



Category:	Academic Programming and Instructional
Approval Body:	Academic Council
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Last Revised:	
Policy Sponsor:	Provost and Vice President Academic
Policy Administrator:	Registrar

Credentials and Parchments Policy

Purpose

The purpose of this policy is to identify the credentials issued by the College and to define the criteria by which they are developed and issued.

Scope and Limits

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

Definitions

Employee means a person on the payroll of the College.

Student means any person enrolled in a course at or through the College.

Policy Statements

1. The College recognizes Students' successful completion of program requirements through the issuance of credentials in the form of transcripts and parchments.
2. All credentials shall comply with the Alberta Credential Framework and adhere to a common standard of integrity and academic rigour to promote their value, their comparability to credentials issued by other post-secondary institutions, and Students' mobility between post-secondary institutions and within the workforce.
3. Only the credentials designated in Appendix A may use the term "credential". For greater certainty, certificates, diplomas, and degrees are types of credentials. Only certificates, diplomas, and degrees designated in Appendix A may use the terms "certificate", "diploma" or "degree" respectively.
4. Parchments are legal documents. Parchments shall be granted according to the criteria in the College's academic calendar that applies to a Student's most recent admission to the Student's program. Parchments shall be printed on superior-grade parchment paper and

shall bear the College's seal (unless otherwise stated in Appendix A) and a Student's full legal name on record with the College at the time of printing. Seals shall also be applied to transcripts.

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 contract between the College and the other post-secondary institution.
6. Only the Registrar's Office may issue credentials and apply the College's seal to credentials and similar documents. The design of parchments, letters of participation, and letters of recognition is subject to the approval of the Registrar's Office, which may consult with the Provost and Vice President Academic, and the Department of Advancement.
7. 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.
8. 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's Office.
9. Credentials will be withheld from Students who are on a restrictive hold, e.g. where a Student has an outstanding debt to the College or is in possession of College assets which are overdue to be returned, such as library books.

A: Policy Supports

Appendix A: Credentials and Parchments Procedures

B: Legislated References

Post-secondary Learning Act (Alberta)

C: Other References

Alberta Credential Framework
Campus Alberta Quality Council Handbook

D: Related Policies

Academic Calendar Policy
Graduation Requirements Policy
Honorary Degree / Diploma Policy



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Credentials and Parchments Procedures

NOTE: Refer to the parent policy for definitions.

A: Procedure

1. The college issues credentials as outlined in Tables 1 through 3 of these procedures.
2. A credit denotes the value assigned to a course used to measure program completion and is determined based on the method and number of hours of instruction.
3. The college endeavors to ensure that the credits required to complete a program are distributed evenly across the length of the program.
4. The credits assigned to a course will be determined by the Registrar's Office in consultation with the dean of the program and the Centre for Teaching, Learning and Innovation.
5. 1.0 credit, generally, equates to:
 - a) 15 hours of instruction in a classroom setting;
 - b) 15 to 30 hours of instruction in a lab setting;
 - c) 15 to 30 hours of instruction in a tutorial or seminar setting; or
 - d) the following hours of work-integrated learning, depending on the type of work-integrated learning:
 - 1) 45 hours for a clinical or practicum (an experience directly and constantly supervised by an Employee due to the nature of the activities and the risks involved for the College, Students, clients, and the host agency);
 - 2) 45 to 60 hours for field work (an experience combining classroom learning with practical experiences that are planned by the instructor but implemented and supervised by the host agency);

- 3) 90 hours for work experience (an experience where the workplace serves as the classroom and learners are not under the direct supervision of an Employee or the host agency).

6. Generally:

- a) a half course consists of 1.5 credits;
- b) a full course consists of 3.0 credits; and
- c) a double course consists of 6.0 credits.

7. Generally, a program consists of 15.0 credits per term.

Table 1: Credentials approved by Alberta Advanced Education and Lethbridge College		
Credential	Credential Description	Credential Signatures
certificate	issued to students who successfully complete a post-secondary program with a range of 12 to 39 credits	Registrar President Board Chair
diploma	issued to students who successfully complete a post-secondary program of at least four terms of formal instruction, with a range of 60 to 72 credits	Registrar President Board Chair
post-diploma certificate	issued to students who successfully complete a post-secondary program of at least two terms of formal instruction, with a range of 12 to 49 credits , after first being issued a recognized diploma or degree from a related post-secondary program of a recognized post-secondary institution	Registrar President Board Chair
baccalaureate degree	issued to students who successfully complete a post-secondary program of at least eight terms of formal instruction, with a range of 120 to 129 credits	Registrar President Board Chair
post-baccalaureate certificate	issued to students who successfully complete a post-secondary program of at least two terms of formal instruction, with a range of 12 to 49 credits , after first being issued a recognized degree from a related post-secondary program of a recognized post-secondary institution	Registrar President Board Chair

Table 2: Credentials approved by Lethbridge College

Credential	Credential Description	Credential Signatures
certificate of academic achievement	issued to students who successfully complete a post-secondary program, of at least 12 credits , which has been approved by the College but not Alberta Advanced Education	Registrar President Board Chair
certificate of achievement	issued to students who successfully complete a non-post-secondary program, of at least 12 credits , which has been approved by the College but not Alberta Advanced Education	Registrar President Board Chair

Table 3: Recognition for non-credit programming

Credential	Credential Description	Credential Signatures
credential of participation	issued to individuals who participate in College activities that are not competency-based or are less than 20 hours in duration	instructor and dean or director *no seal applied
credential of achievement	issued to individuals who participate in College activities that are competency-based and are between 20 and 45 hours in duration	dean or director Registrar
credential of completion	issued to individuals who participate in College activities that are competency-based and are at least 45 hours in duration	dean or director Registrar