

Procedure Name:	GRANTING OF CREDENTIALS	
Approved By:	Policy Review Committee	
Approval Date:	January 12, 2026	
Next Scheduled Renewal Date:	February 2031	
Procedure Holder:	Education Council	
Operational Lead:	Interim Registrar	
Procedure Number:	EDU-019P	

GRANTING OF CREDENTIALS PROCEDURE

1.00 PURPOSE

- 1.1 These procedures accompanies EDU-019, *Granting of Credentials Policy*.
- 1.2 These procedures are to be modified and approved by the Education Council (EdCo) in consultation with the Registrar’s Office, as operationally required.

2.00 DEFINITIONS

- 2.1 For a list of all definitions related to educational policies refer to: [Education Council Policy and Procedures Definitions](#).

3.00 CREDENTIAL TIMEFRAMES

- 3.1 Students requiring an extension to the credential timeframe must apply to the Program Coordinator/Academic Head/Department Chair, who will review the extension in consultation with the Dean and the Registrar.
- 3.2 Notification of revised completion date will be documented in the student record.

4.00 GRADUATION REQUIREMENTS

- 4.1 Exceptions from approved graduation requirements must be submitted in writing by the Program Coordinator/Academic Head/Department Chair for approval by the Dean and the Registrar and documented on the student record.
- 4.2 Some programs require students to apply for graduation.
 - a. Upon applying for graduation, students may choose to include their Indigenous/traditional name on their credential.

5.00 CREDENTIALS

- 5.1 For programs that have an opt-out, students must formally request the lesser credential.
- 5.2 The Registrar’s Office requires a minimum of six weeks to confirm the eligibility for a student to receive a credential.
- 5.3 Students must be in good financial standing to receive a credential.

- 5.4 Minimum grade point average (GPA) or percentage for credential eligibility is based on the credential sought.
- 5.5 Honours standing will be determined by the Registrar's Office.
- 5.6 Confirmation of a credential is based on the end date of the final required course.
- 5.7 Students can apply to attend the annual convocation to celebrate their success.
- 5.8 Students must pay for duplicate credentials.

6.00 PARCHMENT FORMATS

- 6.1 All associate degrees, advanced diplomas, and diplomas will have a standard format that includes the Coast Mountain College logo, credential granted, student name (including Indigenous name if requested), Coast Mountain College seal, date of completion, Registrar's signature, and President's signature.
- 6.2 All certificates, including advanced certificates, will have a standard format that includes the Coast Mountain College logo, credential granted, student name (including Indigenous name if requested), Coast Mountain College seal, date of completion, Registrar's signature, and Dean's signature.
- 6.3 All micro-credentials will have a standard format that includes the Coast Mountain College logo, micro-credential granted, student's name (including Indigenous name if requested), Coast Mountain College seal, date of completion, Registrar's signature, and Dean's signature.
- 6.4 The BC Adult Graduation Diploma (also known as the Adult Dogwood) is provided by the Ministry of Education and is signed by the College President.

7.00 GRADUATION APPEALS

- 7.1 Students on restricted enrolment are required to appeal for graduation if they satisfy the requirements of graduation during the restricted period.
 - a. The appeal will be reviewed by the Program Dean, Registrar, and the Program Coordinator/Academic Head/Department Chair.
 - b. The student may be required to submit a letter of support from the institution at which they completed the course demonstrating that they maintained good standing.
 - c. The student is required to write a letter detailing their understanding of the issue and the consequences for not receiving the credential.

8.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 8.1 [EDU-019, Granting of Credentials Policy](#)

9.00 HISTORY

Created/Revised/Reviewed	Date	Author's Name and Role	Approved By
Created	Dec 4, 2020		Board of Governors
Revised	Jan 12, 2026	Emily Suderman, Interim Registrar	Policy Review Committee

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