

**Policy No. & Title: A103: FANSHAWE COLLEGE CREDENTIALS**

*Policy Sponsor:* Registrar

*Reference Cttee:* College Council

*Effective:* 2022-11-23

*Next Review:* 2027-11-23

*Approvals:* 1989-10-02/CC-89-01; 1996-12-04/SA-96-03; 1998-04-01/SA-97-06;  
2001-03-28/CC-00-07; 2005-06-22/CC-04-09; 2012-11-21/CC-12-03;  
2022-11-23/CC-22-03

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**1. PURPOSE**

The purpose of this policy is to establish Fanshawe College credentials.

**2. POLICY**

Fanshawe Colleges delivers programs of study and courses that, when successfully completed, result in a specific credential granted to the student. Such credentials are limited only to those approved by the President and elaborated in the attached Standard A.

**2.1. Scope**

This policy applies to all college programs and campuses or external educational bodies (e.g., partner institutions) that award a Fanshawe College credential.

**3. REFERENCES**

[Minister's Binding Policy Directives](#)

*Framework for Programs of Instruction*

College Policies:

A122: Graduation from Approved College Programs

C303: Honorary Diplomas and Degrees

**4. ADDENDA**

Standard A: APPROVED CREDENTIALS AND RECOGNITIONS

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*Policy No. & Title:* A103: FANSHAWE COLLEGE CREDENTIALS

*Addendum:* **Standard A: APPROVED CREDENTIALS AND RECOGNITION**

*Issued by:* Registrar

*Effective:* 2022-11-23

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## 1. APPROVED CREDENTIALS

The following Fanshawe College credentials have been approved by the President and are granted by the Registrar in appropriate circumstances.

- 1.1. The following credentials are granted consistent with the Minister's Binding Policy Directive, *Framework for Programs of Instructions*:
  - 1.1.1. Fanshawe College Certificate
  - 1.1.2. Ontario College Certificate
  - 1.1.3. Ontario College Diploma
  - 1.1.4. Ontario College Advanced Diploma
  - 1.1.5. Ontario College Graduate Certificate
- 1.2. The Honours Degree credential is granted with the Minister's approval upon the recommendation of the Post-Secondary Education Quality Assessment Board (PEQAB).
- 1.3. The Honorary Diploma or Degree credential is granted consistent with policy C303: Honorary Diplomas and Degrees.
- 1.4. A Microcredential badge is granted when a student completes a discrete unit of assessed learning that delivers specific knowledge and skills. Creation of the badge is approved by the Microcredential Steering Committee.
- 1.5. A Microcredential Series badge is available to students that register for one or more microcredentials in a series based on their areas of interest, level of skill, and career-related needs. The microcredential series badge is issued when all microcredentials in a series have been completed.
- 1.6. A Fanshawe College Declaration of Academic Achievement credential is granted to a student on successful completion of:
  - 1.6.1. A group of graded courses that form part of the required courses of a post-secondary program. This group of courses must be recognized and approved by the College as a separate entity having significance, for example, with regard to employment opportunities; or
  - 1.6.2. A group of related graded courses for part-time students, designed for community needs that are not met through the Ontario College Diploma, Ontario College Certificate, or Fanshawe College Certificate programs. This group of graded courses must be recognized and approved by the College as a separate entity having significance, for example, with regard to employment opportunities.

- 1.6.3. The normal minimum number of student course hours in either case above is 100. Exceptions may be approved by the Senior Vice-President Academic under special circumstances.

## **2. CREDENTIAL FORMAT**

- 2.1. The information included on the Certificate, Diploma, Honours Degree, Honorary Diploma and Honorary Degree is limited to:
  - 2.1.1. The date as specified in section 2.3 below;
  - 2.1.2. The name of the student as the name appears on the official student record;
  - 2.1.3. The title of the program as approved by the credentialing body;
  - 2.1.4. Where applicable, the major within the program;
  - 2.1.5. Where applicable, a co-operative education endorsement; and
  - 2.1.6. Where applicable, a notation of President's Honour Roll achievement.
- 2.2. The signatures to appear on credentials are:
  - 2.2.1. Certificate, Diploma, Honours Degree, Honorary Diploma and Honorary Degree: Chair of the Board of Governors, President, and Registrar; and
  - 2.2.2. Declaration of Academic Achievement: President and Registrar
- 2.3. Microcredential and Microcredential Series Badges are issued by the Office of the Registrar.
- 2.4. The date on credentials is the date of successful completion of the program or course(s).
- 2.5. On the advice of the Registrar, the Senior Vice-President, Academic may recommend that the President approve alterations to the appearance of the credentials to accommodate additional elements.

## **3. FANSHAWE COLLEGE LETTER OF RECOGNITION**

- 3.1. A Fanshawe College Letter of Recognition may be granted by the Registrar:
  - 3.1.1. Upon request to a student on successful completion of a College non-credit or non-graded course; or
  - 3.1.2. Upon request to a student on successful completion of an approved program of study not leading to a diploma, certificate or Declaration of Academic Achievement.
- 3.2. The date to appear on the Letter of Recognition will be the date of successful completion of the course(s).
- 3.3. The signature of the Registrar shall appear on the Letter of Recognition.