

Policy: 1312 Certification and Graduation**Key Process:** Student Support Services**Effective Date:** September 15, 2014

POLICY

The New Brunswick Community College (NBCC) recognizes the success of its students by issuing official certification documents and inviting all eligible graduates to attend the annual Graduation Ceremony.

Official recognition of successful completion of a program of studies is in the form of a diploma, a diploma of advanced studies, a post-graduate diploma, a certificate or a certificate of participation in combination with a job skills profile depending on the requirements, duration and content of the training. Official recognition of successful completion of a training session of less duration than a full program of studies is in the form of a certificate of achievement or a certificate of participation.

The annual Graduation Ceremony will follow a standardized planning and administration process so all six campus locations offer a consistent graduation experience.

APPLICATION

This policy applies to the process of verifying and granting NBCC certificates and diplomas in addition to the process of graduation.

DEFINITIONS[Academic Plan](#)[Curriculum Standard](#)[Program](#)[Certificate](#)[Diploma](#)[Residency](#)[Certificate of Achievement](#)[Diploma of Advanced Studies](#)[Training Session](#)[Certificate of Participation](#)[Double and Joint Certification](#)[Certification](#)[Graduation](#)[Cooperative Programs](#)[Interruption-in-Studies](#)[Course Final Grade](#)[Job Skills Profile](#)[Credit](#)[Post-Graduate-Diploma](#)**SUGGESTION BOX**

Your suggestions for improvement to this document and/or its content will be forwarded to the policy owner.

1.0 PURPOSE and SCOPE

The purpose of this policy is to ensure students of the New Brunswick Community College have met graduation requirements prior to certification; that the transcript of marks has been verified against the approved Curriculum Standard; and, that regulations respecting certification have been met to support the certification awarded.

This policy also emphasizes the standardized approach to graduation ceremony planning and execution at all campus locations with reference to the Graduation Guidelines and Graduation Ceremony Script.

2.0 WORKFLOW

2.1 Certification

2.1.1 The Instructor submits final marks for each course to the Department Head.

2.1.2 The Department Head reviews the final marks and verifies that the student has successfully completed the academic requirements for the program/plan as listed in the Curriculum Standard at the time of admission or in an approved individual training plan as per the regulations below.

2.1.3 The Department Head also verifies that the following regulations respecting certification have been met:

- a) Completion of the program in the prescribed timeframe whereby:
 - i. the only certification that can be awarded is the one prescribed for the program/plan in which the student is enrolled. A student wishing to obtain another certification must request a transfer to another program/plan;
 - ii. individuals who have already obtained a certificate or diploma from NBCC or another recognized postsecondary institution will not be issued a second certificate or diploma for the same program/plan or an equivalent program/plan. Individuals holding an international credential and wishing to obtain a credential from NBCC for an equivalent program will be exempted from this requirement according to the provisions of NBCC policy on Double and Joint Certification Partnerships.
- b) Completion of a second, related program after completion of first program whereby:
 - i. a student who has already graduated from one NBCC program/plan and is enrolled in another related program/plan may be issued a second certificate or diploma after passing the requirements as defined in the Curriculum Standard, provided that more than 20 per cent of the program/plan content is different from the content of the first program/plan;
 - ii. certification cannot be obtained by means of a combination of certificates and diplomas unless that combination is approved and documented in the Curriculum Standard.
- c) Completion of a program in a longer period than the prescribed timeframe whereby:
 - i. a student who needs more than the prescribed time to complete a program/plan must have an individual training plan that meets the requirements of the version of the Curriculum Standard in effect at the time of their admission (for students with no interruption in studies);
 - ii. a student who needs more than the prescribed time to complete a program/plan and demonstrates an interruption in their studies must have an individualized training plan

that meets the requirements of the version of the Curriculum Standard in effect at the time of graduation in the event that the curriculum is adjusted during the student's quest for completion;

- iii. the individualized training plan must be approved by the Department Head following verification from the Registrar's Office and the appropriate Dean. The individual training plan may be updated when the program/plan is revised;
 - iv. a student enrolled in a program/plan that no longer offers the specific courses associated with an older Curriculum Standard will be required to seek equivalent credits elsewhere and apply for credit transfer according to NBCC Prior Learning Recognition (PLR) policy. Courses offered by other institutions must be pre-approved by the PLR office.
- d) Completion of a program after an interruption in studies includes:
- i. a student who is returning after an interruption in his/her studies, must meet the requirements of the version of the Curriculum Standard in effect at the time of his/her return;
 - ii. a student who has interrupted his/her studies, and is not eligible to obtain a certificate or diploma for a program/plan that is no longer offered. However, every effort will be made to recognize any relevant courses the student has already passed. Thus, a student enrolled in another offered program/plan may obtain a certificate or diploma once he or she has passed the required courses.
- e) NBCC Residency Requirement:
- i. A student must complete a minimum of 50 percent of his/her certification requirements with NBCC.
- f) Timely completion
- A student must complete all requirements for certification:
- i. within four years for a one-year program; or
 - ii. within seven years for a multiple-year program.

Note: External Accreditations are outside of the scope of NBCC certification requirements and may be subject to change. NBCC will make every attempt to ensure program requirements are aligned with related accrediting bodies.

2.1.4 The Department Head approves and ensures posting the final marks.

2.1.5 The Registrar's Office ensures that the student meets all requirements of the Curriculum Standard. The Registrar's Office also ensures that the final marks are entered on the transcript of marks in the student record.

2.1.6 A student may be declined permission to graduate if he/she has:

- a) not met the academic requirements of the Curriculum Standard;
- b) outstanding accounts owing to NBCC;
- c) not returned equipment or materials on loan; or
- d) unresolved academic or conduct issues.

2.1.7 The Registrar's Office approves the list of students for certification.

2.1.8 The Registrar's Office ensures that the student receives an official certification according to the Certification and Graduation policy.

2.1.9 Format

The format of written documents is in compliance with the policies and directives on the publication of official documents of NBCC and must include the following:

- a) the official NBCC logo;
- b) the name and seal of NBCC;
- c) the title of the learning activity;
- d) the name of the document holder;
- e) the date of issue;
- f) the signatures of the appropriate authorities.

2.1.10 Copies and Replacements

- a) For the purpose of this policy, one copy of the official certificate is issued to the student. A duplicate of the diploma or certificate may be issued in case of loss following submission of a Document Request – Office of the Registrar form.
- b) Graduates wishing to have a name changed on an NBCC certification must submit a Document Request – Office of the Registrar form.

2.1.11 The Registrar's Office files a copy of the certification obtained in the student record.

2.1.12 The Registrar's office only releases official parchments based on 3 official release dates each year:

- a) October 31st ;
- b) February 28th ; and
- c) June convocation.

2.2 Graduation

2.2.1 Graduation Planning Responsibility

Individual Regional Directors appoint the chair of their campus committee to ensure the graduation ceremony follows the established standards as outlined in the Graduation Standards Guideline.

2.3 Awards Granted

One Governor General Medal per campus and one Academic Excellence Award for each program (certificate and diploma), as outlined in the Academic Excellence policy, is awarded.