



**CREDENTIALS AWARDED AT DOUGLAS COLLEGE POLICY**

<b>Policy Name:</b> Credentials Awarded at Douglas College	<b>Responsible Owner:</b> Vice President, Academic and Provost	<b>Created:</b> 2011 Mar
<b>Policy Number:</b> TBA	<b>Approval Body:</b> Education Council	<b>Last Reviewed/Revised:</b> 2024 May
<b>Category:</b> Educational	<b>Replaces:</b> N/A	<b>Next Review:</b> 2027

**TABLE OF CONTENTS**

- A. PURPOSE**
- B. SCOPE**
- C. DEFINITIONS**
- D. POLICY STATEMENTS**
- E. PROCEDURES**
- F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**
- G. RELATED ACTS AND REGULATIONS**
- H. RELATED COLLECTIVE AGREEMENT CLAUSES**

**A. PURPOSE**

This policy defines the types of credentials awarded by Douglas College through which student learning is formally recognized and celebrated.

**B. SCOPE**

Deans/Associate Deans/Directors  
Faculty  
Registrar  
Students  
Vice-President, Academic and Provost

**C. DEFINITIONS**

**Credential:** A qualification awarded by Douglas College to recognize successful completion of a program of study. See list of credential types awarded by Douglas College.

**Defined program of study:** The framework of required and elective courses that has been approved by Education Council as leading to a particular credential.

**Good Academic Standing:** A student who is not on academic probation. For further details about academic probation statuses, see the [Academic Performance Policy](#).



**Grade Point Average (GPA):** A calculation based on credits for courses taken and the letter grades earned. It can be calculated based on courses taken in a term (term GPA), within a program (PGPA), or across all courses taken at the College (CGPA). See the [Grading Policy](#).

**Program Start Term:** The **program start term** for each individual student is established upon admission, re-admission, or approved declaration of program and determines program curriculum requirements in effect for each student.

**Residency Requirement:** The minimum amount of coursework in a credential that must be completed at Douglas College. It is usually expressed as a percentage.

**Time Limit:** The maximum number of years from the **program start term** in which students must complete the program graduation requirements; measured in full years (three (3) consecutive semesters) spanning any twelve-month (12) period.

**D. POLICY STATEMENTS**

Douglas College will award College credentials commensurate with policy requirements in effect at the time of program completion, and curricular requirements in effect at the time of program start.

**AWARDING OF CREDENTIALS**

All credentials listed in this policy are awarded through Enrolment Services and only awarded following a full program approval process. Refer to Program Approval policies for the program approval processes.

**CREDENTIAL TYPES**

Credential Type	Description
Advanced Certificate	A defined program of study with a minimum of 30 credits of specialized courses, requiring a minimum entrance requirement of a post-secondary certificate. Prior to March 2012, Advanced Certificate was named Advanced Citation Certificate.
Associate Degree	<p>A program of study consistent with provincial legislation with a minimum of 60 credits of first and second year university transfer courses. An associate degree may include a discipline specialization or thematic emphasis.</p> <ul style="list-style-type: none"> <li>• Specialization: a discipline specialization that is comprised of 18 or more credits with at least 9 of them at the second year level, in a given academic discipline.</li> <li>• Thematic emphasis: a thematic emphasis that is comprised of 18 or more credits with at least 9 of them at the second year level, in an interdisciplinary program of study.</li> </ul>

Credential Type	Description
Bachelor Degree	<p>A program of study consistent with provincial legislation with a minimum of 120 credits in a defined program of study, including a minimum of 45 upper level credits (3000/4000 level courses). A bachelor degree will include an honours or major, and may include a minor, and/or concentration.</p> <ul style="list-style-type: none"> <li>• Honours: a primary area of study that is comprised of 45 upper level credits in the area of study (3000/4000 level courses) with a specified minimum Grade Point Average. The honours study may include guided studies, supervised research and/or major paper.</li> <li>• Major: a primary area of study that is comprised of a minimum of 30 upper level credits in the area of study (3000/4000 level courses).</li> <li>• Minor: a secondary area of study outside a student’s given major that is comprised of 15 or more upper level credits in the area of study (3000/4000 level courses).</li> <li>• Concentration: a secondary defined area of study that is comprised of 12 or more credits with at least 6 upper level credits in the area of study (3000/4000 level courses).               <ul style="list-style-type: none"> <li>○ A concentration may also be recognized by a department outside the department offering it, with the approval of both departments and of Education Council.</li> </ul> </li> </ul>
Certificate	A program of study with a minimum of 15 credits.
Citation	A program of study with a minimum of 12 credits in a specific field consisting of a defined program of study. This credential type was removed in March 2012 and is listed here for information only. Credentials previously issued as Citation is now issued as Certificate.
Continuing Education Certificate of Completion	Issued when formal recognition of successful completion of a non-credit program is required. Appropriate evaluation of learning outcomes will be planned and conducted.
Diploma	<p>A defined program of study with a minimum of 60 credits. A diploma may include a specialization.</p> <ul style="list-style-type: none"> <li>• Specialization: a defined area of study that is comprised of 18 or more credits with at least 9 of them at the second year level, of a thematically-linked list of courses within a diploma program.</li> </ul>

