Medicine Hat College Policy
CREDENTIALS AND PARCHMENTS

Policy #:        AC-01
Policy Authority: Dean of Student Services/Registrar
Executive Sponsor: Vice-President, Academic and Provost
Approved by:    President and CEO
Effective Date: December 9, 2020
Next Mandatory Review Date: December 9, 2025
Frequency of Review: Every 5 years

1. OBJECTIVE
   This policy identifies the credentials issued by Medicine Hat College (MHC) and defines the college’s standards for issuing credentials.

2. SCOPE
   This policy applies to all Government of Alberta approved credentials and all MHC approved credentials.

3. DEFINITIONS
   • College Logo: a symbol which visually represents MHC and is comprised of two elements: the college crest and the “Medicine Hat College” wordmark.

   • College Crest: based on the Medicine Hat College Coat of Arms, a traditional emblem comprised of four quadrants containing illustrations that represent the institution’s connection to the province and region of Southeast Alberta.

   • Course: organized subject matter in which instruction is offered with specific learning outcomes.

   • Credential: provides evidence of successful program completion. At MHC there are Minister-Approved Credentials and Institution-Approved Credentials as defined in Section 5.

   • Credit: a measure of the total amount of learning effort in a course, including both the class/tutorial/laboratory/clinical/workplace experiential learning time and the amount of independent learning that a student must do in order to succeed in that course.

   • Minister: Government of Alberta Minister responsible for the Post-secondary Learning Act.

   • Non-Credit Record: a student’s educational record of non-credit courses.
• **Parchment:** a document made of superior paper used for printing credentials.

• **Program:** a prescribed series of courses leading to a MHC credential.

• **Restrictive Hold:** a status on the student record resulting from, but not limited to (a) outstanding financial indebtedness to the college; and/or (b) student is in possession of college assets that have not been returned (e.g. library books, equipment.)

• **Seal:** official MHC design that is embossed onto official MHC documents either directly or on a gold or silver sticker.

• **Transcript:** a student’s educational record.

4. **PRINCIPLES**

MHC offers programs of study which have been approved by the Government of Alberta or by the college. This policy will assist employers, post-secondary institutions and others to evaluate and recognize MHC credentials thereby supporting the recognition and portability of student learning outcomes.

5. **DIRECTIVES**

5.1 MHC offers credentials as specified in the Alberta Post-secondary Learning Act. MHC may grant certificates, diplomas and applied degrees to recognize learning in programs approved by the Minister.

5.2 MHC may also grant institution-approved credentials to recognize learning in programs that are not approved by the Minister.

5.3 MHC recognizes learners for successful completion of program requirements through the issuance of credentials in the form of both transcripts and/or parchments.

5.4 For Minister-approved programs, MHC uses a standard credential framework that provides common academic weight and integrity to the credentials and credits offered by the college. This ensures that MHC credentials are comparable with like credentials offered by other post-secondary institutions, improves the mobility of MHC students and graduates, and are recognized by employers.

5.5 Minister-approved credential parchments/transcripts are issued using the student’s full legal name supplied by the student and documented on their MHC record.

5.6 Credential parchments and/or transcripts will not be released to students on restrictive holds.

5.7 The Registrar’s office issues Minister-approved credentials, including parchments and transcripts.
5.8 Minister-Approved Credentials

The following applies to Minister-approved credentials:

(a) The following credentials are for programs approved by the responsible Government of Alberta ministry as set out in the Alberta Post-secondary Learning Act;
(b) There is a formal evaluation of student learning outcomes;
(c) All courses associated with these credentials are recorded on the MHC standard transcript;
(d) A credit is designed to reflect approximately three hours of learning effort per week;
(e) A program will generally consist of 15 credits per semester;
(f) Courses within a program will normally have the following credits:

<table>
<thead>
<tr>
<th>Half course</th>
<th>1.5 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full course</td>
<td>3 credits</td>
</tr>
<tr>
<td>Double course</td>
<td>6 credits</td>
</tr>
<tr>
<td>Directed field study course (applied degree)</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

(g) Course credit assignments are determined in collaboration between the program area and the Dean of Student Services/Registrar. (See Appendix A - Table of Total Course Hours and Equivalent Credits.)

