

ADMINISTRATIVE OPERATING PROCEDURE: Programs of Instruction and College Credentials

Procedure ID:	#2-213F
Approved by Senior Management Team	June 2019
Revision Date(s):	New
Effective Date:	September 1, 2019
Next Review Date:	September 2022
Monitoring Responsibility:	Vice-President Academic Experience
Linked to a College Policy:	#2-213

Policy Statement

Fleming College is committed to promoting excellence in the development, design, delivery, and ongoing review of academic programs. Through program quality assurance processes, the College will demonstrate accountability to the Board of Governors, the Ministry, students and the communities we serve, that there are mechanisms to ensure that all academic programs meet or exceed relevant quality standards and remain current, relevant, and innovative for students.

Definitions/Acronyms

Credential Validation Service (CVS): has been established according to the Minister's Binding Policy Directive, Framework for Programs of Instruction. This service, along with the approval of programs of instruction by the Board of Governors, makes up a component of the self-regulatory mechanisms of the college system. The CVS is operated as a subsidiary of Colleges Ontario.

Graduate: student who has achieved the approved program learning requirements

Ministry of Training, Colleges and Universities (MTCU): is the governing body for the Ontario Colleges of Applied Arts and Technology that oversees the development and the review of standards for programs of instruction. Each college is required to ensure that its program delivery are consistent with these standards and must assist students to achieve these essential outcomes.

Minister's Binding Policy Directive, Framework for Programs of Instructions; Credentials Framework: defines in detail the different aspects related to the scope of the credential, hours of instruction, admission requirements and naming of each credential delivered by the college.

Ontario College Credential Programs: Ontario College Certificate, Diploma, Advanced Diploma, and Graduate Certificate Programs.

Operating Procedure

1.0 Credential Requirements

- 1.1 Within the Credentials Framework, MTCU has established requirements for credentials to be approved for funding after validation from Credential Validation Services (CVS).
- 1.2 Consistent with these requirements, the College ensures that all programs of instruction generated during new program development and updated during program review are current and compliant with internal and external requirements.
- 1.3 The type of credential designated for each program of instruction is included in the program details available through the Fleming College website.
- 1.4 All forms of awarded credential are official only when the College seal is affixed by the Office of the Registrar. Each certification copy includes the full program name, the signatures of the President and Registrar, and where appropriate, the designation of Honours status.

2.0 Awarded Credentials

- 2.1 **Ontario College Graduate Certificate (OCGC).** This credential 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.
- 2.2 **Ontario College Advanced Diploma (OCAD).** This credential 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.
- 2.3 **Ontario College Diploma (OCD).** This credential 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.
- 2.4 **Ontario College Certificate (OCC).** This credential 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.
- 2.5 **Certificate (Local Board Approved).** This level of credential recognizes successful completion of specific courses, prescribed as a package of courses and designated as leading to a Fleming College Certificate. These offerings must follow the regular curriculum approval process and be approved by the Vice President Academic Experience and reported to the Board of Governors
- 2.6 **Statement of Achievement.** The Statement of Achievement 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.
- 2.7 **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 Vice President Academic Experience and the Board of Governors.

3.0 Roles and Responsibilities

- 3.1 The Registrar has responsibility for certifying graduates who have achieved the approved program learning outcomes established by the Vice President Academic Experience, as stipulated in the MTCU guidelines on program certification.
- 3.2 The Registrar has the responsibility to ensure that the program title which appears on the credential is to be the same one used in the original program documentation submission to MTCU or the Credential Validation Service. Only with the Registrar's approval can another program title appear on the certificates and diplomas
- 3.3 The Academic Quality Office ensures that College credentials are in compliance with regulations regarding their validation and issuance.
- 3.4 The Vice President Academic Experience is accountable for the effective delivery of programs of instruction with the assistance of the Deans/Academic Chairs.
- 3.5 Ultimate responsibility and oversight for ensuring quality assurance processes at Fleming College resides with the Board of Governors.

Related Documents

- 2-220 Quality Assurance
- 2-213 Program Quality Assurance
- Ontario College Quality Assurance Service (OCQAS) Standards
- MTCU Minister's Binding Policy Directive: Frameworks for Programs of Instruction.

Appendices

History of Amendments/Reviews:

Section(s)	Date	Comments
New	June 2019	Approved by SMT June 2019