

Policy No. & Title: **A103: FANSHAWE COLLEGE CREDENTIALS**

Policy Sponsor: Registrar

Reference Cttee: College Council

Effective: 2012 11 21

Next Review: 2017 11

Approvals: 1989 10 02 (CC-89-01), 1996 12 04 (SA-96-03), 1998 04 01 (SA-97-06), 2001 03 28 (CC-00-07), 2005 06 22 (CC-04-09 – Effective: 2004 09 01), 2012 11 21 (CC-12-03)

1. PURPOSE

Fanshawe College delivers programs of study and courses which when successfully completed result in a specific credential granted to the student. Credentials awarded are limited to those outlined within this policy.

2. DEFINITIONS

None.

3. THE POLICY

3.1. Credentials

The following credentials at Fanshawe College will be issued by the Office of the Registrar and shall be limited to those outlined within this policy.

3.1.1. The following credentials are granted consistent with the Minister's Binding Policy Directive, Framework for Programs of Instructions.

3.1.1.1. A Fanshawe College Certificate

3.1.1.2. An Ontario College Certificate

3.1.1.3. An Ontario College Diploma

3.1.1.4. An Ontario College Advanced Diploma

3.1.1.5. An Ontario College Graduate Certificate

3.1.2. The College Degree credential is granted with the Minister's approval upon the recommendation of the Post-Secondary Education Quality Assessment Board (PEQAB).

3.1.3. The Honorary Diploma or Degree credential is granted consistent with the Honorary Diplomas and Degrees policy C303.

3.1.4. A Fanshawe College Declaration of Academic Achievement credential shall be awarded to students on successful completion of one of the following:

- 3.1.4.1. A group of graded courses which form part of the required courses of a post-secondary program. This group of courses must be recognized and approved by the College as a separate entity having significance, for example, with regard to employment opportunities.
- 3.1.4.2. A group of related graded courses for part-time students, designed for community needs which are not met through the Ontario College Diploma, Ontario College Certificate, or Fanshawe College Certificate programs (3.1.1.1, 3.1.1.2, 3.1.1.3 above). This group of graded courses must be recognized and approved by the College as a separate entity having significance, for example, with regard to employment opportunities.

The minimum number of student course hours in either case is 100 (exceptions may be approved under special circumstances).

3.2. Credential Format

- 3.2.1. On the advice of the Registrar, the Senior Vice-President, Academic may recommend that the President approve alterations to the appearance of the credentials to accommodate additional elements.
- 3.2.2. The signatures to appear on the symbols of academic achievement will be as follows:
 - 3.2.2.1. Certificates, Diploma, College Degree and Honorary Diploma and Degree - Signatures of the Chair of the Board of Governors, President, and Registrar
 - 3.2.2.2. Declaration of Academic Achievement - Signatures of the President and Registrar
- 3.2.3. The date to appear on the credentials will be the date of successful completion of the program or course(s).
- 3.2.4. The specific information to be included on the Certificates, Diploma, College Degree and Honorary Diploma and Degree will be limited to the following:
 - 3.2.4.1. Date as specified in Section 3.2.3;
 - 3.2.4.2. Name of the student as the name appears on the official student record;
 - 3.2.4.3. Title of the program as approved by the credentialing body;
 - 3.2.4.4. Major within the program where applicable;
 - 3.2.4.5. Co-operative education endorsement where applicable;
 - 3.2.4.6. President's Honour Roll achievement where appropriate

4. FANSHAWE COLLEGE LETTER OF RECOGNITION

4.1.1 A Fanshawe College Letter of Recognition will be issued:

4.1.1.1. upon request to a student on successful completion of a College course which is non-credit/non-graded;

4.1.1.2. upon request to a student on successful completion of an approved program of study not leading to a diploma, certificate or Declaration of Academic Achievement.

4.1.2 The date to appear on the Letter of Recognition will be the date of successful completion of the course(s).

4.1.3 The signature to appear on the Letter of Recognition – Signature of the Registrar.

5. REFERENCES

MTCU Policy Framework, Minister's Binding Policy Directive, Framework for Programs of Instruction: Issued April 1, 2003, Revised 31/07/09; PEQAB Handbook for Ontario Colleges, 2010.

College Policies:

[C303: Honorary Diplomas and Degrees](#)

[A122: Graduation from Approved College Programs](#)

[A121: Graduation Ceremonies](#)

6. APPENDICES

None.

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