

Policy Name:	GRANTING OF CREDENTIALS	
Approved By:	Board of Governors	
Approval Date:	February 6, 2026	
Next Scheduled Renewal Date:	February 2031	
Policy Holder:	Education Council	
Operational Lead:	Registrar	
Policy Number:	EDU-019	

GRANTING OF CREDENTIALS POLICY

1.00 PURPOSE

- 1.1 Coast Mountain College (the College; CMTN) grants credentials and micro-credentials to students upon completion of an approved program of study. This policy and its accompanying procedure identify the types of credentials and micro-credentials granted by the College and the responsibility for issuing them. They also confirm the quality assurance of the credential and micro-credential being awarded.

2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies see: Education Council Policy and Procedures Definitions.

3.00 POLICY STATEMENT

- 3.1 This policy and its related procedure define the credentials and micro-credentials granted by the College, including credit and non-credit programs and courses.
- 3.2 The College is authorized under the *College and Institute Act* to develop, approve, and grant credentials.
- 3.3 To maximize student mobility and success, credentials, micro-credentials, and statements are also guided by:
- a. the BC Council on Admissions and Transfer
 - b. the Pan-Canadian Consortium on Admissions and Transfer
 - c. provincial ministry guidelines
 - d. professional and industrial association requirements
 - e. accreditation bodies
 - f. partnerships and agreements with institutions and organizations.
- 3.4 The criteria for credit-based credentials and micro-credentials are implemented through Education Council and approved by the Board of Governors.

- 3.5 The Registrar’s Office maintains the master list of credit-based credentials and micro-credentials offered by the College, including the requirements for successful completion of a credential or micro-credential.
- 3.6 The criteria for non-credit micro-credentials are documented and issued through Continuing Education, which shall maintain a master list of non-credit micro-credentials, including the requirements for successful completion of a micro-credential.
- 3.7 The College identifies the minimum requirements for a student to be eligible to be granted the following:

a. Credentials

Title	Credit Requirement	Notes
Associate Degree	Minimum 60 Credits	Equivalent of 2 years of full-time study at a 100% course load Follows the provincial standard
Diploma	48 – 90 Credits	Equivalent of 2 to 3 years of full-time study at a 100% course load
Certificate	12 – 40 Credits	Equivalent of 1 year of full-time study at a 100% course load
Post-Degree Diploma	45 – 60 Credits	Equivalent of 1.5 to 2 years of full-time study at a 100% course load, generally completed after graduation from a baccalaureate program
Advanced Diploma	25 – 60 Credits	Up to 2 years of full-time study at a 100% course load, generally completed after graduation from a diploma program
Advanced Certificate	12 – 40 Credits	Up to 1 year of full-time study at a 100% course load, generally completed after graduation from a certificate program
BC Adult Graduation Diploma		Completion of the Ministry’s graduation requirements

b. Micro-Credentials:

Title	Credits	Notes
Micro-Course	Less than 3 Credits or 60 hours	A stand-alone credit or non-credit course that may be taken individually or as a part of a micro-credential
Micro-Credential	Less than 15 Credits or 288 hours	A stand-alone, short-duration learning experience that is competency-based, aligns with industry, employers, community, and/or Indigenous community needs, is assessed. The Micro-Credentials can be Non-credit or For-Credit.
Stackable Micro-Credentials		A combination of micro-credentials that may be credit or non-credit in nature. The intent of stackable micro-credentials is for laddering of courses, leading to credentials e.g. certificate or degrees.

- 3.8 The Registrar will maintain a record of the official names of each credit-based credential and micro-credential and will post this information on the College website.

4.00 CREDENTIAL COMPLETION

- 4.1 The Registrar's Office will issue credentials and micro-credentials only for programs that have completed the Education Council program approval process and have received formal College approval by the Board of Governors.
 - a. Students completing Red Seal certification may have this noted on their transcript, although SkilledTradesBC maintains authority of Red Seal requirements.
- 4.2 The minimum grades required for graduation for a credit program are identified by the program area and approved by the Education Council.
- 4.3 Honours standing will be granted to students in academic programs who have a grade point average (GPA) equal to or greater than 3.67.
- 4.4 Honours standing will be granted to students in trades and vocational programs who have a final grade (or average) of 90% or greater.
- 4.5 To meet residency requirements, students must complete at least 25% of the required credits for a credential at CMTN.
 - a. Credits awarded through prior learning assessment (PLA) are not applied to the residency requirements.
- 4.6 Students who have exited their program for a full academic year or more must meet completion agreements of the year in which they are re-admitted or any subsequent academic year in which the student is enrolled.
- 4.7 Courses can only be counted once per credential.
- 4.8 The Registrar's Office is responsible for evaluating the student record to ensure that all requirements are met as published in the appropriate calendar year prior to issuing a credential.
 - a. Students on restricted enrolment may or may not be eligible to receive a credential. Students can submit a request to the Registrar for assessment. Requests will be reviewed with the department area Dean.
- 4.9 The Registrar or Delegate has the authority, on a case-by-case basis and in consultation with the Program Coordinator/ Academic Head/ Department Chair and Dean, to make exceptions to the graduation requirements.
 - a. Any exceptions to graduation requirements must be approved by both the Dean and the Registrar.
- 4.10 Multiple requests for exceptions to the graduation requirements may trigger formal program revisions.

5.00 PROGRAM REQUIREMENTS

- 5.1 Graduation requirements are considered a legal contract; these requirements are set in the first term of attendance for a student.

- a. Changes to graduation requirements within a student’s maximum time to complete must include teach-out plans for current students in the proposed curriculum.
- b. Students currently studying in a program that updates graduation requirements can complete with either set of graduation requirements, as long as they meet a set in full.

5.2 Credits may be applied to multiple credentials, where appropriate.

5.3 Multiple requests for exceptions to stated graduation requirements may trigger formal program revisions.

6.00 POSTHUMOUS CREDENTIALS

6.1 The Vice President Academic, Student, and International may award, on advice from the Registrar, a credential to a deceased student who has completed all or most of the necessary requirements to qualify for the credential.

7.00 RESCINDING OF CREDENTIALS

7.1 Credentials can be rescinded by the Vice President Academic, Student Services, and International if the recipient of a credential has been found to violate conditions of practice as determined by a regulating association or where evidence exists that the individual obtained the credential by deceit, fraud, or academic misconduct; and where, had it been determined prior to granting of the credential, the student would have been suspended indefinitely.

8.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

8.1 EDU-018P, *Granting of Credentials Procedure*

9.00 OTHER SUPPORTING DOCUMENTS

9.1 BC Council on Admissions and Transfer

9.2 Board of Governors Bylaws

9.3 *College and Institute Act*

9.4 Education Council Bylaws

9.5 EDU-008 Program and Course Development Policy

10.00 HISTORY

Created/Revised/ Reviewed	Date	Author’s Name and Role	Approved By
Created	Feb. 7, 2020		Board of Governors
Revised	Feb 6, 2026	Emily Suderman, Interim Registrar	Board of Governors (BoG)