Credential Type	Description
Graduate Diploma	A program of study with a minimum of 30 credits of coursework at the 5000 level, and requires a minimum entrance requirement of a Bachelor's degree.
Post-Baccalaureate Diploma	A program of study with a minimum of 60 credits, including a minimum of 30 credits of upper level courses (3000/4000 level courses), and requires a minimum entrance requirement of a Bachelor's degree.
Post-Degree Diploma	A program of study with a minimum of 30 credits, including a minimum of 15 credits of upper level courses (3000/4000 level courses), and requires a minimum entrance requirement of a Bachelor's degree.
Training Group Certificate of Completion	Issued when a formal recognition of successful completion for a Training Group non-credit program is required. Appropriate evaluation of learning outcomes is planned and conducted.

Please note: some credentials established prior to the Credentials Awarded at Douglas College Policy was revised in May 2022 may have **fewer** than the minimum defined credits.

The term “*Certificate*” is reserved for completion of approved certificate programs. Templates for Recognition of Completion or Recognition of Participation are available for use by areas of the College as appropriate, but these do not represent College credentials.

**MINIMUM GRADE POINT AVERAGE FOR GRADUATION**

Each Douglas College credential requires a minimum grade point average (GPA) for graduation as noted below. Individual programs may set higher requirements.

Credential Type	Minimum GPA
Advanced Certificate	Good academic standing
Associate Degree	Program GPA 2.00
Bachelor Degree	Program GPA 2.00
Bachelor Degree (Honours)	Program GPA 3.33
Certificate	Good academic standing
Continuing Education Certificate of Completion	Determined by each program
Diploma	Good academic standing

Credential Type	Minimum GPA
Graduate Diploma	Program GPA 2.33
Post-Baccalaureate Diploma	Program GPA 2.00
Post-Degree Diploma	Program GPA 2.00
Training Group Certificate of Completion	Determined by each program

**RESIDENCY REQUIREMENT**

Each Douglas College credential requires a minimum amount of coursework to be completed at Douglas College and applied towards completion of a defined program of study as noted below. Individual programs may set higher requirements.

Credential Type	Residency
Advanced Certificate	50%
Associate Degree	50%
Bachelor Degree	40%
Certificate	50%
Continuing Education Certificate of Completion	100%
Diploma	50%
Graduate Diploma	100%
Post-Baccalaureate Diploma	50%
Post-Degree Diploma	50%
Training Group Certificate of Completion	100%

**MULTIPLE CREDENTIALS**

Credits earned for one credential may be used to meet some of the requirements of an additional credential. An additional credential may be awarded provided students complete a minimum of 50% of new coursework, which contributes to the requirements of the additional credential.

**POSTHUMOUS CREDENTIAL**

The College may award a credential to a student who, upon death, has completed or were about to complete the final term requirements of their credential. Posthumous credentials may be awarded upon approval of the Registrar and Dean of the Faculty. A credential granted

posthumously will be recorded on the student’s transcript along with a notation that it was awarded posthumously.

**SUSPENSIONS AND EXPULSIONS**

Students who are suspended from Douglas College will not be able to apply for graduation until after the period of suspension.

Students who are expelled from Douglas College will not be able to apply to transfer courses for graduation.

**TIME LIMITS FOR COMPLETING GRADUATION REQUIREMENTS**

The time limit for a program graduation requirement is measured from the **program start term** and is applied based on the following:

Defined Length of Study	Time Limit
One year or less	4 years
Greater than one year, up to two years	7 years
Greater than two years, up to four years	10 years

Students may seek the permission of the Department/Program to complete a credential outside the approved **time limits**.

With the approval of Education Council, Departments/Programs may establish more stringent time limits for completing graduation requirements that supersede these maximums.

Notwithstanding the closure of a program or the removal from policy of a credential type, Douglas College credentials issued at the time of graduation remain valid.

**NOTIFICATIONS OF NEW REQUIREMENTS**

If new or revised program or course requirements become more stringent, they will be published in the on-line College calendar twelve (12) months before they are implemented.

**E. PROCEDURES**

**TIME LIMITS FOR COMPLETING GRADUATION REQUIREMENTS**

Students must consult with the appropriate Department/Program if their completion time falls outside the stated time limits. If an exception to the time limit is agreed upon by the Department/Program, the Department/Program will forward a written recommendation for a new time limit for completion of the outstanding requirements to the Registrar.

**GRADUATION ELIGIBILITY**

- Students must declare their major, minor, concentration, specialization or thematic focus.
- Students must submit an application to graduate by the established deadlines.
- Eligibility for graduation is determined by Enrolment Services.

**F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

Educational Policies

- Academic Performance Policy
- Grading Policy
- Program Approval Policy for New and Revised Credit Program
- Program Approval Process - Continuing Education and Contract Training Certificate Program Policy

**G. RELATED ACTS AND REGULATIONS**

- N/A

**H. RELATED COLLECTIVE AGREEMENT CLAUSES**

- N/A