



Policy	#3-22
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PROGRAM AND COURSE CREDENTIALS

POLICY STATEMENT

North Island College (NIC) recognizes student achievement by awarding credentials according to established guidelines.

PURPOSE STATEMENT

The purpose of this policy is to establish guidelines and definitions to identify NIC credentials that will be awarded to students upon successful completion of programs or applicable courses.

SCOPE & LIMITATIONS

This policy applies to all credentials awarded by NIC to students who have successfully completed all requirements.

PRINCIPLES

1. NIC honours the educational accomplishments of all students enrolled in credentialed programs.
2. NIC offers quality credentials that have value as stand-alone entities as well as improve student mobility and laddering to other institutions in British Columbia and beyond.
3. NIC is committed to establishing standards that ensure the integrity and quality of all credentials awarded and that align with the requirements set by the provincial ministry responsible for post-secondary education.
4. NIC will publish all academic program credential requirements in its academic calendar.
5. The Office of the Registrar is responsible for verifying and issuing credentials.

DEFINITIONS

Academic Program Credential

A named qualification awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree, as outlined in Guideline A of this policy, and which requires approval of Education Council (EdCo) and the Board of Governors (BOG).

Externally Mandated Curriculum

Programs and courses that are determined by a regulatory agency external to NIC.

Program or Course Completion Credential

A document that acknowledges a student's completion of a program as outlined in Guideline B of this policy.

Residency Requirements

The number of courses or credits or percentage of the program that must be completed at an institution to graduate from that institution.

RELATED LINKS

BC Transfer Guide, <http://www.bctransferguide.ca/resources/glossary/>

GUIDELINES

A. Academic Program Credentials

1. Each department/program area will define a consistent formula to establish standard credit value for each course or program in relation to best practices in the sector.
2. NIC's Academic Program Credentials are approved by EdCo and BOG and reflect Ministry and Degree Quality Assessment Board (DQAB) standards.
3. Academic program credential requirements will either be based on the program requirements at the time of admission or , should the student elect, may be based on any subsequent academic year in which the student is enrolled provided it is in accordance with completion timelines established for that credential.
4. Students who have exited their program for a full academic year or more must meet completion requirements of the year in which they are re-admitted or any subsequent academic year in which the student is enrolled.
5. Program completion timelines are normally determined by the dean/director in consultation with the department and will be published in the academic calendar within the program completion requirements.
6. The residency requirement for an NIC credential is normally 50% unless otherwise stated in the program completion requirements posted in the academic calendar.
7. Academic program credentials will include the program title, the name of the credential, the official college logo, the official college seal, and the signature of the Chair of the Board of Governors, the President, and the Registrar.

8. The Office of the Registrar is responsible for evaluating the student record to ensure all requirements are met as published in the appropriate calendar year prior to issuing a credential.
9. To acquire a subsequent or higher-level credential, a student must complete all the requirements of that credential. Rules for obtaining a second credential vary by department and program. Normally, however, at least 25% of the credits for the higher credential must be new.
10. Micro-credentials may be stacked into a credential without requiring 25% of the credits to be new.
11. A student will not normally receive a lower-level credential in the same area of study after having received a higher credential.
12. Individual micro-credentials that are stackable into a higher-level credential will be awarded both the lower-level credentials and the higher credential.

B. Statement of Program or Course Completion

1. Programs resulting in a statement of program or course completion may have admission requirements.
2. The length of these programs varies, and curriculum is approved by the dean/director of the program area.
3. Courses in these programs are graded, and final grades are reported on the student's transcript.
4. The statement of program or course completion will include the program or course title, statement of program or course completion, the program or course length in hours, the official college logo, date of completion, the official college seal, and the signature of the Registrar.

Cross References:

[NIC Policy #1-01 Freedom of Information and Protection of Privacy](#)

[NIC Policy #3-07 Program Revisions and New Program Approval](#)

[NIC Policy #4-09 Registration](#)

[NIC Policy #4-10 Prior Learning Assessment & Recognition](#)

[NIC Policy #4-17 Admission](#)

APPENDIX A CREDENTIAL GUIDE

The two tables below are guidelines only and provide the general requirements for the named credential.

A. Academic Program Credentials

Credential	Normal Credit range (where credit is applicable)	Admission Requirements	Approval	Normal Duration	Notes
Bachelor's Degree	120 credits	Varies – published in NIC's academic calendar	EdCo & BOG	4 years (8 terms)	Final approval is by the Ministry of Advanced Education and Skills Training (Degree Quality Assessment Board).
Associate Degree	60 credits	Varies – published in NIC's academic calendar	EdCo & BOG	2 years full time (4 terms)	Articulation posted on BC Transfer Guide
Diploma	30 – 60 credits	Varies – published in NIC's academic calendar	EdCo & BOG	2 - 4 terms	
Certificate	15 – 30 credits	Varies – published in NIC's academic calendar	EdCo & BOG	2 – 4 terms or 4 – 10months	
Micro-credential	Varies	Varies – published in the NIC's academic calendar	EdCo & BOG	4 months or less	
Advanced Diploma	30 – 90 credits	Varies – may include completion of Diploma or Degree	EdCo & BOG	2 – 6 terms	
Advanced Certificate	15 – 30 credits	Completion of Certificate, Diploma or Degree	EdCo & BOG	2 – 4 terms or 4 – 10 months	
Post Graduate Certificate	15 - 30 credits	Completion of Diploma or Degree	EdCo & BOG	2 – 4 terms or 4 – 10 months	
Post Graduate Diploma	30 - 90 credits	Completion of Diploma or Degree	EdCo & BOG	3 – 6 terms	

B. Statement of Program or Course Completion

Credential	Normal Credit range	Admission Requirements	Approval	Normal Duration	Notes
Statement of Program or Course Completion	No credits	May or may not have admission requirements	Dean/ Director	Varies	Courses are graded and the final grades are reported on the student's transcript.
Micro-credential – Statement of Completion	No credits	May or may not have admission requirements	Dean/ Director	Varies	Courses are graded and the final grades are reported on the student's transcript.