



PROCEDURE

Procedure Name	CREDENTIALS AND PARCHMENTS <i>Revised</i>		
Procedure Number	AD 4.1	Approval Date	October 15, 2026
Parent Policy	AD 4.0 Credentials		
Procedure Authority	Dean of Student Services/Registrar		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

Medicine Hat College (MHC) is committed to the responsible stewardship of academic credentials and to the recognition of student achievement through a credential framework grounded in established standards. Credentials are issued with consistency and rigor to uphold integrity and ensure they remain recognized by students, employers, and the broader community.

2. DEFINITIONS

- **College Crest:** the official emblem of Medicine Hat College, based on the institution's Coat of Arms. The crest features four quadrants containing imagery that represents the College's connection to Alberta and the Southeast Alberta region.
- **College Logo:** the primary visual identifier of Medicine Hat College, consisting of a stylized version of the College Crest and the "Medicine Hat College" wordmark.
- **Continuing Studies Transcript:** a student's educational record of non-credit courses.
- **Department:** an administrative unit established to carry out a specific area of responsibility, discipline, function, or service within the college.
- **Digital Badge:** a digital credential containing secure and embedded data that verifies an individual has met certain criteria or demonstrated mastery of a specific skill or learning outcomes.
- **Minister:** Government of Alberta Minister responsible for the Post-secondary Learning Act.
- **Official Transcript:** a student's official educational record of credit courses issued by the Registrar's Office.
- **Residency Requirements:** the percentage of MHC program content required to earn a credential.
- **Seal:** official college design that is embossed onto official documents either directly or on a gold or silver sticker.

3. MINISTRY APPROVED CREDENTIALS

3.1 All courses associated with ministry approved credentials are recorded on the official MHC credit transcript and will have a formal evaluation of student learning outcomes.

3.1.1 Course credit assignments are determined in collaboration between the program area and the Dean of Student Services/Registrar.

3.1.2 A credit is designed to reflect learning effort and semester totals as outlined in the Credit Table. Total learning effort includes class time, tutorials, laboratories and practical, and/or independent learning time. The credit value assigned to a course will reflect the same total hours of learning effort, regardless of the delivery method.

3.1.3 Courses will normally have the following credits;

- (a) Half course - 1.5 credits
- (b) Full course - 3 credits
- (c) Double course - 6 credits
- (d) Directed field study course (applied degree) - 15 credits

3.2 Students must meet all residency requirements to be awarded credentials for ministry approved programs.

3.3 MHC may offer the following credentials that have been approved by the responsible Government of Alberta ministry as set out in the Alberta Post-secondary Learning Act.

3.3.1 **Bachelor's Degree**

A bachelor's degree will be awarded on completion of an approved group of courses within a ministry approved program totaling a minimum of 90 credits. The typical duration is four years.

Degrees may require or allow the study of specializations or concentrations and may indicate "with honours" depending upon the level of academic achievement.

Credentials are issued in the name of the MHC Board of Governors. The associated parchments will be letter-sized and bear the following:

- (a) gold college seal,
- (b) college crest, and
- (c) the signatures of the Chair of the Board of Governors, the President and CEO, Vice-President Academic and Provost, and Dean of Student Services/Registrar.

3.3.2 **Applied Degree**

An applied degree will be awarded on completion of an approved group of courses within a ministry approved program totaling a minimum of 90 credits that includes 30 directed field studies credits. The typical duration is four years.

Applied degrees may indicate "with honours" depending upon the level of academic achievement.

Credentials are issued in the name of the MHC Board of Governors. The associated parchments will be letter-sized and bear the following:

- (a) gold college seal,
- (b) college crest, and
- (c) the signatures of the Chair of the Board of Governors, the President and CEO, Vice-President Academic and Provost, and Dean of Student Services/Registrar.

3.3.3 **Post-Diploma Certificate**

A post-diploma certificate will be awarded for an approved group of courses within a ministry approved program totaling a minimum of 18 credits. The typical duration is one year.

Post-diploma certificates may indicate "with honours" depending upon the level of academic achievement.

Credentials are issued in the name of the MHC Board of Governors. The associated parchments will be letter-sized and bear the following:

- (a) silver college seal,
- (b) college crest, and
- (c) the signatures of the Chair of the Board of Governors, the President and CEO, Vice-President Academic and Provost, and Dean of Student Services/Registrar.

3.3.4 Diploma

A diploma will be awarded for an approved group of courses within a ministry approved program totaling a minimum of 60 credits. The typical duration is two years.

Diplomas may indicate with honours depending upon the level of academic achievement.

Credentials are issued in the name of the MHC Board of Governors. The associated parchments will be letter-sized and bear the following:

- (a) gold college seal,
- (b) college crest, and
- (c) the signatures of the Chair of the Board of Governors, the President and CEO, Vice-President Academic and Provost, and Dean of Student Services/Registrar.

