



COLLEGE OF THE NORTH ATLANTIC
OPERATIONAL PROCEDURE

TOPIC: AWARDING DIPLOMAS & CERTIFICATES

Procedure No.	AC-104-PR	Division	Academics
Supersedes	n/a	Board Policy Ref.	n/a
Related Policies	AC-104 & AC-102	Effective Date:	September 24, 2018 (R7)

PROCEDURE

1.0 Qualifications for Diploma, Advanced Diploma, Post-Diploma or Certificate

- 1.1 To qualify for a diploma, advanced diploma, post-diploma, or a certificate, students must meet the following requirements:
- Meet all the requirements as prescribed in the program of studies.
 - Obtain a mark of not less than 50 percent (50%) in every course in the program unless otherwise specified. (Refer to AC-103-PR, Section 11.1)
 - Attain a minimum grade point average of two point zero.
 - Obtain 25 percent (25%) or more of their credits from the College.
- 1.2 Students, other than Health Sciences students, who do not complete their certificate or diploma program in the prescribed time frame from the first day of classes, may complete the program by following the regulations in effect at the time of first registration provided the program is completed in not more than three (3) years beyond the regular date of completion. A student who does not complete a program within these prescribed time limits may be required to complete additional courses and/or to repeat certain courses before being deemed eligible to receive the certificate or diploma.

- 1.3 Students who return to complete a Diploma in any of the Business/Office programs, Information Technology, and/or Engineering Technology, may not receive credit for courses that were completed more than five (5) years prior to the date of re-admission.
- 1.4 Students enrolled in accredited Health Sciences programs will be permitted a maximum of one (1) additional year to complete their program of studies.
- 1.5 Students who return to Industrial Trades programs will be required to complete all courses that are in the current Plan of Training to be eligible to receive a certificate.

2.0 Academic Documentation

2.1 Transcripts

- A. Official transcripts may be obtained at any time from any campus admissions/student services office. Requests for transcripts must be made in writing and must contain the student's signature.
- B. 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.

2.2 Grades

Students will be able to view their grades through student self-service at the end of each semester.

2.3 Replacement of Parchments (Diplomas or Certificates)

The College may, upon submission of the appropriate form and fee, re-issue parchments that are lost or stolen or damaged.

- A. Requirements for a parchment to be re-issued:
A request for replacement form must be signed and dated by the individual. The applicable fee must accompany this form.
- B. Details of the re-issued parchment:
Parchments shall be re-issued in the format and style of those parchments being used at the time of replacement.

The re-issued parchment shall bear wording on the bottom following the format noted below:

Originally issued at Name of Institution
Town, Newfoundland and Labrador, Canada
on the twelfth day of June,
nineteen eighty one

Re-issued February 28, 2018
as replacement of original parchment

- 2.4 Transcripts, diplomas, certificates, and access to view grades in self-service, will be withheld from a student who is in possession of College property such as books, equipment or supplies or who owes money to the College.

Approval History	
Approved by President	June 20, 1997
Revision 1	September 9, 1998
Revision 2	June 30, 2000
Revision 3	September 12, 2007
Revision 4	March 9, 2011
Revision 5	August 2, 2011
Revision 6	November 4, 2016
Revision 7	September 24, 2018