

CREDENTIALS POLICY			
<b>Effective Date</b>	December 15, 2022	<b>Policy Type</b>	Academic
<b>Responsibility</b>	Provost and Vice President Academic	<b>Cross-Reference</b>	Alberta Credential Framework
<b>Approver</b>	Board of Governors	<b>Appendices</b>	n/a
<b>Review Schedule</b>	5 years		

## 1. Policy Statement

- 1.1. Northwestern Polytechnic (NWP) offers instruction leading to the awarding of credentials for programs approved by the Ministry and Board of Governors.

## 2. Background

- 2.1. A standard credential framework is essential to providing common academic weight and integrity to the credentials and credits that NWP offers.

## 3. Policy Objective

- 3.1. This policy outlines the types of formal parchments issued in recognition of successful completion.
- 3.2. This policy ensures that NWP credentials are comparable with credentials offered by other post-secondary institutions. This improves the mobility of NWP students and graduates and enhances the value employers place on NWP credentials.

## 4. Scope

- 4.1. This policy applies to all NWP students with the exception of skilled trades apprenticeship students whose formal recognition of completion is bestowed by Alberta Advanced Education Apprenticeship and Industry Training.
- 4.2. NWP may issue the following Ministry-approved credentials:
  - Bachelor's Degree
  - Diploma
  - Certificate
- 4.3. NWP may issue the following institutional credentials:
  - High School Equivalency Diploma
  - Certificate of Achievement
  - Micro-credentials

## 5. Definitions

- 5.1. "Bachelor's Degree" refers to a Ministry-approved group of credit courses normally 90-120 credits as per the Alberta Credentials Framework.
- 5.2. "**Board-Approved Programs**" refers to credit and non-credit programs that do not offer an official credential recognized within the Alberta credential framework.

- 5.3. **"Certificate"** refers to a Ministry-approved group of credit courses totaling at least 12 but no more than 32 credits.
- 5.4. **"Certificate of Achievement"** refers to a Board-approved group of courses whereby individuals have satisfactorily met expectations of a prescribed credit learning activity for which there is a formal evaluation component.
- 5.5. **"Credential"** refers to an earned qualification.
- 5.6. **"Diploma"** refers to a Ministry-approved group of credit courses totalling at least 60 but no more than 80 credits.
- 5.7. **"High School Equivalency"** refers to an Institution-approved group of courses whereby individuals have successfully completed a minimum of five high school level courses at the 30-level. Of the courses taken, at least one must be in English and at least one must be in Mathematics.
- 5.8. **"Journeyman Certificate"** refers to a regulated skilled trade apprenticeship program with prescribed periods. A Journeyman Certificate holds parity of esteem to a Ministry-approved certificate or diploma program.
- 5.9. **"Micro-credential"** refers to a certification of assessed competencies that is additional, alternate, complementary to, or a component of a formal qualification.
- 5.10. **"Ministry-Approved Programs"** refers to a group of related courses that is formally approved by Alberta's Ministry of Advanced Education and offers an official credential recognized in the Alberta credential framework.
- 5.11. **"Parchment"** refers to a formal document received in recognition of successful completion of a credential.
- 5.12. **"Professional Development Certificate"** refers to an Institution approved non-credit course or group of courses whereby individuals have satisfactorily met expectations of a prescribed series of learning activities.
- 5.13. **"Red Seal Endorsement"** is a seal on a Journeyman's provincial or territorial trade certificate. It shows that the learner has the knowledge and skills necessary to practice their trade across Canada.

## 6. Guiding Principles

- 6.1. The Board of Governors approves the granting of all credentials at NWP.
- 6.2. Parchments are issued for Ministry-approved credentials and transcripts are produced that document the courses taken as part of the credential, the grades received in those course, term and year GPA, and the date the credential was issued. The Office of the Registrar issues NWP parchments after confirming that all program and institutional graduation requirements have been met.
- 6.3. The Board of Governors delegates through the Office of the President, to the Registrar, authority to issue all NWP diplomas, certificates, certificates of achievement, and high school equivalency.
- 6.4. The Board of Governors delegates through the Office of the President, to the Associate Dean, Continuing Education, authority to issue all NWP micro-credentials and professional development certificates.
- 6.5. The Board of Governors delegates through the Provost and Vice-President Academic, authority to approve non-credit programs that do not offer an official credential recognized within the Alberta credential framework.
- 6.6. All credentials should be of consistent and definitive design in order to ensure the clear identification of the credentials authorized under this policy.

## 7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> <li>• Approve and formally support this policy.</li> </ul>
Academic Council	<ul style="list-style-type: none"> <li>• Recommend and support this policy.</li> </ul>
Provost and Vice President Academic	<ul style="list-style-type: none"> <li>• Review, oversee implementation, and formally support this policy.</li> <li>• Review and rule on exception requests.</li> </ul>
Registrar	<ul style="list-style-type: none"> <li>• Oversee and supervise activities related to this policy for Ministry-approved and Board-approved programs.</li> <li>• Maintain currency of Ministry-approved programs within the Provider and Program Registry System.</li> <li>• Award parchments.</li> </ul>
Associate Dean, Continuing Education	<ul style="list-style-type: none"> <li>• Oversee and supervise activities related to this policy for professional development certificate courses or programs.</li> <li>• Maintain currency of professional development certificate courses and programs on the NWP webpage.</li> <li>• Award micro-credentials and professional development certificates.</li> </ul>

## 8. Exceptions to the Policy

- 8.1. NWP may award a Ministry-approved credential posthumously to a student who was in good standing at the time of his or her death and who had completed all substantive requirements for the credential.
- A recommendation of the Dean will be submitted to the Provost and Vice President Academic for approval.

## 9. Inquiries

- 9.1. All inquiries related to this policy can be directed to the Office of the Provost and Vice President Academic

## 10. Amendments (Revision History)

- 10.1. Recommended by Academic Council: November 25, 2021  
 10.2. Approved by Board of Governors: December 10, 2021  
 10.3. Revised and Recommended by Academic Council: November 3, 2022  
 10.4. Approved by Board of Governors: December 15, 2022