

COLLEGE CREDENTIALS POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Academic
Approval Date:	May 21, 2020
Effective Date:	May 21, 2020
Policy Owner:	Chief, Customer Experience Officer
Policy Administrator:	Senior Manager, Registrar

Objective:	<p>NorQuest College (college) recognizes learners for successful completion of program requirements through the issuance of credentials in the form of both transcripts and parchments. The purpose of this policy is to identify the credentials issued by NorQuest College and to define the criteria by which they will be developed and issued.</p> <p>Authority to establish this policy is derived from the NorQuest College Board of Governors Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
Policy:	<p>The Office of the Registrar is the official office that issues credentials in the form of transcripts and parchments. Credentials are based on criteria outlined within the official NorQuest College Program Architectures, published online and within the Academic Calendar. Credentials will not be released to students on restrictive holds.</p> <p>Parchments are legal documents and are issued using the student's full legal name as supplied/recorded on their NorQuest College record. Parchment paper will be used only for the purpose of printing NorQuest College credentials (certificate or diploma) and the college Seal will only be affixed as outlined in the College Seal Procedure.</p>
Definitions:	<p>Academic Calendar: an annual publication of academic regulations, academic dates, programs of study, and course descriptions. The NorQuest College website is the official source of Academic Calendar information.</p> <p>College Seal: distinct and unique imprinted mark used to endorse corporate and academic documents executed in the name of NorQuest College.</p> <p>Credential: a qualification issued upon completion of a program of study approved under the authority of the <i>Post-Secondary Learning Act</i>.</p> <p>Parchment: the official document embossed with the NorQuest College seal and logo, and signed by the Board of Governors Chairperson, President and CEO, and Registrar acknowledging the completion of the requirements for a credential.</p> <p>Restrictive Holds: status on a student account in circumstances including but not limited to:</p> <ul style="list-style-type: none"> • outstanding indebtedness to the college (financial hold) • when the student is in possession of college assets which are overdue to be returned (e.g. Library books, equipment)

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Transcript: the official permanent record of a student’s academic activities while enrolled at the college including: all attempted and completed course(s) with associated grade(s); accepted transfer credit(s); credit(s) awarded by challenge examination or prior learning; credential(s) awarded; and term and cumulative grade point average. Transcripts are maintained by the Office of the Registrar.

- Academic Planning Information Policy (to be developed)
- Academic Calendar Publication Procedure (to be developed)
- [College Seal Policy](#)
- [College Seal Procedure](#)
- [Graduation Requirements and Issuance of Credentials Procedure](#)
- [Post-Secondary Learning Act](#)

May 2024

December 2011: new
 April 2013: branding update and document maintenance
 August 2013: update for document links and branding
 November 2014: update for document links
 June 2016: update to definitions and consistent terminology
 June 2017: update for document links
 August 2019: Compliance Office template & reorganization update
 May 2020: reviewed according to Policy and Procedure Framework