
Certification

Policy Number:	1312
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AISA
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POLICY STATEMENT

New Brunswick Community College (NBCC) recognizes the success of its students by issuing official certification documents. Official recognition of successful completion of a program of studies is in the form of a certificate, certificate of achievement, certificate of completion, graduate certificate, diploma, graduate diploma or microcredential.

PURPOSE

The purpose of this policy is to ensure students at NBCC have met certification requirements prior to graduation that are aligned with NBCC's Qualifications Framework, where applicable.

SCOPE AND LIMITATIONS

This policy applies to all NBCC students. NBCC is in the process of transitioning to a new credit system model with resulting modifications to the required number of credits for certification. Until all programs have transitioned to the new model in 2024-25, two credit systems (System A and System B) will coexist along with two certification systems (System A and System B). The credit model is 45 hours per credit for System A and 15 hours per credit for System B. Where applicable, definitions will include both systems.

1.0 DEFINITIONS

Certificate

-a certificate issued to a student who has successfully completed a training program, has satisfied the requirements of the prescribed program profile, and has accumulated the minimum and not exceeded the maximum number of credits as specified by the credit system in place during the training. (See *Guideline*)

Credits	System A	System B
<i>Minimum</i>	10	30
<i>Maximum</i>	44	79

Certificate of Achievement

-a certificate issued to a student upon successful completion of a training session in a specific field, which includes a formal evaluation, but which does not lead to a diploma or certificate. *This certification has been renamed Certificate of Achievement-Level 1 or Level 2. Certificate of Achievement will be honored for students enrolled in this certificate program prior to September 2025.*

Certificate of Achievement - Level 1

-a non-credit certificate issued to a student upon successful completion of a training session in a specific field, which includes a formal evaluation, but which does not lead to a diploma or certificate.

Certificate of Achievement - Level 2

-a certificate that may or may not have a credit allocation that is issued to a student upon successful completion of a training session in a specific field, which includes a formal evaluation, but which does not lead to a diploma or certificate.

Credits	System A	System B
<i>Minimum</i>	0	0
<i>Maximum</i>	9	29

Certificate of Completion

-a certificate issued to a student who has met the participation requirement for completion of studies or a training session which does not include a formal evaluation.

Certificate of Participation

- a certificate issued to a student for participation in at least 70 percent of the established duration of a program of studies or a training session and which does not include a formal evaluation. *This certification has been renamed Certificate of Completion. Certificate of Participation will be honored for students enrolled in this diploma program prior to September 2025.*

Credit

- a unit of measure that indicates the total learning time allocated to address the course competencies, regardless of delivery mode.

Digital Badge

-a validated digital icon that is provided to a specific user when they are awarded a microcredential. It can be shared openly on digital platforms and acts as a digital transcript.

Diploma

-presented to a student who has successfully completed a training program has satisfied the requirements of a prescribed program profile and has accumulated the minimum and not exceeded the maximum number of credits as specified by the credit system in place during the training. (See *Guideline*)

Credits	System A	System B
<i>Minimum</i>	45	80
<i>Maximum</i>	Not Applicable	Not Applicable

Diploma of Advanced Studies

-a training program for those already possessing a diploma or degree, which because of its content requires more in-depth studies and leads to the attainment of advanced skills, within the same occupational area. NBCC recognizes successful completion of this type of program by issuing a diploma of advanced studies. (See *Guideline*) *This certification is discontinued and will be honored for students enrolled in this diploma program prior to September 2025.*

Credits	System A	System B
<i>Minimum</i>	45	80
<i>Maximum</i>	Not Applicable	Not Applicable

Graduate Certificate

- requires that the student has previously completed a bachelor's degree or a diploma. It is recommended for students wishing to enhance their professional skills as it concentrates on a more practical application to enter the labour market. (See Guideline)

Credits	System A	System B
Minimum	10	30
Maximum	44	79

Graduate Diploma

- requires that the student has previously completed a bachelor's degree or a diploma. It is recommended for students wishing to enhance their professional skills as it concentrates on a more practical application to enter the labour market or requires more in-depth studies and leads to the attainment of advanced skills, within the same occupational area. Programs requiring specific post-secondary education will state such in the admissions profile. (See Guideline)

Credits	System A	System B
Minimum	45	80
Maximum	Not Applicable	Not Applicable

Post-Graduate Diploma

- this diploma has been renamed Graduate Diploma. Post-Graduate Diploma will be used for students enrolled in this diploma program prior to September 2025. See Graduate Diploma for definition.

Microcredential

-a certification of assessed competencies that is additional, alternate, complementary to, or a component of a formal qualification.

Residency Requirement

-requires a student to obtain a minimum of 25 percent of their program credits from NBCC to receive an NBCC certificate or diploma.

Timely Completion

-a student has a maximum of seven years to complete a diploma program, and four years to complete a certificate program; from the date of commencement of the first course until the completion of the last requirement of the credential. A student who has a break in studies of more than 365 days must satisfy the requirements of the curriculum standard in effect when they return to the program unless a non-conformance is issued by the Dean.

2.0 IMPLEMENTATION**2.1 Certification**

- 2.1.1** The Registrar's Office ensures that the student meets all requirements of the curriculum standard, including timely completion and the residency requirement, and that final marks are entered on the transcript in the student record.
- 2.1.2** Where NBCC has an agreement with a partner to deliver external curriculum, the college may grant a certificate even if the external curriculum does not meet all NBCC's

curriculum/credit requirements. Certifications awarded are limited to those outlined within this policy.

Programs eligible for certification undergo a defined process to validate quality standards and alignment with NBCC's criteria for program delivery and are consistent with the direction and priorities outlined within NBCC's institutional values and educational practices. These programs are validated by the School Dean and approved by the VP of Academics.

- 2.1.3** NBCC may award certification for advanced placement programs that do not meet the credit requirements for the associated credential as stated in this policy.

2.2 Academic Recognition Awards

Awards will be granted as outlined in the Grading and Academic Recognition (1108) policy.

3.0 OTHER RELATED DOCUMENTS

Course Delivery and Evaluation of Learning (1109)

Credit System (1213)

Guideline for Credit System Models (1312.2231)

Grading and Academic Recognition (1108)

Qualifications Framework (1101.2235)