



CERTIFICATION POLICY

1.0 GUIDING PRINCIPLE

The New Brunswick College of Craft and Design (College) recognizes on behalf of the Minister of Post-Secondary Education, Training and Labour, the success of its students by issuing official certification documents.

2.0 POLICY STATEMENT

The College recognizes the successful completion of a program or learning activity in the form of a diploma, a certificate, or a Certificate of Achievement by:

- Ensuring that all certifications meet the specified requirements;
- In certain circumstances, providing some flexibility in the process of certification that is tracked on an Individual Learning Plan (ILP);
- All certification documents are in accordance with the Brand Guidelines, and
- Providing a certification document to the student.

3.0 DEFINITIONS

Certificate

Document issued to a student upon successful completion of a program that is one (1) year in duration and has satisfied the requirements of an approved curriculum standard.

Certificate of Achievement

Awarded to a student who has successfully completed the equivalent of one (1) academic year, with 80% of the core courses in a specific program. Certificates of Achievement are no longer being granted.

Certification

Recognition of a student's successful completion of a program or courses by means of a diploma, certificate, or Certificate of Achievement.

Diploma

Document issued to a student upon successful completion of a program of two (2) years in duration and has satisfied the requirements of an approved curriculum standard.

Individual Learning Plan (ILP)

A plan established through academic advising and approved by the Registrar's office, of an approved path to reach a specific learning goal.

Brand Guidelines

Regulations that ensure consistency in various applications and enforce the integrity of the College and its programming.

Academic Advisor

A Studio Coordinator or instructor who advises, counsels, and coaches students in their creative and academic development.

Advanced Standing

Credit granted to a student towards certification as assessed through PLAR.

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Course Challenge

Credit granted when a student has demonstrated, through a test created by a subject matter expert, that they previously achieved the skills/knowledge contained in the learning outcomes of a course.

Credit Transfer (CR)

Recognition of credits obtained at another approved post-secondary institution. When a course is recognized as having been completed successfully, the CR notation is included on the student's transcript of marks, but not included in the GPA.

Curriculum Standard

An official document that contains all pertinent information required for program delivery.

Diploma

Document issued to a student upon successful completion of a program of two (2) years in duration and has satisfied the requirements of an approved curriculum standard.

Individual Learning Plan (ILP)

A plan established through academic advising of an approved path to reach a specific learning goal.

Internal Transfer

Approval to move from one program of study to another after the completion of one term of study.

Prior Learning Assessment and Recognition (PLAR)

Evaluation and recognition of formal, non-formal, and informal learning that can result in academic credit.

Program Alteration

Used in extraordinary circumstances allowing a student in good academic standing to vary a program map by up to 20%.

Program Map

A series of approved courses within a curriculum standard that indicates the progression and requisite courses.

4.0 PURPOSE

The purpose of this procedure is to ensure that students meet the requirements for certification.

5.0 SCOPE

The scope of this procedure begins with the verification of the transcript against a program map, concluding with certification, and applies to all curriculum standards for which an official certification is granted.

6.0 WORKFLOW**6.1 Certificate and Diploma Programs**

- i. Students are responsible to know the requirements for certification.
- ii. **Academic Advisors (AA)** provide students with the program map which identifies the requirements for certification and assist in academic decisions that affect their progression through a program by monitoring their progress towards certification. For further information, refer to the [Academic Advising Policy](#).
- iii. To be eligible for certification, students must successfully complete all courses in a program map. Please refer to 4.6 for students who make changes to a program map.

- iv. The Registrar verifies that the requirements for certification have been met.
- v. The Registrar's Office prepares certification documents and provides them to the Academic Dean for approval.
- vi. The Registrar signs, seals, and provides students with the original certification document.
- vii. Certification documents may be withheld if there are outstanding academic or financial issues. For further information, refer to the Student Records Policy.

7.2 Individual Learning Plan (ILP)

An Individual Learning Plan (ILP) is developed in consultation with the Academic Advisor and with approval from the Registrar's Office. For further information, refer to the [Academic Advising Policy](#).

7.3 Certifications

Certifications must adhere to the Brand Guidelines and include the following:

- College logo, name, and seal;
- Program title;
- Student Name;
- Date of issue; and
- Signature(s) of the appropriate authorities.

7.4 Interruptions in Enrolment

- Students returning after an interruption in their studies must meet the requirements of the curriculum standard in effect at the time of their return.
- Courses that the student has successfully completed will be recognized towards a new program of study.
- Students might be required to have an ILP upon their return to the College.

7.5. Internal Transfers and Subsequent Certifications

- Transfers must be initiated by the student in writing and in consultation with their AA, the SC, and approved by the Registrar's office and Student Services Manager.
- Courses that are shared between curriculum standards may be used towards a new certification for internal transfer.
- College graduates may apply for another program through the Admissions office and be issued a subsequent certification upon successful completion of the required courses.
- Certification cannot be obtained by means of a combination of certificates and diplomas, unless that combination is approved and documented in the curriculum standard.
- Individuals who have obtained certification from the College will not be issued a second certification for the same or equivalent program.

7.6. Program Alteration

- i. Students may seek approval to change a program map by up to 20%. This does not apply to the Foundation Visual Arts Program. Students must speak to their AA to initiate changes, who will consult with the Registrar's office.
- ii. Any alteration of the program map requires an ILP to be generated for the student.
- iii. Documentation is held in accordance with the Student Records Policy.

8.0 RELATED POLICIES

Student Records, [Brand Guidelines](#), [Transcript of Marks](#), [Academic Advising](#), Prior Learning Assessment and Recognition (PLAR).