



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: ACADEMIC DEFINITIONS

<b>Procedure No.</b>	AC-101-PR	<b>Division</b>	Academics
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	AC-101	<b>Date Reviewed :</b>	February 28, 2011 (R2)

The following are standard definitions for academic terms:

#### 1.0 Academic Year

The academic year is the period from September 1 to August 31, consisting of three distinct 15-week semesters.

#### 2.0 Access Programs

Access programs are developmental programs that learners may enter prior to admission into regular certificate/diploma level programs.

#### 3.0 Credit Course

A credit course is an approved and recognized body of content, knowledge, skills assigned a credit value. (Also refer to Policy AC-104, Section 3.3)

#### 4.0 Credit

A credit is the weighted value of a course based on the depth and breadth of the learning objectives. (Also refer to Policy AC-104, Section 3.3)

#### 5.0 Diploma Program

A diploma program is an approved\* program of study consisting of a prescribed combination of courses that must address:

- a) Occupational skill development;
- b) Academic or general study;

- c) Self interest or personal growth.

Diploma Programs will normally:

- a) Be prescribed over a minimum of a 4-semester period;
- b) Be comprised of a minimum of 80 credits; and
- c) Consist of a maximum of 7 courses per semester.

(\* Refer to Policy No. AC106 - Program Approval)

## **6.0 Advanced Diploma**

An advanced diploma is an approved\* program of study consisting of in-depth training for graduates of a diploma program or equivalent.

Advanced Diploma Programs will normally:

- a) Be prescribed over a minimum of one semester; and
- b) Be comprised of a minimum of 20 credits.

(\* Refer to Policy No. AC106 - Program Approval)

## **7.0 Post Diploma**

A post diploma is a diploma issued upon successful completion of a minimum two-semester program that requires either graduation from a recognized two or three year post-secondary diploma or degree or a combination of other post-secondary work and industry experience acceptable to the College as an entrance requirement.

## **8.0 Certificate Program**

A certificate program is an approved\* program of study consisting of a prescribed combination of courses that must address:

- a) Occupational skill development;
- b) Academic or general study;
- c) Self interest or personal growth.

Certificate Programs will normally:

- a) Be prescribed over a 2-semester period;
- b) Be comprised of a minimum of 40 credits; and
- c) Consist of a maximum of 7 courses per semester.

(\*Refer to Policy No. AC106 - Program Approval)

**9.0 Continuing Education Studies (Certificate of Attendance)**

Any non-formalized course, seminar or workshop which addresses one or more of the following areas of study: occupational skill development, academic study, general study, personal interest/growth, for which specific learning or performance is not measured or evaluated.

**10.0 Certificate of Recognition**

A certificate of recognition may be awarded in various areas of study (e.g. College University Transfer Year) where learners meet the criteria established for that area of study.

**11.0 Workforce Development**

The College may enter partnerships for the purpose of developing and/or delivering courses or programs. Such partnerships will be formally recognized on parchment in one of the following ways:

**11.1 College Parchment**

When a course or program is developed by the College, either in partnership with or on behalf of another institution, agency or industry, a College parchment will be issued. This parchment may contain the phrase “designed in partnership with...” as an additional description of the course/program.

**11.2 Joint Parchment**

When a course or program is developed and/or delivered in partnership with another educational institution, a joint certificate formally recognizing both institutions may be awarded. This parchment would recognize both institutions and may contain the signatures of duly authorized officers from both institutions.

**12.0 Parchments for Workforce Development****12.1 Diploma in Skill Development**

A diploma in skill development is awarded for completion of a program that is at least two years in duration for which learning is measured and evaluated.

**12.2 Certificate in Skill Development**

A certificate of skill development is awarded upon completion of a program that is normally one year in duration but not less than one academic semester for which learning is measured and evaluated.

**12.3 Certificate of Achievement**

A certificate of achievement is awarded upon successful completion of a program of less than one academic semester or upon completion of an academic course for which learning is measured and evaluated.

**12.4 Continuing Studies Certificate (Certificate of Attendance)**

A continuing studies certificate (certificate of attendance) is issued upon completion of a non-formalized course, workshop, seminar or program for which specific learning or performance is not measured or evaluated.

**13.0 Full-Time Learner**

A full-time learner is one who is registered for a minimum of four courses or more in course-based programs and in the case of individual programs, a minimum of 18 hours per week.

**14.0 Part-Time Learner**

A part-time learner is one who is registered for less than four courses in course-based programs and in the case of individualized programs, less than 18 hours per week.

**15.0 Semester**

A semester is a 15-week period which includes class/learning time as well as administrative and evaluation time. The academic year will be divided into 3 semesters: the Fall Semester will commence in September; the Winter Semester will commence in January; and the Spring Semester will commence in May.

**16.0 Intersession**

Intersession is a 5–7 week period which includes class/learning time as well as administrative and evaluation time – usually scheduled at the beginning of the Spring Semester.

**17.0 Summer Session**

Summer session is a 5–8 week period which includes class/learning time as well as administrative and evaluation time – usually scheduled in the second half of the Spring Semester.

**18.0 Mature Student**

A mature student is a person who does not meet the entrance requirements for admission into a full-time program, who is at least 19 years of age at the time of submitting an application, and who has been out of school for at least one year.

Approval History	
Approved by President	May 13, 1997
Revision 1	November 27, 2001
Revision 2	September 12, 2007
Reviewed	February 28, 2011
Next Review	February 2014