



<b>Procedure Title:</b>	Programs of Instruction and College Credentials
<b>Procedure ID:</b>	#OP 2-213F
<b>Manual Classification:</b>	Academic Affairs
<b>Linked to Policy:</b>	Policy # 2-213: Program Quality Assurance
<b>Approved by Senior Management Team:</b>	Original: September 1, 2019
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<b>Effective Date:</b>	March 28, 2022
<b>Next Review Date:</b>	March, 2025
<b>Contacts for Procedure Interpretation:</b>	Vice President Academic Experience

## 1.0 – Purpose

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The purpose of this procedure is to define the credentials issued to graduates of programs of instruction as stipulated in the Ministry of Colleges and Universities requirements for program certification.

Terms not defined in this Procedure have the same meaning found in the College's Program Quality Assurance Policy.

## 2.0– Definitions/Acronyms

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**Board:** means the Board of Governors of Sir Sandford Fleming College

**Credential:** defined by the Ontario Qualifications Framework and awarded by the Board of Governors for successful achievement of all requirements for the program of instruction.

**Credential Validation Service (CVS):** 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 learning requirements for the program of instruction.

**Minister's Binding Policy Directive, Framework for Programs of Instructions:** this binding policy directive applies to all colleges of applied arts and technology and defines expectations for all programs of instruction offered by colleges regardless of the funding source, except for ministry-funded apprenticeship training.

**Peterborough**  
599 Brealey Dr.  
Peterborough, ON K9J 7B1  
T. 705-749-5530  
F. 705-749-5540

**Lindsay**  
200 Albert St. S., Box 8000  
Lindsay, ON K9V 5E6  
T. 705-324-9144  
F. 705-878-9312

**Haliburton**  
297 College Dr., Box 839  
Haliburton, ON K0M 1S0  
T. 705-457-1680  
F. 705-457-2255

**flemingcollege.ca**

**Ministry of Colleges and Universities (MCU):** is the governing body for the Ontario Colleges of Applied Arts and Technology and oversees the development and the review of standards for programs of instruction. Each college is required to ensure that academic programming is consistent with these standards and must assist students to achieve essential outcomes.

**Ontario Qualifications Framework:** The Ontario Qualifications Framework includes all non-religious postsecondary certificate, diploma and degree programs offered under the auspices of the Province of Ontario, including apprenticeship certificates, the qualifications awarded by private career colleges, the qualifications awarded by public colleges, and degrees offered by public universities and institutions authorized to award degrees by a consent of the Minister of Colleges and Universities of Ontario.

**Program of Instruction:** means a group of related courses leading to a degree, diploma or certificate awarded by the College.

### **3.0– Procedure**

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#### **3.1 Overview**

Within the Ontario Qualifications Framework, the Ministry has established requirements for credentials.

#### **4.0 Credential Requirements**

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- 4.1 The College ensures that all programs of instruction generated during new program development or updated during program review or program modification are current and compliant with provincial requirements.
- 4.2 The type of credential designated for each program of instruction is included in the program standard or description and is available through the Fleming College website.
- 4.3 Annually, the Academic Quality Office will review the Fleming College website and parchment list maintained by the Office of the Registrar to ensure accuracy of published program details.
- 4.4 All forms of awarded credential are official only when the College seal, and/or crest, and/or logo is affixed by the Office of the Registrar. Each certification copy includes the full Ministry approved program name, the signatures of the President and Registrar, and where appropriate, the designation of Honours status.

#### **5.0 Awarded Credentials**

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- 5.1 **Ontario College Graduate Certificate (OCGC).** This certification is awarded to graduates upon successful completion of all the requirements of an approved graduate certificate program in accordance with the Ontario Qualifications Framework.

- 5.2 Ontario College Advanced Diploma (OCAD).** This certification is awarded to graduates upon successful completion of all requirements of an approved advanced diploma in accordance with the Ontario Qualifications Framework.
- 5.3 Ontario College Diploma (OCD).** This certification is awarded to graduates upon successful completion of all requirements of an approved diploma in accordance with the Ontario Qualifications Framework.
- 5.4 Ontario College Certificate (OCC).** This certification is awarded to graduates upon successful completion of all requirements of an approved certificate program in accordance with the Ontario Qualifications Framework.
- 5.5 Certificate (Local Board Approved).** This level of certification recognizes successful completion of specific courses, prescribed as a package of courses and designated as leading to a Local Board Approved Certificate in accordance with the Ontario Qualifications Framework. 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.
- 5.6 Statement of Recognition.** This level of certification is awarded to students 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.
- 5.7 Statement of Achievement.** This level of certification is awarded to students who meet the prescribed requirements for a particular non-credit course, or collection of courses, skill(s), or other activity(ies). There must be an evaluative mechanism with grades allocated and/or evidence of successful completion of performance objectives or required competencies.
- 5.8 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.

## **6.0 Roles and Responsibilities**

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- 6.1** Ultimate responsibility and oversight for ensuring quality assurance processes at Fleming College resides with the **Board of Governors**.
- 6.2** It is the responsibility of the **Senior Management Team** to ensure that the Program Quality Assurance Policy and the Programs of Instruction Procedure are fully implemented.
- 6.3** It is the responsibility of the **Vice President Academic Experience** to oversee the

implementation of the Program Quality Assurance Policy and the Programs of Instruction Procedure and to report to the Senior Management Team on this implementation as necessary. The Vice President Academic Experience is responsible for ensuring effective delivery of programs of instruction, with the assistance of the Deans/Directors/Academic Chairs.

**6.4** It is the responsibility of the **Registrar** to certify graduates who have achieved the approved program learning outcomes, as stipulated in ministry requirements for program certification and College policy for credential issuance.

**6.5** It is the responsibility of the **Academic Quality Office** to ensure that College credentials are in compliance with regulations regarding their validation, issuance, and presentation on the College website and information systems.

## **7.0 – Related Documents**

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- Minister's Binding Policy Directive: Framework for Programs of Instruction
- College Quality Assurance Audit Process (CQAAP) Standards of Quality
- Ontario Qualifications Framework (OQF)
- College Policy #2-220: Quality Assurance Policy
- College Policy #2-213: Program Quality Assurance
- College Policy #5-502: Issuance of Credentials

## **8.0 – History of Amendments & Reviews**

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SMT approved new procedure June 2019; March 9, 2022