



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: AWARDING DIPLOMAS & CERTIFICATES

<b>Policy No.</b>	AC-104	<b>Division</b>	Academics
<b>Related Procedure</b>	AC-104-PR	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	AC-102	<b>Effective Date:</b>	November 4, 2016 (R2)

### 1. PURPOSE AND SCOPE

The purpose of this policy is to define the types of certification that the College will award to students and to establish standard operational procedures that govern all issues related to the awarding of certificates and diplomas.

### 2. POLICY

It is the policy of the College that upon the successful completion of a program of studies, students will be awarded one of five parchments:

1. A Certificate in (Program Title)
2. A Diploma in (Program Title)
3. A Post Diploma in (Program Title)
4. An Advanced Diploma in (Program Title)
5. A Certificate in Continuing Studies in (Program/Course Title)

It is also the policy of the College that in cases where the College is working in partnership with another Education Institution, a joint parchment may be issued.

### 3. PROCEDURE

The Vice President, Academic Programs & Delivery shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	June 20, 1997
Revision 1	March 9, 2011
Revision 2	November 4, 2016