

Policy Title:	Issuance of Credentials
Policy ID:	5-502
Manual Classification:	Section 5 - Students Services/ Registrar
Approved by Board of Governors:	February 2023
Effective Date:	February, 2023
Next Policy Review Date:	January 2026
Contacts for Policy Interpretation:	Executive Vice President, Finance and Administrative Services

1.0 - Policy Overview

Fleming College will award credentials commensurate for the successful completion of all requirements for programs of instruction, consistent with the Ontario Qualifications Framework.

2.0 - Purpose

The purpose of this policy is to identify the principles of issuing credentials by Fleming College.

3.0 - Definitions and Acronyms

The following definitions and/or acronyms are referred to in this Policy and apply to its linked Procedures:

College Seal: A distinct and unique imprinted mark used to endorse academic documents executed in the name of Fleming College.

Credential: A credential is awarded by the Board of Governors for successful achievement of all requirements for the program of instruction.

Parchment: The official document embossed with the Fleming College seal, crest, and/or logo, and signed by the Board of Governors Chairperson, President, and/or Registrar acknowledging the completion of the requirements for a credential.

Program of Instruction: A group of related courses leading to a credential awarded by Fleming College.

Transcript The official permanent record of a student's academic activities while enrolled at the college including all attempted and completed course(s) with associated grade(s); accepted transfer credit(s); credit(s) awarded by challenge examination or

prior learning; credential(s) awarded; and term and cumulative grade point average. Transcripts are maintained by the Office of the Registrar.

4.0 - Scope

This policy applies to all credentials approved by the College's Board of Governors.

5.0 - General Principles

- 5.1 The College recognizes Students' successful completion of program requirements through the issuance of credentials in the form of transcripts and parchments.
- 5.2 All credentials shall comply with the Ontario Qualifications Framework and adhere to a common standard of integrity and academic rigour in alignment with the College Policy 2-213 Program Quality Assurance and College Operating Procedure 5-502 Issuance of Credentials.
- 5.3 The authority for issuing credentials lies with the College Board of Governors. The Board of Governors delegates this authority to the College Registrar through the establishment of this policy and its associated operating procedure, OP 5-502 Issuance of Credentials.
- 5.4 Only the Registrar's Office may issue credentials and apply the College's crest, and/or seal, and/or logo to credential parchments and similar documents.
- 5.5 Where a credential is granted jointly by the College and another post-secondary institution, both institutions' seals may be applied, subject to the terms of the agreement between the College and the other post-secondary institution.

6.0 - Related Documents

- Ontario Colleges of Applied Arts and Technology Act, 2002
- Minister's Binding Policy Directive: Framework for Programs of Instruction
- College Quality Assurance Audit Process (CQAAP) Standards of Quality
- Ontario Qualifications Framework (OQF)
- 2-213 Program Quality Assurance Policy
- OP 5-502 Issuance of Credentials Operating Procedures

History of Amendments/Reviews

Date	Activity
September 1992	Original Approval
August 2005	Reviewed and revised

November 2022	Reviewed and revised
February 2023	Reviewed and revised