



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: SIGNING AUTHORITY FOR ACADEMIC CREDENTIALS

Procedure No.	AC-120-PR	Division	Academic
Supersedes	n/a	Board Policy Ref.	n/a
Related Policies	AC-120 AC-101 AC-104 AC-106	Effective Date	August 15, 2017 (R2)

PROCEDURE

1.0 Definitions

Diploma Program

A diploma program is an approved program of study consisting of a prescribed combination of courses that must address an occupational skill development, academic or general study, and self-interest or personal growth. Diploma programs will normally be prescribed over a minimum of a 4-semester period, be comprised of a minimum of 80 credits, and consist of a maximum of 7 courses per semester. (Refer to Policy No. AC-101-PR Academic Definitions, AC-104 Awarding Diplomas/Certificates, and Policy No. AC-106 - Program Approval)

Advanced Diploma Program

An advanced diploma program is an approved program of study consisting of in-depth training for graduates of a diploma program or equivalent. Advanced Diploma programs will normally be prescribed over a minimum of one semester and be comprised of a minimum of 20 credits. (Refer to Policy No. AC-101-PR Academic Definitions, AC-104 Awarding Diplomas/Certificates, and Policy No. AC-106 - Program Approval)

Post Diploma Program

A post diploma program is an approved program of study consisting 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. (Refer to Policy No. AC-101-PR Academic Definitions, AC-104 Awarding Diplomas/Certificates, and Policy No. AC-106 - Program Approval)

Certificate Program

A certificate program is an approved program of study consisting of a prescribed combination of courses that must address an occupational skill development, academic or general study, and self-interest or personal growth. Certificate programs will normally be prescribed over a 2-semester period, be comprised of a minimum of 40 credits, and consist of a maximum of 7 courses per semester. (Refer to Policy No. AC-101-PR Academic Definitions, AC-104 Awarding Diplomas/Certificates, and Policy No. AC-106 - Program Approval)

Certificates awarded for programs will be co-signed by the College President and Registrar.

Certificates of Achievement & Certificates of Participation

(For further information on Continuing Education Studies Certificates, please refer to Policy No. AC-106 - 5.0 Programs Designated to be Awarded a Certificate of Continuing Studies)

Certificate of Achievement [program/course]

A Certificate of Achievement (Program/Course) is awarded upon successful completion of a Continuing Education program or course for which learning is measured and evaluated.

Certificate of Participation [program/course]

A Certificate of Participation (Program/Course) is awarded upon completion of any non-formalized Continuing Education program or course which addresses one or more of the following areas of study: occupational skill development, academic study, general study, and personal interest/growth, and for which specific learning or performance is not measured or evaluated.

Transcripts

A transcript includes the student's academic record to date including academic decisions which may have been taken. Transcripts that are released will include the student's complete academic history.

2.0 Signatories for Parchments

Diploma Program

These parchments will be co-signed by the College President and Registrar.

Advanced Diploma Program

These parchments will be co-signed by the College President and Registrar.

Post Diploma Program

These parchments will be co-signed by the College President and Registrar.

Certificate Program

These parchments will be co-signed by the College President and Registrar.

Certificates of Achievement & Certificates of Participation

Records of Achievement and/or Certificates of Participation require the signature of the College President (or designate) and College Registrar (or designate)

The College Executive retains the authority to designate signing authority for Certificates of Achievement and/or Certificates of Participation.

Transcripts

Transcripts will be signed by the Registrar.

3.0 Formatting of Parchments

Diploma

A gold label will be pasted or printed on the lower left side of the parchment across from the signature of the President and embossed into the parchment with an imprint of the College seal.

Wall Certificate

- College Logo
- Name of student
- Name of program
- Date of issuance
- Date of expiration (if applicable)
- Co-signatures of College President and Registrar
- Official seal of the College

Advanced Diploma

A gold label will be pasted or printed on the lower left side of the parchment across from the signature of the President and embossed into the parchment with an imprint of the College seal.

Wall Certificate

- College Logo
- Name of student
- Name of program
- Date of issuance
- Date of expiration (if applicable)
- Co-signatures of College President and Registrar
- Official seal of the College

Post Diploma

A gold label will be pasted or printed on the lower left side of the parchment across from the signature of the President and embossed into the parchment with an imprint of the College seal.

Wall Certificate

- College Logo
- Name of student
- Name of program
- Date of issuance
- Date of expiration (if applicable)
- Co-signatures of College President and Registrar
- Official seal of the College

Certificate

A gold label will be pasted or printed on the lower left side of the parchment across from the signature of the President and embossed into the parchment with an imprint of the College seal.

Wall Certificate

- College Logo
- Name of student
- Name of program
- Date of issuance
- Date of expiration (if applicable)
- Co-signatures of College President and Registrar
- Official seal of the College

Certificates for Continuing Education Studies

Certificate of Achievement [program/course]

Wall Certificate and Wallet-size card

- College Logo
- Name of student
- Name of program/course
- Date of issuance
- Date of expiration (if applicable)
- College President (or designate) and College Registrar (or designate) Official seal of the College (no gold label)

Certificate of Participation [program/course]

Wall Certificate and Wallet-size card

- College Logo
- Name of student
- Name of program/course
- Date of issuance
- Date of expiration (if applicable)
- College President (or designate) and College Registrar (or designate) Official seal of the College (no gold label)

4.0 Samples

The Registrar will keep a permanent copy of samples of all types of parchments for legal, archival and identification purposes.

Approval History	
Approved by President	December 1, 2015
Revision 1	May 18, 2016
Revision 2	August 15, 2017