

Policies and Procedures

Issuing of College Credentials

Originator: Vice President, Academic & Research
Approver: Senior Academic Committee
Effective: **November 27, 2015**
Replaces: August 20, 2012

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- 1. Preamble** The production of parchments for students who have successfully completed requirements for programs delivered through Red River College will be guided by the terms and conditions of this Policy.
- 2. Policy**
- 2.01** The following paragraphs outline the requirements for the various parchments issued by the College:
- (a) Degree**
Degrees are issued to students who successfully complete a Degree program that is a minimum of 120 Credit Hours and includes formal evaluation.
Format: the Degree is 11" x 8½" (horizontal), incorporating old-English typography and a gold seal
Signatures: the Degree is signed by the Board Chair, the President and the Registrar.
- (b) Advanced Diploma**
Advanced Diplomas are issued to students who successfully complete a program of advanced studies that is a minimum of 600 hours in duration and includes formal evaluation. Advanced Diplomas require prior completion of a degree or diploma as an entrance requirement.
Format: the Advanced Diploma is 11" x 8½" (horizontal), incorporating old-English typography and a gold seal.
Signatures: the Advanced Diploma is signed by the Board Chair, the President, and the Registrar.
- (c) Diploma**
Diplomas are issued to students who successfully complete a program that is a minimum of 1600 hours in duration and includes formal evaluation.
Format: the Diploma is 11" x 8½" (horizontal), incorporating old-English typography and a gold seal
Signatures: the Diploma is signed by the Board Chair, the President and the Registrar.
- (d) Advanced Certificate**
Advanced Certificates are issued to students who successfully complete a

program more than 240 hours and less than 600 hours in duration and includes formal evaluation. Advanced Certificates require prior completion of a degree, diploma, certificate, or equivalent as an entrance requirement.

Format: the Advanced Certificate is 11" x 8½" (horizontal), incorporating old-English typography and a gold seal.

Signatures: the Advanced Certificate is signed by the Board Chair, the President, and the Registrar.

(e) Certificate

Certificates are issued to students who successfully complete a program that is more than 240 hours and less than 1600 hours in duration, and includes a formal evaluation.

Format: a Certificate is 11" x 8½" (horizontal), incorporating old-English typography and a gold seal.

Signatures: the Certificate is signed by the Board Chair, the President and the Registrar.

(f) Certificate (Contract Training)

Certificates (Contract Training) are issued to students who successfully complete a Contract Training program delivered through a contract that is a minimum of 240 hours in duration. All courses must include formal evaluation. The program may have been developed in cooperation with a sponsor who may ask to be identified on the document.

Format: a Certificate (Contract Training) is 11" x 8½" (horizontal), incorporating modern typography and a gold seal, as well as the logos of the College and the sponsor if requested.

Signatures: the Certificate (Contract Training) is signed by the President, the Registrar, and the sponsor if applicable.

(g) Certificate of Achievement

A Certificate of Achievement may be issued to students who successfully complete a course or program that is less than 240 hours in duration and includes formal evaluation. Credit may or may not be given toward regular College courses. This Certificate of Achievement may be issued to students who have successfully completed the College portion of certain joint programs.

Format: the Certificate of Achievement is 11" x 8½" (vertical), incorporating modern typography and an embossed seal. The College logo and the sponsor's logo if requested are included.

Signatures: the Certificate of Achievement is signed by the President, the Dean of the school offering the course, and the sponsor if applicable.

(h) Acknowledgment of Participation

An Acknowledgment of Participation is issued to those who participate in a short course or workshop that has no evaluation and might vary in length from a few hours to a few days. The number of hours of instruction may or may not be given on the document at the discretion of the Chair or Director, as appropriate.

Format: an Acknowledgment of Participation is 11" x 8½" (vertical), incorporating modern typography and an embossed seal. The College logo and the sponsor's logo if requested are included.

Signatures: the Acknowledgment of Participation is signed by the Dean of the school offering the course, and the President and/or the sponsor if applicable.

(i) Joint Programs Parchments

The design and approval of joint program parchments will be negotiated with the partner institution by the Office of the Registrar and approved by SAC on a program by program basis. The College will require that its logo and name appear on parchments awarded by institutions for programs which are jointly delivered. Where applicable, the logo/seal of the partner institution may appear on a parchment as well as the following statement, "This is a program in affiliation with NAME OF ORGANIZATION."

2.02 Other Considerations

The names of institutions or agencies at which students complete co-operative education terms or other forms of work experience will not appear on any College parchment. A sponsor's signature on a parchment is optional.

3 Responsibilities

All parchments awarded by the College for its own courses and programs will be designed and produced by the Office of the Registrar. Any questions related to design should be directed to the Registrar.

RELATED POLICY

- A4 – Certification of External Programs and Courses
- A6 – Cooperative Education
- A20 – Requirements for Graduation
- A22 – Academic Standards
- S1 – Student Code of Rights and Responsibilities
- S2 – Student Discipline
- S4 – Academic Integrity