

Approval Authority: Education Council**Last Approved:** June 28, 2023**Administrative Responsibility:** Office of the Registrar**Next Review:** 2024-2025

PURPOSE

NVIT offers various credentials for both credit and non-credit programs. This policy identifies criteria for program graduation requirements and issuing credentials. Identified requirements and procedures will assist learners and employers in assessing the scope of education and training received at NVIT and support faculty in review and development of programs.

SCOPE

This policy applies to all learners enrolled at NVIT and the credentials awarded in College Readiness/Career Preparation, Academic, Career/Technical, Language Fluency, Trades, and Continuing Education programs. This policy does not apply to general interest courses and programs. When graduation requirements are amended for a program, these changes will become effective when approved by Education Council.

OVERVIEW

As authorized by the *BC College and Institute Act*, NVIT offers a wide variety of official documents that recognize student achievement in programs by the granting of a micro-credential, certificate, diploma, advanced diploma, associate degree, and degree. The criteria listed in this credential framework will determine the appropriate credential. In addition, NVIT may award Continuing Education Certificates upon successful completion of designated course(s) or programs.

DEFINITIONS

Advanced Diploma: Awarded on completion of programs that require a diploma for entrance and are normally greater than 12 months of full-time equivalent study.

Affiliation: NVIT is affiliated with various IAHLA (Indigenous Adult and Higher Learning Association) institutes in BC. These affiliated institutes partner with NVIT to complete various courses and programs. NVIT grants the final credential.

Apprenticeship: Awarded upon completion of a formal apprenticeship program (excludes entry level trades training). While the credential is awarded not by the institution but by an external accrediting agency (ITA), the institution identifies the program as an apprenticeship program by using this credential code.

Associate of Arts or Associate of Science Concentration: A secondary specialization within the existing associate degree Framework (e.g., Associate of Arts with a Concentration in Economics). Courses in the concentration must transfer as assigned course credits in the concentration subject area at a public university.

Associate Degree: An academic qualification generally awarded after a two-year academic study (60 credits) that is transferable into a bachelor's degree program at a B.C. public university.

Bachelor's Degree / Baccalaureate Degree: An undergraduate degree normally requiring four years of full-time study (120 credits).

BC Adult Graduation Diploma: This credential is the equivalent of a High School Diploma and is also known as the "Adult Dogwood". To qualify for this credential, learners must be 18 years of age or older and meet the credential requirements outlined by the BC Ministry of Education and Child Care. At least three courses must be completed by enrolment at NVIT. See BC Ministry of Education and Child Care website for details.

Block Transfer Credit: Block transfers occur when a group of courses, often in the form of a certificate or diploma, are recognized for transfer credit. Typically, with block transfers, learners will commence third year studies at another institution. Visit bctransferguide.ca to find out about block transfer credit partnerships.

College Readiness/Career Preparation: The BC Adult Graduation Diploma is used synonymously with College Readiness. However, only a BC Adult Graduation Diploma is awarded for this program. Career Preparation programs consist of programs that help learners prepare for their future educational needs and build employments skills. These programs may also be used for dual credit for the purpose of High School graduation.

Certificate: Awarded on completion of programs at the Post-Secondary level normally 24-54 credits and between 3 and 12 months of full-time equivalent study (at least 288 contact hours). Certificates are also granted for foundation, pre-apprenticeship, apprenticeship, and level 2 trades programs.

Continuing Studies Certificate of Achievement, Completion, or Participation: May be awarded on completion of various Continuing Studies courses or programs. Various Continuing Studies courses award certificates from external contractor and are not held at NVIT.

Credentials: A document provided as evidence of learning based on completion of a recognized program of study. Degrees, diplomas, and certificates are examples of academic credentials. All NVIT credentials will be issued by the Office of the Registrar and signed by the President, Registrar, and NVIT Board of Governors Chair. Other documents, for example a course completion document, may bear the NVIT logo but will not bear the Registrar's signature. Such documents may have other signatories as approved by the Registrar. See above for Continuing Studies certificates.

Developmental: Developmental courses are also known as College Readiness courses. Typically course numbers range from 010-099 and may lead to the BC Adult Graduation Diploma or a Career Preparation program. Courses may also be taken for the purpose of upgrading and/or interest only.

Diploma: Awarded on completion of programs at the Post-Secondary level normally over 60 credits and between 12 and 36 months of full-time equivalent study. Various Career/Technical programs require completion of the first-year certificate prior to entry into the second-year diploma.

Directed Studies: Credit courses for degree completion offered outside normally scheduled courses that supplement rather than replace regular modes of delivery. In undergraduate programs, directed studies courses are limited to highly capable third- and fourth-year students. Normally, no more than two directed studies courses may be taken in an undergraduate degree program.

General Interest Course (Unclassified Studies): Courses that are taken for personal enrichment rather than academic reasons and do not contain elements of credential course work. They do not usually lead to a Post-Secondary credential.

Jointly Conferred: A credential awarded by NVIT in partnership with another Post-Secondary institution. NVIT's only jointly conferred degree to-date is the Bachelor of Social Work. This degree is jointly conferred with Thompson Rivers University and the credential is signed by both institutions.

