

Procedure Title:	Issuance of Credentials
Procedure ID:	OP 5-502
Manual Classification:	Section 5 - Students Services/Registrar
Linked to Policy:	5-502 Issuance of Credentials
Approved by Senior Management Team:	January 2023
Effective Date:	February 2023
Next Review Date:	January 2026
Contacts for Procedure Interpretation:	Executive Vice President, Academic and Student Experience

1.0 – Purpose

The purpose of this procedure is to set out instructions and restrictions for the issuance of credentials at Fleming College.

2.0 – Definitions and Acronyms

Terms not defined in the section are as defined in the policy:

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.

3.0 – Scope

This Operating Procedure establishes the authority, accountability and responsibility for

issuing credentials and prescribes the wording, and the use of authorizing signatures on all parchments issued by Fleming College.

4.0 – Operating Procedure

4.1 Graduation Eligibility

- a) The Office of the Registrar will invite students to graduate once they have completed the program of instruction requirements. Invitations to graduate are limited to the academic year in which a student is eligible to graduate. Upon receipt of the invitation to graduate, student must confirm their intention to graduate and update their contact information.
- b) Students may also apply to graduate; in which case the Office of the Registrar will review and determine each applicant's eligibility to graduate. In response, the Office of the Registrar will either send an invitation to graduate to the student's Fleming College email account or provide an explanation of missing requirements instead.
- c) The Registrar is responsible for confirming graduation eligibility for those who have achieved the approved program of instruction requirements. This is ascertained upon program completion as stipulated by the requirements indicated by the Ministry of Colleges and Universities, and/or Credential Validation Services, and/or the Board, in accordance with the credential type.
- d) A credential for a program is conferred upon a student once, even if the student successfully completes the program requirements more than one time. The credential noted on the official transcript will reflect the earliest program completion date.
- e) Credentials will be withheld from Students who are not eligible to graduate due to an outstanding debt to the College or who are in possession of college assets which are overdue to be returned, such as library books, or college equipment.
- f) The Registrar has the authority in exceptional circumstance and with approval of the Dean/Designate, to make exceptions to the minimum graduation requirements.

4.2 Issuing the Credential

- a) The Registrar may only issue credentials in accordance with the 2-213 Program Quality Assurance Policy and Programs of Instruction and College Credentials Operating Procedure.
- b) To participate in convocation in any given year, the student must have completed all program of instruction requirements by June 30th of that year. If requirements

are completed after this date, the credential will be conferred at next year's convocation.

- c) The program title that appears on the credential must be the same one approved by the Ministry of Colleges and Universities, Credential Validation Services, and/or the Board.
- d) All forms of credential are awarded by parchment to the recipient and are only official when issued by the Registrar.
- e) For all credentials, with the exception of Statements of Achievement and Statements of Recognition, the parchments will have:
 - the College seal
 - the College crest
 - the following wording:
 - *"The Board of Governors upon the recommendation of the faculty of the College hereby awards this [insert credential type] to*

[FULL NAME OF THE RECIPIENT]

*In witness of the successful completion of the prescribed in
[Full name Program of Study]*

Given at [Campus Location], Ontario this _____ day of _____, 20 _____."

- Followed by the signatures of the Chair, Board of Governors, The President, and the Registrar
 - and where appropriate, the designation of Honours status.
- f) For Statements of Achievement and Statements of Recognition, will have:
- the College Logo
 - the following wording:
 - *"The College confirms that*

[FULL NAME OF THE RECIPIENT]

*has successfully completed the
[Full name of Recognition or Achievement]*

Dated this _____ day of _____, 20 _____."

Followed the signature of the Registrar,

- All credential information is stored electronically with the student record at the College.

4.3 Posthumous Issuing of Credentials

Credentials may be issued posthumously to a student who was in good standing at the time of their death and who had completed the substantive requirements for the

granting of the credential, as determined by the Registrar in consultation with the Dean/Designate.

4.4 Re-issuing of Credential Parchments

- a) Parchments may be reissued following completion of the request form available through the Office of the Registrar.
- b) Replacement credentials will be issued on request and payment of a fee. Proof is required to substantiate the change of a student's legal name.
- c) A duplicate parchment will replicate the original except for a Reprint Date notation, as well as any design changes that may have been made to the College parchment since the issuance of the original document. The replacement will bear the signatures of officials in office at the time of reprint.

5.0 Roles and Responsibilities

- 5.1. The **Board of Governors** delegates to the Registrar the authority for certifying students and preparing and issuing credentials in the name of the Board of Governors.
- 5.2. The **Registrar** has responsibility for certifying graduates who have achieved the approved requirements upon program completion, establishing graduation application deadlines, reviewing student records, and issuing credentials in compliance with established policy and procedure.
- 5.3. The **Office of the Registrar** is responsible for reviewing each student's record and communicating with students about eligibility for graduation.
- 5.4. The **Associate Vice President Academic Experience** is accountable for the effective delivery of programs of instruction with the assistance of the Deans/Academic Chairs.
- 5.5. The **School Dean** is responsible for ensuring that the approved program of instruction and associated curriculum is delivered to students.
- 5.6. The **Academic Quality Office** ensures that College credentials comply with regulations regarding their validation and issuance.

6. 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)

- College Policy 2-213: Program Quality Assurance
- College Operating Procedure 2-213F Programs of Instruction and College Credential

7. History of Amendments & Reviews

Date	Activity
1992	Original approval.
February 2023	Reviewed and revised