

Sir Sandford Fleming College
Policy Manual

Policy No. 5-502 Page No. 1 of 1 Date Approved: 92-09 Motion #3	Approved By: Board of Governors Supercedes: 3-314
SUBJECT: ISSUANCE OF DIPLOMAS & CERTIFICATES	

The authority for issuing diplomas and certificates lies with the College Board of Governors. Through policy 5-502 the Board of Governors delegates this authority to the college Registrar.

The Registrar shall publish a set of procedures for the issuance of diplomas and certificates that will:

- Describe the authority, accountability and responsibility of the various offices involved.
- Provide a standard for the various levels of diplomas and certificates issued.
- Prescribe the wording to be used and the use of College insignia.
- Prescribe the use of authorizing signatures.

PROCEDURE: DIPLOMAS & CERTIFICATES 5-502

1. The authority for issuing diplomas and certificates lies with the College Board of Governors. Through policy 5-502 the Board of Governors delegates this authority to the College Registrar.
2. The Academic Team Leader is accountable for specifying the courses required for successful completion of a program.
3. It is the responsibility of the Registrar or his/her designee to determine, using the records at his/her disposal, whether or not individual students meet those requirements and to review general College requirements related to graduation eligibility.
4. Once satisfied that all academic and general conditions have been met it is the responsibility of the Registrar or his/her designee to certify this eligibility by issuing the appropriate diploma or certificate.
5. In order to be eligible to receive a diploma or certificate in any given graduation year, the student must have completed all diploma/certificate requirements by June 30th. After this date, the diploma/certificate will be issued at the next year's Convocation. Diplomas/Certificates are not issued prior to the Convocation ceremony.
6. Sir Sandford Fleming College shall certify achievement through the use of the following eight distinct levels of certification.

6.1 "Ontario College Advanced Diploma"

This diploma will be awarded to graduates of Board of Governors approved programs as defined by the Ministry of Training for Colleges and Universities binding policy directive – Framework for Programs of Instruction.

Examples:

Business Administration – Marketing
Fish & Wildlife Technology
Massage Therapy

Format:

Each "**Ontario College Advanced Diploma**" shall contain both the College crest and the College seal prominently displayed.

The following wording shall be used:

**The Board of Governors upon the recommendation
of the faculty of the College hereby awards to**

JOHN STEPHEN DOE

**In witness of the successful completion of the prescribed
Program of Study, this Ontario College Advanced Diploma in**

Fire Systems Engineering Technology

**Given at Peterborough, (Lindsay, Haliburton) Ontario this ____
day of ____, 20 ____.**

Each “**Ontario College Advanced Diploma**” shall be inscribed with
the signatures of:

Chair, Board of Governors
President
Vice-President, Academic
Registrar

The live signature of the Registrar shall certify eligibility for graduation

6.2 “Ontario College Diploma”

This diploma will be awarded to graduates of Board of Governors
approved programs as defined by Ministry of Training for Colleges
and Universities binding policy directive – Framework for Programs of
Instruction.

Examples:

Early Childhood Education
Police Foundations
Environmental Technician

Format:

Each “**Ontario College Diploma**” shall contain both the College crest
and the College seal prominently displayed

The following wording shall be used:

**The Board of Governors upon the recommendation of the faculty
of the College hereby awards this Ontario College Diploma to**

JANE SUSAN DOE

**In witness of the successful completion of the prescribed
Program of Study in**

Practical Nursing

**Given at Peterborough, (Lindsay, Haliburton) Ontario this _____
day of _____, 20 _____.**

Each “**Ontario College Diploma**” shall be inscribed with the
signatures of:

Chair, Board of Governors
President
Vice President, Academic
Registrar

The live signature of the Registrar shall certify eligibility for graduation.

6.3 “Ontario College Graduate Certificate”

This certificate will be awarded to graduates of Board of Governors
approved programs as defined by Ministry of Training for Colleges
and Universities binding policy directive – Framework for Programs of
Instruction.

Examples:

Museum Management and Curatorship
Natural Resources Technology – Law Enforcement

Format:

Each “**Ontario College Graduate Certificate**” shall contain both the
College crest and the College seal prominently displayed.

The following wording shall be used:

**The Board of Governors upon the recommendation of the faculty
of the College hereby awards this Ontario College Graduate
Certificate to**

JANE SUSAN DOE

**In witness of the successful completion of the Program of Study
in**

Museum Management and Curatorship

Given at Peterborough, (Lindsay, Haliburton) Ontario this ____ day of ____, 20 ____.

