

AA15**College Credentials**

Classification:	Academic Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1995-07-19
Date Last Reviewed:	2021-06-09
Mandatory Review Date:	2026-06-09

PURPOSE

To document the credentials issued to graduates as stipulated in the Ministry of Colleges and Universities guidelines on program certification.

SCOPE

All students who have achieved the approved program learning requirements.

DEFINITIONS

Word/Term	Definition
Bachelor's Degree	Bachelor's degree conferred by Algonquin College as approved by the Government of Ontario through the Ministry of Colleges and Universities.
Graduate	Student who has achieved the approved program learning requirements
Ontario College Credential Programs - Approved	Ontario College Certificate, Diploma, Advanced Diploma and Graduate Certificate programs as outlined in the Ontario Qualifications Framework by the Government of Ontario.
MCU	Ministry of Colleges and Universities

POLICY

1. The Registrar has responsibility for certifying graduates who have achieved the approved program learning requirements as stipulated in the MCU guidelines on program certification.
2. The program title that appears on the credential is to be the same one used in the original program documentation submission to MCU or the Credential Validation Service. Only with the Registrar's approval can another program title appear on the certificates, diplomas and bachelor's degrees.
3. Within the [Ontario Qualifications Framework](#) , MCU has established requirements for credentials to be awarded. Within these guidelines, the Registrar designates the appropriate certificate for each College program and draws to the attention of the Senior Vice President, Academic any

changes in MCU guidelines or program hours that might affect the designation. The type of certification designated for each program is included in the Program details available through the Algonquin College [website](#).

4. All forms of certification are official only when affixed with the College seal.
5. Each certification copy includes the full program name, the signatures of the President and Registrar, and where appropriate, the designation of Honours status.
6. Prior to September 2004, the College awarded six levels of certification for which it had sole responsibility for issuance, and two levels of joint certification with an outside organization under pre-defined understandings. These are described in Appendix 1.
7. Since September 2004, the College awards seven levels of certification for which it has sole responsibility for issuance, and two levels of joint certification with an outside organization under pre-defined understandings. These are described below:

7.1 Bachelor's Degree (Honours)

This certification is awarded to graduates upon successful completion of all the requirements of an approved bachelor's degree program; the usual duration to achieve this credential is four-years or eight academic semesters plus 14 weeks of paid, full-time or part-time equivalent work (420 hours) prior to graduation, related to the professional field of study, as applicable.

7.2 Ontario College Graduate Certificate (OCGC)

This certification is awarded to graduates upon successful completion of all the requirements of an approved graduate certificate program; the usual duration to achieve this credential is one year or two academic semesters.

7.3 Ontario College Advanced Diploma (OCAD)

This certification is awarded to graduates upon successful completion of all requirements of an approved advanced diploma; the usual duration to achieve this credential is three years or six academic semesters.

7.4 Ontario College Diploma (OCD)

This certification is awarded to graduates upon successful completion of all requirements of an approved diploma program; the usual duration to achieve this credential is two years or four academic semesters.

7.5 Ontario College Certificate (OCC)

This certification is awarded to graduates upon successful completion of all requirements of an approved certificate program; the usual duration to achieve this credential is one year or two academic semesters.

7.6 Certificate (College Approved)

This level of certification recognizes successful completion of specific courses, prescribed as a package of courses by an academic department of no less than 100 hours, and designated as leading to a College Certificate. These offerings must follow the regular curriculum approval process and be approved by the Senior Vice President, Academic and reported to the Board of Governors.

7.7 Statement of Achievement

This level of certification is awarded to students who attend non-credit courses. The student is expected to have attended eighty percent of classes to qualify for this form of recognition.

7.8 Joint Certification

To qualify for joint certification by the College and another institution or agency, the program curriculum (whether funded or non-funded) must follow the regular curriculum approval process and be approved by the Senior Vice President, Academic and the Board of Governors.

7.9 Joint Statements of Achievement with Outside Organizations

This statement is issued upon satisfactory completion of an academic activity co-sponsored by an approved agency and the College. The student is expected to have attended eighty percent of classes to qualify for this form of recognition.

8. The format of College credentials, along with regulations regarding their validation and issuance, is the responsibility of the Registrar's Office.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Certify, each term, those students who have achieved the approved program learning requirements.	Registrar's Office
2. Issue all forms of certification for graduates using the official program titles and affix the College seal.	Registrar's Office

SUPPORTING DOCUMENTATION

[Ontario Qualifications Framework](#)

RELATED POLICIES

AA14 Grading Systems

AA30 Program Progression and Graduation Requirements

RELATED MATERIALS

Ministry of Colleges and Universities- College of Applied Arts and Technology Policy Framework, 3.0
Programs: Minister's Binding Policy Directive, [Framework for Programs of Instruction](#). Revised: 31/07/09

Algonquin College Program Development, Approval and Implementation Process Guide:

<http://www.algonquincollege.com/programDevelopment/Documents/Framework%20ProgramsOfInstructionJuly2009.pdf>

Algonquin College Program Monographs (detailed requirements and descriptions):

<http://www.algonquincollege.com/future-students/programs/>

Appendix 1:

Appendix 1 Certification Categories prior to September, 2004.

AA15: APPENDIX 1

CERTIFICATION CATEGORIES PRIOR TO SEPTEMBER, 2004:

1. *Bachelor Degree (Honours)*

Graduates of approved four-year programs that meet the knowledge and skill requirements of the Baccalaureate degree in Applied Area of Study.

2. *Diploma of*

Graduates of approved three-year programs in Applied Arts, Business, Health Sciences and Technology receive a diploma designated Advanced Diploma of *.

Graduates of these three-year prescribed programs may use the designations Dipl. A.A., Dipl. B., Dipl. H.S., Dipl. T., behind their names.

3. *Diploma*

The Ministry guidelines indicate a diploma may be awarded to graduates of prescribed approved programs of two-year duration.

Conventional use of this designation indicates it should be written in full as "Diploma" behind a graduate's name.

4. *Certificate (Ministry-Approved)*

Ministry guidelines indicate a certificate is awarded to graduates of prescribed programs of one-year duration or less that is approved as such. This includes postsecondary programs less than two years or equivalent, programs approved as short programs, post-basic programs, and apprentice programs.

Conventional use of this designation indicates it is written in full as "Certificate" after a graduate's name.

5. *Certificate (College-Approved)*

This level of certification recognizes successful completion of specific courses, prescribed as a package of courses by an academic department of no less than 100 hours, and designated as leading to a College Certificate. These offerings must follow the regular curriculum approval process and be approved by the Senior Vice President, Academic and reported to the Board of Governors.

6. *Statement of Achievement*

This level of certification is awarded to students who attend non-credit courses and programs. The student is expected to have attended eighty percent of classes to qualify for this form of recognition.

7. *Joint Certification*

To qualify for joint certification by the College and another institution or agency, program curriculum (whether Ministry-approved, College-approved, funded or non-funded) must follow the regular curriculum approval process and be approved by the Senior Vice President, Academic and the Board of Governors.

8. *Joint Statements of Achievement with Outside Organizations*

This statement is issued upon satisfactory completion of an academic activity co-sponsored by an approved agency and the College. The student is expected to have attended eighty percent of classes to qualify for this form of recognition.