3.3.5 Certificate

A certificate will be awarded for an approved group of courses within a ministry approved program totaling a minimum of 12 credits. The typical duration is one year or less.

Certificates may indicate “with honours” depending upon the level of academic achievement.

Credentials are issued in the name of the MHC Board of Governors. The associated parchments will be letter-sized and bear the following:

- (a) silver college seal,
- (b) college crest, and
- (c) the signatures of the Chair of the Board of Governors, the President and CEO, Vice-President Academic and Provost, and Dean of Student Services/Registrar.

4. INSTITUTION APPROVED CREDENTIALS

4.1 Micro-Credential

Micro-credentials are awarded for satisfactorily meeting expectations for specific skills, learning outcomes, or competencies aligned to an employability competency/skill assessment. They are issued as a digital badge and may ladder into certificates or other pathways.

4.2 Professional Certificate

A professional certificate will be awarded for satisfactorily meeting expectations for a prescribed set of courses or micro-credentials that involve a formal evaluation of learning outcomes. It is issued in the name of the applicable MHC department. Courses associated with this credential are recorded on the Continuing Studies Transcript.

The associated parchments will be letter-sized and bear the following:

- (a) silver college seal,
- (b) college logo, and
- (c) the signature(s) of the applicable authority.

4.3 Certificate of Achievement

A certificate of achievement will be awarded for satisfactory completion of a course within an Institution-Approved Certificate Program where a formal evaluation of learning outcomes is required. It is issued in the name of the applicable MHC department. Courses associated with

this credential will be recorded on the MHC Official Credit Transcript or the Continuing Studies Transcript.

The associated parchments will be letter-sized and bear the following:

- (a) college logo, and
- (b) the signature(s) of the applicable authority.

4.3.1 **Certificate of Achievement for Audited Programs**

A certificate of achievement for audited programs will be awarded for participation in a prescribed credit learning activity that may or may not involve a formal evaluation of learning outcomes. It is issued in the name of the college. Courses associated with this credential are recorded on the Official Credit Transcript.

The associated parchments will be letter-sized and bear the following:

- (a) college logo, and
- (b) the signatures of the President and CEO and Dean of Student Services/Registrar.

4.4 **Certificate of Completion**

A certificate of completion will be awarded for attendance in a minimum of instructional hours focused on a specific skill or group of skills. It may be competency based but does not involve a formal evaluation of learning outcomes. It is issued in the name of the applicable MHC department. Courses associated with this credential are recorded on the Continuing Studies Transcript.

The associated parchments will be letter-sized and bear the following:

- (a) college logo, and
- (b) the number of instructional hours when applicable.
- (c) the signature(s) of the applicable authority

5. **DOCUMENTS**

5.1 Transcripts are the official and certified statement of a student's academic record. The college has two transcripts: Official Transcript (credit courses) and Continuing Studies Transcript (non-credit courses).

5.2 Official documents signifying earned credentials are issued by the Registrar's Office as a hard copy (parchments) or electronically via MyCreds. The design and format of these documents can not be altered or copied without consultation with the Registrar's Office.

5.2.1 Ministry approved programs will have official transcripts and parchments available through MyCreds.

5.2.2 Applicable credentials, standings, and other activities such as successful participation in student government may have a badge issued through MyCreds.

5.3 Parchments presented for ministry approved credentials will contain the following information:

- (a) Legal Name (aligning with the Official Transcript)
- (b) Program Name (corresponding to the graduate record on the Student Information System)
- (c) Notation of Distinction (where applicable)
- (d) Major(s) (where applicable)
- (e) Confer Date
- (f) Notation of "Reprint" (where applicable)

5.4 Parchments presented for institution-approved credentials will contain the following information:

- (a) Legal Name (aligning with the transcript)
- (b) Program or Course Name
- (c) Completion Date
- (d) Branding of any partnering organizations (where applicable)

5.5 Parchments may be reissued by the Registrar's Office by request, supporting documentation may be required. Applicable fees may apply.

6. REVOCATION OF A CREDENTIAL

- 6.1 A credential may be rescinded where it is determined that the credential was awarded in error, through misrepresentation, fraud, misconduct and/or where the recipient did not meet the requirements for the credential.
- 6.2 A request or recommendation to rescind a credential may be denied by the Registrar's Office where, after consultation with the applicable program area, the evidence does not support rescission, where rescission would be disproportionate, or where an alternative corrective action is more appropriate.

ORIGINAL COPY SIGNED

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

Additional Information	Location
AD 4.0 Credentials Policy	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
Parchment Replacement Application form	MHC Website
Alberta Credential Framework	Open.Alberta.ca