<table>
<thead>
<tr>
<th>Credential Awarded</th>
<th>Credential Criteria</th>
<th>Typical duration</th>
<th>Issued in the name of</th>
<th>Credential Signatures</th>
<th>Parchment</th>
</tr>
</thead>
</table>
| Bachelor’s Degree¹ | Minimum of 120 credits | 4 years (8 semesters) | MHC Board of Governors | • Board Chair  
• President  
• Vice-President, Academic and Provost  
• Dean of Student Services/Registrar | • Letter-sized parchment  
• College crest  
• Gold college seal |
| Applied Degree     | Minimum of 120 credits including 30 credits of directed field study | 4 years (8 semesters) | MHC Board of Governors | • Board Chair  
• President  
• Vice-President, Academic and Provost  
• Dean of Student Services/Registrar | • Letter-sized parchment  
• College crest  
• Gold college seal |
| Diploma            | A minimum of 60 credits and a maximum of 115 credits | 2 years (4 semesters) | MHC Board of Governors | • Board Chair  
• President  
• Vice-President, Academic and Provost  
• Dean of Student Services/Registrar | • Letter-sized parchment  
• College crest  
• Gold college seal |
| Certificate         | A minimum of 24 credits and a maximum of 46 credits | 1 year or less (1-2 semesters) | MHC Board of Governors | • Board Chair  
• President  
• Vice-President, Academic and Provost  
• Dean of Student Services/Registrar | • Letter-sized parchment  
• College crest  
• Silver college seal |

¹When approved by the Minister of Advanced Education.
5.9 Institution-approved credentials
The following credentials are for programs approved by MHC’s Academic Portfolio Council (APC). Courses associated with these institution-approved credentials are recorded on the MHC standard transcript.

<table>
<thead>
<tr>
<th>Name of Credential</th>
<th>Credential Criteria</th>
<th>Issued in the name of</th>
<th>Credential Signature</th>
<th>Parchment</th>
</tr>
</thead>
</table>
| High School Equivalency Diploma     | As outlined in the Academic Calendar                     | MHC Board of Governors | • Board Chair  
• College President  
• Vice President, Academic and Provost  
• Dean of Student Services/Registrar | Letter-sized parchment  
• College crest  
• Silver college seal                  |
| Certificate of Proficiency*         | A program of study in which courses are graded           | MHC Department        | • Dean or Director                                                   | Letter-sized parchment  
• College crest  
• Silver college seal                  |
| Certificate of Achievement*         | Course related to an Institution-Approved Certificate Program where a formal evaluation is required | MHC Department, e.g. Apprenticeship | • Dean or Director                                                   | Letter-sized parchment  
• College logo |

*For transcript notations APC approval required

5.10 Non-credit courses
The following applies to General Interest Non-credit courses offered by MHC that do not comprise part of a credential
(a) There is no formal evaluation of student learning outcomes; and
(b) Courses are recorded on a MHC non-credit record.

<table>
<thead>
<tr>
<th>Name of Credential</th>
<th>Credential Criteria</th>
<th>Issued in the name of</th>
<th>Credential Signature</th>
<th>Parchment</th>
</tr>
</thead>
</table>
| Certificate of Attendance           | Individual or cluster of learning activities – Attendance only | MHC Department       | • Dean, Director or Manager                                           | Letter-sized parchment  
• College logo                  |
| Certificate of Completion           | Courses or Workshops- Proof of attendance and hours, e.g. professional development | MHC Department       | • Dean, Director or Manager                                           | Letter-sized parchment  
• College logo                  | Hours of instruction

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6. RESPONSIBILITIES
   6.1 Vice-President, Academic and Provost is responsible for ensuring that all college credentials are in accordance with this policy.

   6.2 Dean of Student Services/Registrar is responsible for
       (a) standard and non-credit transcripts;
       (b) issuance of parchment; and
       (c) affixing the college seal to applicable parchments.

   6.3 Deans, Directors and Managers are responsible for the issuance of parchments.

7. APPLICABLE LEGISLATION/REGULATIONS
   Post-secondary Learning Act
   Province of Alberta Credential Framework
   Programs of Study Regulation

8. RELATED INFORMATION
   Appendix A – Table of Total Course Hours and Equivalent Credits

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Vicky Roy
Vice-President, Academic and Provost

Date: December 9, 2020

DOCUMENT HISTORY

April 2015    Policy approved
December 2020  Revised policy approved