Each “**Ontario College Graduate Certificate**” shall be inscribed with the signatures of:

Chair, Board of Governors
President
Vice President, Academic
Registrar

The live signature of the Registrar shall certify eligibility.

6.4 “Ontario College Certificate”

This certificate will be awarded to graduates of Board of Governors approved programs as defined by Ministry of Training for Colleges and Universities binding policy directive – Framework for Programs of Instruction.

Examples:

Personal Support Worker
Pre-Service Firefighter Education & Training

Format:

Each “**Ontario College Certificate**” shall contain both the College crest and the College seal prominently displayed.

The following wording shall be used:

The Board of Governors upon the recommendation of the faculty of the College hereby awards this Ontario College Certificate to

JOHN STEPHEN DOE

In witness of the successful completion of the prescribed Program of Study in

Artist Blacksmith

Given at Peterborough, (Lindsay, Haliburton) Ontario this ____ day of ____, 20 ____.

Each “**Ontario College Certificate**” shall be inscribed with the signatures of:

Chair, Board of Governors
President

Vice President, Academic
Registrar

The live signature of the Registrar shall certify eligibility for graduation.

6.5 “Certificate of Successful Completion”

This certificate will be awarded to graduates of approved programs who have successfully completed a program of study which has an evaluative mechanism with grades allocated, and/or evidence of successful completion of performance objectives or required competencies.

Examples:

Apprenticeship Programs
Computerized Office
Spa Esthetics

Format:

Each “**Certificate of Successful Completion**” shall display the College crest.

The following wording shall be used:

**Sir Sandford Fleming College of Applied Arts and Technology
certifies that**

JANE SUSAN DOE

**has successfully completed prescribed program requirements
in:**

Developmental Services Certificate

Dated:

Each “**Certificate of Successful Completion**” shall be inscribed with the signatures of:

Vice President, Academic
Registrar

The live signature of the Registrar shall certify eligibility for graduation.

6.6 “Statement of Recognition”

A “**Statement of Recognition**” will be awarded for successful completion of a course which was delivered under formal agreement by the College to an outside party. The course must have an evaluative mechanism with grades allocated and/or evidence of successful completion of performance objectives or required competencies.

Example:

Global Positioning Systems for Ontario Licensed Well Technicians

Format:

Each “**Statement of Recognition**” shall display the College logo.

The following wording shall be used:

This confirms that

JOHN STEPHEN DOE

has successfully completed the

Air Brake ‘Z’ Endorsement Course

Dated:

The live signature of the Registrar shall certify eligibility.

6.7 “Statement of Participation”

A “**Statement of Participation**” will be awarded for participation in a learning activity which was delivered under formal agreement by the College to an outside party for which some form of recognition is appropriate but for which no formal assessment was conducted.

Examples:

Use of Helicopter in the Natural Resource Sector
Supervisory Communications

Format:

Each “**Statement of Participation**” shall display the College logo.

The following wording shall be used:

This confirms that

SUSAN JANE DOE

has participated in the

Supervisory Communications Workshop

Dated:

The live signature of the Registrar shall certify eligibility.

6.8 “Joint Certification”

In support of our desire to develop partnerships which meet the needs of our clients and enhance the reputation of Sir Sandford Fleming College, the College will enter into **“joint certification”** agreements with institutions/associations where the College shares in determining the acceptable level of knowledge, competency and skill required for certification and in the design and delivery of curriculum.

Requests for **“joint certification”** will be documented by the Registrar and submitted to the Academic Planning & Development Committee for approval.

The design of joint diplomas/certificates will be on an individual basis, but must comply with the graphic standards of the College. Each document shall be inscribed with the appropriate signatures as detailed in sections 6.1 through 6.7.

7. **Graduation Collars:** Each graduate will receive a Graduation Collar during the Convocation ceremony. This is a keep-sake for each graduate. The colour of the collar coincides with the level of the Diploma/Certificate being awarded. The **Gold** collar is for the Ontario College Graduate Certificate programs; the **Three Stripe Gold and Green** (gold/green/gold) collar is for Ontario College Advanced Diploma programs; the **Two Stripe Gold and Green** (gold outside stripe/green inside stripe) collar is for Ontario College Diploma programs and the **Green** collar is for the Ontario College Certificate programs.
8. It is the responsibility of the Registrar to see that the procedures are properly enforced and to negotiate any alterations to the procedures as required. She/he draws the authority for this from the Board Policy on the Issuance of Diplomas and Certificates #5-502, formerly #3-314, dated September, 1992.

Revised August/2005

