



Medicine Hat College Policy CREDENTIALS AND PARCHMENTS

Policy #:	AC-01
Policy Authority:	Dean of Student Services/Registrar
Executive Sponsor:	Vice-President, Academic and Provost
Approved by:	President and CEO
Effective Date:	December 9, 2020
Next Mandatory Review Date:	December 9, 2025
Frequency of Review:	Every 5 years

1. OBJECTIVE

This policy identifies the credentials issued by Medicine Hat College (MHC) and defines the college's standards for issuing credentials.

2. SCOPE

This policy applies to all Government of Alberta approved credentials and all MHC approved credentials.

3. DEFINITIONS

- **College Logo:** a symbol which visually represents MHC and is comprised of two elements: the college crest and the "Medicine Hat College" wordmark.
- **College Crest:** based on the Medicine Hat College Coat of Arms, a traditional emblem comprised of four quadrants containing illustrations that represent the institution's connection to the province and region of Southeast Alberta.
- **Course:** organized subject matter in which instruction is offered with specific learning outcomes.
- **Credential:** provides evidence of successful program completion. At MHC there are Minister-Approved Credentials and Institution-Approved Credentials as defined in Section 5.
- **Credit:** a measure of the total amount of learning effort in a course, including both the class/tutorial/laboratory/clinical/workplace experiential learning time and the amount of independent learning that a student must do in order to succeed in that course.
- **Minister:** Government of Alberta Minister responsible for the Post-secondary Learning Act.
- **Non-Credit Record:** a student's educational record of non-credit courses.

- **Parchment:** a document made of superior paper used for printing credentials.
- **Program:** a prescribed series of courses leading to a MHC credential.
- **Restrictive Hold:** a status on the student record resulting from, but not limited to
 - (a) outstanding financial indebtedness to the college; and/or
 - (b) student is in possession of college assets that have not been returned (e.g. library books, equipment.)
- **Seal:** official MHC design that is embossed onto official MHC documents either directly or on a gold or silver sticker.
- **Transcript:** a student's educational record.

4. PRINCIPLES

MHC offers programs of study which have been approved by the Government of Alberta or by the college. This policy will assist employers, post-secondary institutions and others to evaluate and recognize MHC credentials thereby supporting the recognition and portability of student learning outcomes.

5. DIRECTIVES

5.1 MHC offers credentials as specified in the Alberta Post-secondary Learning Act. MHC may grant certificates, diplomas and applied degrees to recognize learning in programs approved by the Minister.

5.2 MHC may also grant institution-approved credentials to recognize learning in programs that are not approved by the Minister.

5.3 MHC recognizes learners for successful completion of program requirements through the issuance of credentials in the form of both transcripts and/or parchments.

5.4 For Minister-approved programs, MHC uses a standard credential framework that provides common academic weight and integrity to the credentials and credits offered by the college. This ensures that MHC credentials are comparable with like credentials offered by other post-secondary institutions, improves the mobility of MHC students and graduates, and are recognized by employers.

5.5 Minister-approved credential parchments/transcripts are issued using the student's full legal name supplied by the student and documented on their MHC record.

5.6 Credential parchments and/or transcripts will not be released to students on restrictive holds.

5.7 The Registrar's office issues Minister-approved credentials, including parchments and transcripts.

5.8 Minister-Approved Credentials

The following applies to Minister-approved credentials

- (a) The following credentials are for programs approved by the responsible Government of Alberta ministry as set out in the Alberta Post-secondary Learning Act;
- (b) There is a formal evaluation of student learning outcomes;
- (c) All courses associated with these credentials are recorded on the MHC standard transcript;
- (d) A credit is designed to reflect approximately three hours of learning effort per week;
- (e) A program will generally consist of 15 credits per semester;
- (f) Courses within a program will normally have the following credits; and

Half course	1.5 credits
Full course	3 credits
Double course	6 credits
Directed field study course (applied degree)	15 credits

- (g) Course credit assignments are determined in collaboration between the program area and the Dean of Student Services/Registrar. (See Appendix A - Table of Total Course Hours and Equivalent Credits.)

