

F1011- CONTINUING STUDIES CREDENTIALS AND MICRO-CREDENTIALS

REGULATIONS

1. Application to Graduate and Attend Convocation

- 1.1. Credentials and Micro-credentials are not awarded automatically.
- 1.2. Students are required to apply to graduate with a credential by a specified deadline, as determined by the Registrar. The Registrar will determine the appropriate form of application and ensure that students are adequately informed of the process.
- 1.3. Students are required to apply to receive recognition of a completed micro-credential. The Registrar will determine the appropriate form of application and ensure that students are adequately informed of the process.
- 1.4. Students graduating with a credential are required to indicate their desire to attend the convocation ceremony and convocation regalia must be rented by a specified deadline, as determined by the Registrar.
- 1.5. Students completing a Continuing Studies micro-credential are not eligible to attend convocation.
- 1.6. Langara sits on the unceded traditional territory of the Musqueam First Nation and respectfully honours their traditions. Students who self-identify as First Nations, Métis, or Inuit may wear their regalia as an alternative to or in conjunction with Langara regalia.

2. Official Names of Credentials and Abbreviations

- 2.1. Post-Degree Diplomas, Diplomas, Certificates, and Short Certificates will have the style:
 - Post-Degree Diploma in Supply Chain and Logistics
 - Diploma in Registered Massage Therapy
 - Certificate in Digital Music Production
 - Short Certificate in Medical Office Administrator
- 2.2. Continuing Studies Langara English for Academic Purposes Certificates will have the style:
 - Langara English for Academic Purposes Certificate
- 2.3. The Registrar will establish official abbreviations for each credential according to generally accepted conventions.
- 2.4. A list of current approved programs of study and their official credential names and abbreviations is available on the Langara website.

3. Official Titles of Micro-Credentials

- 3.1. Continuing Studies micro-credentials will have a title that appropriately reflects the competencies of the micro-credential. The title will be determined through consultation with the Dean, Continuing Studies and the Registrar and approved by Education Council.
- 3.2. The title of Continuing Studies micro-credentials will omit the phrase “Micro-credential” and appropriately reflect the competencies of the specific micro-credential.

4. Official Credential and Parchments

- 4.1. The date on the parchment will be the final month of the semester in which the credential is completed (April 2021, August 2021, December 2021). The credential is deemed to be earned in the semester in which all requirements for the credential are completed – as confirmed by the Registrar. Once the credential is awarded, the credential notation appears on the official transcript as completed. The awarded credential completion date is noted on the transcript as follows:

APR-2021, AUG-2021, or DEC-2021

- 4.2. Each parchment will bear the signature of the following College officials:

Chair, Board of Governors
President
Registrar
- 4.3. Acting and/or Interim titles will not be included on the parchment.
- 4.4. All parchments will bear the official name of the credential.
- 4.5. Parchments are issued with the name on the official student record. Upon request of the student, preferred or chosen names may be added to the parchment within brackets.
- 4.6. Parchments are issued only in their original form. Copies are not available. Replacements for lost or damaged parchments will be issued by the Registrar upon receipt of a signed and dated letter with an explanation of what happened to the original parchment. If the replacement is for a damaged parchment, the original must be returned. The word “duplicate” will be printed on the replacement parchment. The Registrar will determine an appropriate fee for this service
- 4.7. A student cannot rescind a credential once it has been awarded.

5. Official Recognition of Micro-Credentials

- 5.1. Continuing Studies micro-credentials will be recorded on a student’s Continuing Studies transcript.
- 5.2. A student who successfully completes a Continuing Studies micro-credential and applies for recognition will receive a recognition of completion document.

- 5.3. The date on the recognition of completion document will be the final month in the semester in which the micro-credential is competed. The micro-credential completion date is noted on the Continuing Studies transcript as follows:

APR-2021, AUG-2021, or DEC-2021

- 5.4. The recognition of completion document will include the Continuing Studies micro-credential title, official College logo, date of completion, and the signature of the President, Board Chair, and Registrar.
- 5.5. Acting and/or Interim titles will not be included on the recognition of completion.

6. Exceptions

- 6.1. Requests for substitutions, exemptions, and program completion deadlines must be made in writing to the Program Coordinator. If the request has the support of the Program Coordinator, the request will be submitted to the Program Manager/Director. Final approval will be granted by the Registrar and Dean of Continuing Studies.
- 6.2. Exceptions will not be considered for micro-credentials.

7. Posthumous Credentials

- 7.1. When notice of death is received by the Registrar, a review of student eligibility to receive a credential will be completed.
- 7.2. The following Continuing Studies credentials will be eligible to be awarded posthumously:
 - Post-Degree Diploma
 - Diploma
 - Certificate
 - Short Certificate
- 7.3. Normally, a minimum of 80% of coursework will have been completed and a grade submitted.
- 7.4. The decision to grant a posthumous degree will normally be approved through the Registrar and Dean of Continuing Studies.
- 7.5. A credential granted posthumously will be recorded on the student's transcript along with a notation that it was awarded posthumously as follows:
 - Diploma in Registered Massage Therapy
 - Awarded APR-2020
 - Awarded Posthumously
- 7.6. Those responsible for Convocation will, in consultation with the family of the student, consider how to award the credential. If requested, the credential may be awarded at the College's convocation ceremony and accepted by a family member or designate.

- 7.7. The family will be invited to attend the convocation ceremony at which the deceased would have received the credential. If desired, the family member may cross the stage carrying the appropriate hood for the credential. The family member does not wear a gown or mortar board. The deceased's name and credential will be read with the statement "awarded posthumously, being accepted by _____". If the family prefers to attend the ceremony but not cross the stage, no mention of the name will be made at the ceremony. The name will be published in the convocation program followed by "posthumously granted."
- 7.8. Continuing Studies micro-credentials will not be awarded posthumously.

APPENDIX I

Official Abbreviations of Continuing Studies Credentials

A.1 Official Abbreviations of Continuing Studies Credentials

Credential	Abbreviation
Post-Degree Diploma	CS P.D.D.
Diploma	CS Dipl.
Certificate	CS Cert.
Short Certificate	CS Short Cert.
Langara English for Academic Purposes Certificate	CS L.E.A.P Cert.