



CREDENTIALS AWARDED AT DOUGLAS COLLEGE POLICY

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PURPOSE

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

SCOPE (DEPARTMENTS AND/OR PARTIES TO WHICH THIS POLICY APPLIES)

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

DEFINITIONS

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

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 Douglas College coursework in a credential. It is usually expressed as a percentage. For example, a residency requirement of 25% in a 60 credit credential means that a student must complete at least 15 credits of Douglas College coursework to receive the credential.

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 consecutive semesters) spanning any twelve-month period.

POLICY STATEMENTS

Douglas College will award College credentials commensurate with requirements necessary at time of program completion to the achievement of the credentials. (Requests for variances to these requirements may be made by a Department/ Program to Education Council for consideration and approval.)

AWARDING OF CREDENTIALS

All credentials listed in this policy are awarded through the Office of the Registrar and only awarded following a full program approval process. Refer to Program Approval policies for programs that have been formally approved under official program approval processes.

TYPES OF CREDENTIAL

Certificate: A **defined program of study** usually involving one year or less of study.

Advanced Certificate: A **defined program of study** offered to students who already have at least a **Certificate** and who complete additional specialized courses.

Diploma: *Limited-enrolment areas*—In a specific field consisting of a **defined program of study**, requiring a minimum of 60 credits; *Open-enrolment areas*—In selected courses within a **defined program of study**, requiring a minimum of 60 credits.

- Specialization: a thematic specialization for a Diploma is met by completing 18 or more credits, at least 9 of which are at a second year, of a thematically-linked list of courses within a diploma program.

Post-Degree Diploma: One year (min. 30 credits) of a **defined program of study** for students who already possess a **Bachelor's degree**; at least 50% or 15 credits of coursework in the diploma is at the 3000/4000 level.

Post-Baccalaureate Diploma: Two years (min. 60 credits) of a **defined program of study** for students who already possess a **Bachelor's degree**; at least 50% or 30 credits of the coursework in the diploma is at the 3000/4000 level; at least 30 credits must consist of courses for which no other credential has been awarded.

Graduate Diploma: One or two years of a **defined program of study** following the completion of a **Bachelor's degree**; coursework in the diploma is at the 5000 level.

Honours Credential: As determined by each program area, a **defined program of enriched study**,

including such requirements as guided studies, supervised research and/or a major paper, and including a specified minimum Grade Point Average.

Associate Degree: Consistent with provincial legislation, in Arts or Sciences, requiring a minimum of 60 credits of first- and second-year university-transfer courses; may include a thematic emphasis or discipline specialization.

- Specialization: a discipline specialization for an Associate Degree is met by completing 18 or more credits, including at least 9 of which are at second-year, in a given academic discipline.
- Thematic: a thematic emphasis for an Associate Degree is a **defined interdisciplinary program of study** approved by the College.

Bachelor's Degree: Consistent with provincial legislation, a minimum of 120 credit hours in a specific program field consisting of a **defined program of study**, including a minimum of 45 credits taken in courses at the 3000/4000 levels (i.e., upper levels). To qualify for graduation, a student must achieve a minimum cumulative GPA of 2.0 in the last 60 credits of the **defined program of study**.

Majors within a Bachelor's degree will appear on the transcript and graduation parchment by the credential name. Minors or concentrations will only appear on the transcript.

Majors, minors or concentrations will be determined by depth in a given area of study as follows:

- Major: a minimum of 30 credits of upper-level courses in the discipline.
- Minor: a defined area of study outside a student's given major that is composed of 15 or more upper-level credits. A minor must be formally approved by the College and by the relevant Ministry.
- Concentration: a defined area of study within a Bachelor's Degree composed of 12 or more credits, with at least 6 at the upper level. A concentration must be formally approved by the College.

Note: A concentration may also be recognized by a department outside the department offering it, with the approval of both departments and of Education Council.

Continuing Education Certificate of Program 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. Certificates will identify number of hours.

Training Group Certificate: Issued when a formal credential of successful completion for a Training Group non-credit program is required. Appropriate evaluation of learning outcomes is planned and conducted.

NOTES ON CREDENTIAL TYPES:

- Credential names *Citation* and *Advanced Citation* were removed from policy in March 2012.
- Credentials previously issued as *Citations* are now **Certificates**; those previously issued as *Advanced Citations* are now **Advanced Certificates**.
- Some specializations were changed to concentrations effective September 2017.

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.

MULTIPLE CREDENTIALS

Credits earned for one credential may be used to meet the requirements of a more advanced credential. For example, credits earned toward a Certificate can be applied toward a Bachelor’s Degree, and credits earned toward a Post-Degree Diploma can be applied towards a Post-Baccalaureate Diploma. However, students may not receive two Post-Degree Diplomas and one Post-Baccalaureate Diploma for the same two years (60 credits) of post-degree coursework.

Credits earned for one credential may be used to meet some of the requirements of a second credential of the same type (e.g., two **Certificates**, a **Diploma** followed by a **Bachelor’s Degree**). A second credential may be awarded provided that students complete 50% additional coursework, except in the case of **Post-Degree Diplomas**. Students completing multiple **Post-Degree Diplomas** must complete the total credits required for each credential; approved substitute credit must be completed to replace any overlap of course requirements among program requirements.

RESIDENCY REQUIREMENT

The coursework normally comprises the highest level courses.

The residency requirement for **Bachelor’s Degrees** is 70% of upper level credits (3000/4000/5000 level courses).

The residency requirement for **Associate Degrees** is 50%.

Unless otherwise specified in the Program and Course Catalogue, the default residency requirement for **Post-Baccalaureate Diplomas** is 50%.

Unless otherwise specified in the Program and Course Catalogue, the default residency requirement for all other credentials with more than 30 credits is 25%.

The residency requirement for most credentials with 30 credits or fewer is 50%. **Post-degree Diplomas** however, generally have higher residency requirements. Please consult the Program and Course Catalogue to determine a program’s residency requirement.

Changes to program residency requirements require the approval of Education Council.

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 (years)
One year or less	4
Greater than one year, up to two years	7
Greater than two years, up to four years	10



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.

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 minor, concentration or specialization prior to graduation.
- Students must make application to graduate.
- Eligibility for graduation is determined by the Registrar's Office.
- Students who are eligible for multiple credentials at the same graduation ceremony will be acknowledged for completing multiple credentials, but will cross the stage only once.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED DOUGLAS COLLEGE POLICIES

[Program Approval Policy for New and Revised Credit Programs](#)

[Program Approval Process - Continuing Education and Contract Training Certificate Program Policy](#)

RELATED ACTS AND REGULATIONS

To be determined.

RELATED COLLECTIVE AGREEMENT CLAUSES

None.