Credential Awarded	Credential Criteria	Typical duration	Issued in the name of	Credential Signatures	Parchment
Bachelor's Degree ¹	Minimum of 120 credits	4 years (8 semesters)	MHC Board of Governors	<ul style="list-style-type: none"> • Board Chair • President • Vice-President, Academic and Provost • Dean of Student Services/Registrar 	<ul style="list-style-type: none"> • Letter-sized parchment • College crest • Gold college seal
Applied Degree	Minimum of 120 credits including 30 credits of directed field study	4 years (8 semesters)	MHC Board of Governors	<ul style="list-style-type: none"> • Board Chair • President • Vice-President, Academic and Provost • Dean of Student Services/Registrar 	<ul style="list-style-type: none"> • Letter-sized parchment • College crest • Gold college seal
Diploma	A minimum of 60 credits and a maximum of 115 credits	2 years (4 semesters)	MHC Board of Governors	<ul style="list-style-type: none"> • Board Chair • President • Vice-President, Academic and Provost • Dean of Student Services/Registrar 	<ul style="list-style-type: none"> • Letter-sized parchment • College crest • Gold college seal
Certificate	A minimum of 24 credits and a maximum of 46 credits	1 year or less (1-2 semesters)	MHC Board of Governors	<ul style="list-style-type: none"> • Board Chair • President • Vice-President, Academic and Provost • Dean of Student Services/Registrar 	<ul style="list-style-type: none"> • Letter-sized parchment • College crest • Silver college seal

¹When approved by the Minister of Advanced Education.

5.9 Institution-approved credentials

The following credentials are for programs approved by MHC’s Academic Portfolio Council (APC). Courses associated with these institution-approved credentials are recorded on the MHC standard transcript.

Name of Credential	Credential Criteria	Issued in the name of	Credential Signature	Parchment
High School Equivalency Diploma	As outlined in the Academic Calendar	MHC Board of Governors	<ul style="list-style-type: none"> • Board Chair • College President • Vice President, Academic and Provost • Dean of Student Services/Registrar 	<ul style="list-style-type: none"> • Letter-sized parchment • College crest • Silver college seal
Certificate of Proficiency*	A program of study in which courses are graded	MHC Department	<ul style="list-style-type: none"> • Dean or Director 	<ul style="list-style-type: none"> • Letter-sized parchment • College logo • Silver college seal
Certificate of Achievement*	Course related to an Institution-Approved Certificate Program where a formal evaluation is required	MHC Department, e.g. Apprenticeship	<ul style="list-style-type: none"> • Dean or Director 	<ul style="list-style-type: none"> • Letter-sized parchment • College logo

*For transcript notations APC approval required

5.10 Non-credit courses

The following applies to General Interest Non-credit courses offered by MHC that do not comprise part of a credential

- (a) There is no formal evaluation of student learning outcomes; and
- (b) Courses are recorded on a MHC non-credit record.

Name of Credential	Credential Criteria	Issued in the name of	Credential Signature	Parchment
Certificate of Attendance	Individual or cluster of learning activities – Attendance only	MHC Department	<ul style="list-style-type: none"> • Dean, Director or Manager 	<ul style="list-style-type: none"> • Letter-sized parchment • College logo
Certificate of Completion	Courses or Workshops- Proof of attendance and hours, e.g. professional development	MHC Department	<ul style="list-style-type: none"> • Dean, Director or Manager 	<ul style="list-style-type: none"> • Letter-sized parchment • College logo • Hours of instruction

6. RESPONSIBILITIES

6.1 **Vice-President, Academic and Provost** is responsible for ensuring that all college credentials are in accordance with this policy.

6.2 **Dean of Student Services/Registrar** is responsible for

- (a) standard and non-credit transcripts;
- (b) issuance of parchment; and
- (c) affixing the college seal to applicable parchments.

6.3 **Deans, Directors and Managers** are responsible for the issuance of parchments.

7. APPLICABLE LEGISLATION/REGULATIONS

Post-secondary Learning Act
Province of Alberta Credential Framework
Programs of Study Regulation

8. RELATED INFORMATION

Appendix A – Table of Total Course Hours and Equivalent Credits

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: December 9, 2020

ORIGINAL COPY SIGNED

Vicky Roy
Vice-President, Academic and Provost

Date: December 9, 2020

DOCUMENT HISTORY

April 2015	Policy approved
December 2020	Revised policy approved