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Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Program and Course Credentials
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Category:	Education/Academic

PROGRAM AND COURSE CREDENTIALS

POLICY STATEMENT
Valemount College recognizes student achievement by awarding credentials according to established criteria.

PURPOSE STATEMENT
The purpose of this policy is to establish guidelines and definitions to identify Valemount College credentials which will be awarded to students upon successful completion of programs or applicable courses.

PRINCIPLES
1. Valemount College will recognize all student achievement with credentials that align with the standards set by the Private Training Act and Private Training Institutes Branch.
2. Valemount College will publish all academic program credential requirements in the Valemount College Calendar.
3. Academic program credential requirements will either be based on the program requirements at the time of admission, or may be based on any subsequent academic year in which the student is enrolled as long as it is in accordance with completion timelines established for that credential.
4. The College Director will recommend completion timelines and will approve credentials.
5. Admission requirements vary for each program or course.

GUIDELINES
Academic Program Credentials results in the awarding of a Certificate, normal duration is 3-9 months, and programs include 100 or higher level courses.
Program or Course Completion Credentials results in program/course completion only, duration varies, curriculum is evaluated, no credits are earned, and course appears on student transcript.
Course Participation Credentials do not earn credits, duration varies, curriculum is not evaluated, and course does not appear on student transcript.

Issuing of Credentials
1. Academic Program Credentials will include the program title, the name of the credential, the official College logo, and the signatures of the College Director and the Chair of the Valemount College Society Board of Directors.
2. Program or Course Completion Credentials will include the program or course title, name of credential, the program or course length in hours, the official College logo, date of completion, and the signature of the College Director.
3. Course Participation Credentials will include the program or course title, name of the credential, the program or course length in hours, the official College logo, date of completion, and the signature of the College Director.
4. The Executive Assistant is responsible for evaluating the student record to ensure all requirements are met as published in the appropriate calendar year prior to issuing a credential. This includes validating all courses completed within the timelines published, and minimum grades achieved.