Learning Outcome: The specification of what a student should learn, know or be able to do as the result of a period of specified study.

Major: A primary specialization in an undergraduate degree (e.g., BSc with a Major in Geography). An undergraduate applied or professional degree is considered a primary specialization (e.g., Bachelor of Business Administration). Normally a major or primary specialization requires, at minimum, 30 upper-level credits. Specializations may require specific practicum placements along with required electives.

Micro-Credential: Micro-credentials recognize short-duration, competency-based learning opportunities, that align with labour market or community needs and can be assessed and recognized for employment or further learning opportunities, as defined by the Province of BC. NVIT approved a Micro-Credential Framework at Education Council in December 2022. This framework defines an NVIT Micro-Credential as: 1) Non-credit: no assessment, 0 credits, Continuing Studies; and 2) For-Credit: assessment and grading, 6-18 credits (90 to 270 hours), Education Council approved (see related policies and frameworks).

Post-Secondary Program: A Post-Secondary program is defined as a set of courses and other requirements leading to a completion/graduation document in a specific field of study. Typically course numbers range from 100-499.

Prior Learning Assessment and Recognition (PLAR): An assessment process that recognizes all learning from all sources including work experience, self-study, volunteering, and other acquired learning that students bring to their post-secondary education. Through PLAR, students can be awarded credit for a course or toward a program at an institution.

Program: An integrated group of courses and learning activities leading to learning outcomes in a particular field of study.

Regulatory Body: An organization that has legislated and exclusive authority to determine eligibility for, and to issue, licences to practise a specific occupation or set of occupations. Regulatory bodies set the minimum standards of practice for many professions.

Undergraduate Concentration: A secondary specialization within the primary specialization of the degree. (e.g., BSc in Geography with a Concentration in Resource Management). Normally, the range for a concentration is 12-15 upper-level credits.

Upper-Level Courses/Upper-Division Courses: An undergraduate program's coursework that takes place during the third and fourth year and builds on the foundational knowledge and skills gained through first and second year (Lower Level/Division) courses that lead to a bachelor's degree.

Work Integrated Learning: A model of experiential education that formally and intentionally integrates a student's academic studies within a workplace or practice setting. Various types of WIL include: applied research projects, co-op education, field placements, internships, practicums, and work experience.

POLICY AND PRINCIPLES

- Upon acceptance to a program, the graduation requirements are explicitly stated in a learner's NVIT Self-Service account. Learners are responsible for ensuring they meet graduation requirements for their program.
- Learners must fill in an application to graduation on their NVIT Self-Service. To attend the annual graduation ceremony in Merritt or Vancouver, Learner's must RSVP as attending and pay the graduation fee no later than March 31st annually. Late applications will not be accepted.
- If a Learner does not apply to attend a graduation ceremony by the March 31st deadline, they may request to attend the next year's ceremony by contacting the Registrar.
- Any changes to the graduation requirements which impact a current or returning learner must be discussed with the learner and a transition plan must be developed that takes into consideration current program outcomes as well as recognition of the learner's prior learning and its currency.
- Transfer credit will only be evaluated after a student has been accepted into the respective program. Assessments of transfer credits (internal or external) for courses more than 10 (ten) years ago will not be considered.
- NVIT will award credentials corresponding with the current requirements necessary to achieve the credentials. The type of credential granted for various forms of educational study is governed primarily by the number of credits required to complete it. NVIT reserves the right to grant credentials upon completion of a program without a graduation application.
- Credentials will not be awarded using courses taken solely through directed studies (DS) and/or prior learning assessment and recognition (PLAR), unless permission is granted in writing to the

Registrar's Office by both the Vice President, Academics and Vice President, Students at the beginning of the program.

- NVIT will not provide documentation of graduation to a learner who is in arrears to the Institute.
- The assignment of credentials to programs will be approved by the NVIT Education Council on the recommendation of the Curriculum Committee in accordance with **Policy A.3.1 Curriculum Development and Approval Process**.
- Residency Requirements: NVIT requires 50% residency to obtain a credential, in accordance with **Policy C.3.9, Residency Requirement**.
- NVIT will publish the name of all graduands at the annual graduation ceremonies. All requests to withhold names must be submitted to the NVIT Registrar's Office no later than April 1st, annually.

POSTHUMOUS CREDENTIALS

NVIT recognizes the academic achievements of deceased students by issuing transcriptable posthumous credentials. NVIT's issuance of a transcriptable posthumous credential acknowledges the loss experienced by the NVIT community and beyond. Presenting a posthumous credential to a person designated by the family of the deceased extends an opportunity for all to share in the academic success of the deceased learner.

See **A.3.5 Posthumous Credentials** for guidelines and process.

Related Policies and Frameworks:

- A.3.0.1 Indigenous Language Fluency Certificate & Diploma Framework
- A.3.0.2 Micro-Credential Framework
- A.3.5 Posthumous Credentials
- A.3.0 Education Council Bylaws and Frameworks
- A.3.1 Curriculum Development and Approval Process
- A.3.6 Archiving of Programs
- C.3.8 Prior Learning Assessment
- C.3.9 Residency Requirement
- C.3.10 Grading System
- C.3.11 Transfer Credit

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