



POLICY

Policy Name	CREDENTIALS			<i>Revised</i>
Policy Number	AD 4.0	Category	Admissions & Student Records	
Policy Authority	Dean of Student Services/Registrar	Approval Date	October 15, 2026	
Executive Sponsor	Vice-President, Academic and Provost	Next Review Date	October 15, 2031	
Approved By	President and CEO	Frequency of Review	5 years	

1. POLICY STATEMENT

Medicine Hat College (MHC) recognizes students who successfully complete program requirements through the issuance of credentials in the form of transcripts and parchments. This policy and accompanying procedures define the types of credentials awarded and the criteria by which they are developed and issued, ensuring they are meaningful, current, and reflective of verified learning.

2. SCOPE

This policy applies to all Government of Alberta and institution approved programs and governs the development, issuance, and management of credentials for all students.

Credentials associated with apprenticeship and designated trades programs are governed and issued by the Government of Alberta and fall outside the scope of this policy and accompanying procedures.

3. DEFINITIONS

- **Course:** organized subject matter in which instruction is offered with specific learning outcomes.
- **Credential:** a credential is a formal recognition that confirms an individual has met a specified standard of learning including knowledge, skills, and/or experience at a defined level.
- **Credit:** a measure of the total amount of learning effort in a course used to measure progress through a program and to determine program completion requirements. This may include both the class/tutorial/laboratory/clinical/workplace/experiential learning time and the amount of independent learning that a student must complete.
- **Parchment:** formal document received in recognition of successful completion of a credential.
- **Program:** a prescribed curriculum leading to an MHC credential. A program consists of a number of courses.
- **Restrictive Hold:** a status on the student record resulting from but not limited to outstanding financial indebtedness to the college and/or the student is in possession of college assets that have not been returned (e.g. library books, equipment).
- **Transcript:** the certified statement of a student's academic record. The college has two transcripts: Official and Continuing Studies. It is distinct from a parchment and used for academic verification, transfer, and employment purposes.

4. PRINCIPLES

- 4.1 The college's credential framework assists employers, post-secondary institutions, and others in evaluating and recognizing MHC credentials. It supports the recognition and portability of student learning outcomes.
- 4.2 MHC ensures that every credential awarded is aligned with clearly defined standards of learning and quality assurance. This maintains academic rigor, verifies completion of requirements, and safeguards the value of our credentials for students, employers, and the broader community.
- 4.3 College credentials and associated credit frameworks are designed to enable transferability, articulation, and recognition of learning across programs and institutions. This supports student flexibility, progression, and lifelong education pathways.
- 4.4 The college acknowledges that credentials may emerge from a variety of learning experiences and ensures current frameworks can accommodate those modalities while preserving consistency of credential standards.
- 4.5 Credential pathways are designed to support students in their progression by providing transparent requirements, and flexibility within defined quality boundaries. All ministry approved programs follow a standard credential framework that provides common academic weight and integrity.
- 4.6 The college maintains continuous alignment of our credential framework with accrediting bodies and government requirements to ensure that the credentials awarded are meaningful, trusted, and valued in the communities it serves.
- 4.7 If parchments and transcripts are withheld due to a restrictive hold, clear and timely guidance on how to resolve the hold will be provided.

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Kevin Shufflebotham
President and CEO
Date: October 15, 2026

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Nancy Brown
Vice-President, Academic and Provost
Date: October 15, 2026

Additional Information	Location
AD 4.1 Credentials and Parchments Procedure	MHC Website/Policy & Procedure SharePoint
AD 4.1 Appendix A: Table of Total Course Hours and Equivalent Credits	MHC Website/Policy & Procedure SharePoint
AD 4.2 Course Identification Code Procedure	MHC Website/Policy & Procedure SharePoint
Alberta Credential Framework	Open.Alberta.ca