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**Certification**

Policy Number:	1312
Key Process Area:	Student Development
Owner:	VP AR
Current Approved Date:	May 12, 2021

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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 diploma, a diploma of advanced studies, a graduate certificate, a certificate, micro-credential or a certificate of participation in combination with a job skills profile depending on the requirements, duration and content of the training. Official recognition of successful completion of a training session of less duration than a full program of studies is in the form of a certificate of achievement or a certificate of participation.

**PURPOSE**

The purpose of this policy is to ensure students at NBCC have met Certification requirements prior to graduation.

**SCOPE AND LIMITATIONS**

This policy applies to all NBCC students.

**1.0 DEFINITIONS****Certificate**

-a certificate issued to a student who has successfully completed a training program of less than two years and has satisfied the requirements of a prescribed program profile and has accumulated a minimum of 10 credits and maximum of 44 credits during the training.

**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.

**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.

**Certification**

- NBCC delivers programs of study and courses through Professional and Part-Time Learning, which when successfully completed, result in certification granted to students. Certifications awarded are limited to those outlined within this policy. Programs eligible for college-approved 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 satisfy the requirements of a prescribed program profile containing a group of evaluated courses that meet the range of minimum and maximum credits through equivalent training hours. Fully developed programs (including 3rd party curriculum and delivery)

considered for college-approved certification are validated by the School Dean and approved by the VP Academic and Research.

**Digital Badge**

-a validated digital icon that is provided to a specific user when they are awarded a micro-credential. 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 of two years or more and has satisfied the requirements of a prescribed program profile and has accumulated a minimum of 45 credits during the training.

**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, in accordance with this policy.

**Graduate Certificate**

-consists of two to three semesters which can be completed in less than one year in some instances. A Bachelor's Degree or a Diploma is required to be accepted into this type of program. It is recommended for students wishing to enhance their professional skills as it concentrates on a more practical application in order to enter the labour market.

**Micro-credential**

-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 multiple-year 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.

## 2.0 IMPLEMENTATION

### 2.1 Certification

**2.1.1** The Registrar's Office ensures that the student meets all requirements of the Curriculum Standard. The Registrar's Office also ensures that the final marks are entered on the transcript of marks in the student record.

**2.1.2** A student may be declined permission to receive their certification if they have:

- not met the academic requirements of the Curriculum Standard
- outstanding accounts owing to NBCC
- not returned equipment or materials on loan
- not met Timely Completion requirements (see definition above)
- not met Residency Requirements (see definition above)

- 2.1.3 The Registrar's Office approves the list of students for Certification.
- 2.1.4 The Registrar's Office issues official parchments upon successful completion of program of studies.
- 2.1.5 The Registrar's office releases official parchments upon successful completion of all study requirements.

#### **Copies and Replacements**

- For the purpose of this policy, one copy of the official certificate is issued to the student. A duplicate of the diploma or certificate may be issued in case of loss following submission of a Document Request - Office of the Registrar form.
- Graduates wishing to have a name changed on an NBCC Certification must submit a Document Request - Office of the Registrar form.

## **2.2 Awards Granted**

Awards will be granted as outlined in the Academic Recognition policy (1110).

## **3.0 OTHER RELATED DOCUMENTS**

Course Delivery and Evaluation of Learning (1109)

Academic Recognition (1110)

Student Standing (1113)

Student Assessment (1115)

Work Integrated Learning (1119)

Recognition of Prior Learning (RPL) (1310)

#### **Staff Documents:**

Application for a Name Change on New Brunswick Community College (NBCC) Student Records (1312.4549)

Non-Conforming Issue Report (1312.4643)

Valedictorian Selection Guideline (1312.4931)

Document Request - Office of the Registrar (1312.5058)

Adult Education and Training Act

Certification Guideline