

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. E21
	ORIGINATOR Registrar	
	APPROVED BY President's Executive Committee	
TITLE CERTIFICATES AND DIPLOMAS	EFFECTIVE DATE 2004.06.30	REPLACES 2001.09.26

POLICY

1. In the context of Ministry guidelines concerning program certification, the Registrar has responsibility for certifying graduates who have achieved the approved program criteria established by the Vice President Academic.
2. The program title is to appear on the credential as written in the original program documentation. Only with the Registrar's approval, can text other than the program title appear on the certificates and diplomas.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. The Ministry of Training, Colleges and Universities (MTCU) has established broad definitions of certification categories. Within these guidelines, the Registrar designates the appropriate certificate for each College program and draws to the attention of the Vice President Academic any changes in MTCU guidelines or program hours that might affect this designation. The type of certification designated for each program is included in the College Calendar.
2. Each form of certification will carry the full program name as approved by the Ministry or Board of Governors, as appropriate.
3. All forms of certification are official only when the College seal is affixed by the Registrar's Office.
4. Each certification copy includes the full program name, the signatures of the President and Registrar, and where appropriate, the designation of Honours status.
5. Pre-September, 2004, the College recognizes six levels of certification for which it has sole responsibility for issuance, and two levels of joint certification it may issue with an outside organization under pre-defined understandings. Each of these is described below.

Post-September, 2004, the College recognizes seven levels of certification for which it has sole responsibility for issuance, and two levels of joint certification it

may issue with an outside organization under pre-defined understandings. Each of these is described below.

6. The format (design) of certificates/diplomas, along with regulations regarding their validation and issuance, is the responsibility of the Registrar's Office.

CERTIFICATION CATEGORIES

Pre-September, 2004:

1. Bachelor Degree in Applied Studies

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

Graduates of these 3-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 post-secondary 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 and designated as leading to a College Certificate. These offerings must follow the regular

curriculum approval process and be approved by the 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, curriculum of the program (whether Ministry-approved, College-approved, funded or non-funded) must follow the regular curriculum approval process and be approved by the 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.

Post-September, 2004:

1. Bachelor Degree in Applied Studies

This certification is awarded to graduates of approved four-year programs that meet the knowledge and skill requirements of the Baccalaureate Applied Area of Study.

2. Ontario College Graduate Certificate (OCGU)

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.

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.

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.

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.

6. Certificate (College Approved)

This level of certification recognizes successful completion of specific courses, prescribed as a package of courses by an academic department and designated as leading to a College Certificate. These offerings must follow the regular curriculum approval process and be approved by the Vice President Academic and reported to the Board of Governors.

7. 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.

8. Joint Certification

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

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.

(original signed by)

Registrar