion**

Awarded to students who successfully complete all requirements of a specific set of courses, which may include both credit and non-credit courses, designated as a non-credit program by an Academic School. 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 Vice President, Academic. Certificates of Completion will be signed by the Vice President, Academic and the Assistant Registrar.

**3.9 Certificate of Participation**

Awarded to students who successfully complete one course of no more than 90 hours of instruction, approved by the School Dean, with no formally recorded evaluation of learning outcomes. In order to qualify for the certificate, the student is required to attend at least 80% of the course. Certificates of Participation will be signed by the School Dean and the Assistant Registrar.

**3.10 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.

Honorary Diplomas will be signed by the President, NSCC.

**3.11 Certificate of Accomplishment**

This credential will be retired in 2019-20.

<b>Executive Policy Sponsor:</b> Vice President, Academic	<b>Policy Steward:</b> Director, Academic Development	<b>Approved:</b> Board of Governors, JUNE 21, 2018	<b>Effective Date:</b> JULY 1 2018	<b>Next Review:</b> JUNE 2019
---	---	--	------------------------------------	-------------------------------