

## F1001 – REGULAR STUDIES CREDENTIALS AND MICRO-CREDENTIALS

### REGULATIONS

#### 1. Application to Graduate and Eligibility to 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 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 Titles of Credentials and abbreviations

- 2.1. Baccalaureate Degrees will have an official title that is descriptive of the discipline or general area of study, and have the style:

Bachelor of Science in Nursing

- 2.2. Baccalaureate Degrees with a concentration will have a descriptive subsidiary title and have the style:

Bachelor of Business Administration in Marketing Management

- 2.3. Associate Degrees completed without a concentration will have the style:

Associate of Arts Degree

- 2.4. Associate Degrees completed with a concentration will have a descriptive subsidiary title and have the style:

Associate of Arts Degree in Canadian Studies

- 2.5. Post-Degree Diplomas and Certificates, Diplomas, Certificates, and Citations, will have the style:

Post-Degree Diploma in Applied Planning  
Post-Degree Certificate in Data Analytics  
Diploma in Accounting  
Certificate in Social Service Worker  
Citation in Environmental Studies

- 2.6. If an area of concentration is completed, Post-Degree Diplomas and Certificates, Diplomas, Certificates, and Citations will have a descriptive subsidiary title and have the style:

Diploma in Arts and Science (Peace and Conflict Studies)

- 2.7. Co-operative education designations will appear on the parchment at the end of the credential title and will have the style:

Bachelor of Business Administration in Marketing Management (Co-operative Education)

- 2.8. Work experience designations will appear only on the academic record/transcript.
- 2.9. The Registrar will establish official abbreviations for each credential according to generally accepted conventions.
- 2.10. A list of current approved programs of study and their official credential name and abbreviations is available on the [Langara website](#).

### 3. Official Titles of Micro-Credentials

- 3.1. Micro-credentials will have a title determined through consultation with the Dean and the Registrar and approved by Education Council.
- 3.2. The title of micro-credentials will omit the phrase “Micro-credential” and appropriately reflect the subject area.

### 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, or 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. A student applying for a subsequent credential of the same level may apply up to 50% of the credits from a previous credential(s) of the same level towards the requirements of the subsequent credential. 50% of the credits applied to the subsequent credential of the same level must be new courses that were not used to complete the requirements of another

credential of the same level. All required courses for the subsequent credential must be completed. The same level of credential is defined by the number of minimum credits required to complete the program requirements. For example:

Diploma in Accounting (*Minimum 60 credits required*)  
Diploma in Marketing Management (*Minimum 30 additional credits required*)  
Bachelor of Business Administration (*Minimum 120 credits required, and can include courses from both diplomas within the BBA*)

- 4.3. When the final requirements for the credential are completed more than three years after completion of 80% of the requirements, the Registrar may include a notation on the parchment to indicate that the credential is based on a curriculum from an earlier date. The parchment date will remain as the semester in which the student completed all curriculum requirements (e.g., April 2021), but the parchment will show (for example):

Diploma in Library and Information Technology (2016)

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

Chair, Board of Governors  
President  
Registrar

- 4.5. Baccalaureate Degrees will bear an additional signature of the Dean.
- 4.6. Acting and/or interim positions will not be reflected in the titles of signatories on parchments.
- 4.7. Parchments will be issued once per semester after all requirements are met and have been confirmed by the Registrar.
- 4.8. All parchments will bear the embossed emblem of Langara College.
- 4.9. All parchments will bear the official name of the credential.
- 4.10. 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.
- 4.11. 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 will be returned. The Registrar will determine an appropriate fee for this service. The word "duplicate" will be printed on the replacement parchment.
- 4.12. A student cannot rescind a credential once it has been awarded.

## 5. Official Recognition of Micro-Credentials

- 5.1. Micro-credentials will be recorded on a student's official transcript.
- 5.2. A student who successfully completes a micro-credential and applies for recognition will receive a Langara College 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 completed.

The micro-credential completion date is noted on the official transcript as follows:

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

- 5.4. The recognition of completion document will include the micro-credential title, official College logo, date of completion, the official College seal, and the signature of the President, Board Chair, and Registrar.

## 6. Graduation with Distinction

- 6.1. Students who achieve an overall grade point average of 3.67 or greater in the final forty-eight Langara credits of a degree program, the final twenty-four Langara credits of an associate degree, post-degree diploma, or diploma program, or the final twelve Langara credits of a post-degree certificate, or certificate program are eligible to graduate with distinction.
- 6.2. Students in the Bachelor of Science in Nursing will be assessed for graduation with distinction based on the final 30 Langara credits of regularly graded courses.
- 6.3. Students in the 90 credit Diploma in Theatre Arts at Studio 58 (Acting) and the 90 credit Diploma in Theatre Arts at Studio 58 (Theatre Production) will be assessed for graduation with distinction based on the final 36 Langara credits of regularly graded courses.
- 6.4. Graduation with distinction calculations are based solely on credits that are included in GPA (regularly graded courses).

## 7. Exceptions

- 7.1. Requests for substitutions, exemptions, and program completion deadlines must be made in writing to the Registrar. The Graduation Advisory Committee will be consulted to provide a recommendation for such substitutions and exemptions.
- 7.2. The Graduation Advisory Committee is a standing committee of Education Council with the authority to provide recommendations relating to substitutions, exemptions, and program completion deadlines.
- 7.3. Exceptions will not be considered for micro-credentials.

## 8. Posthumous Credentials

- 8.1. When notice of death is received by the Registrar, a review of student eligibility to receive a

credential will be completed.

8.2. The following regular studies credentials will be eligible to be awarded posthumously:

Bachelor's Degree  
Associate Degree  
Post-Degree Diploma and Diploma  
Post-Degree Certificate and Certificate may be included at the discretion of the Department and the Registrar  
Citations may be included at the discretion of the Department and the Registrar.

8.3. Normally, a minimum of 80% of coursework will have been completed and a grade submitted.

8.4. The decision to grant a posthumous degree will normally be approved through the Registrar and Dean of the appropriate faculty.

8.5. A credential granted posthumously will be recorded on the student's transcript along with a notation that it was awarded posthumously as follows:

Diploma: General Education  
Awarded APR-2020  
Awarded Posthumously

8.6. 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.

8.7. 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."

8.8. Micro-credentials will not be awarded posthumously.

## APPENDIX I

### Official Abbreviations of Credentials

#### A.1 Official Abbreviations of Credentials

Credential	Abbreviation
Post-Degree Diploma	P.D.D.
Post-Degree Certificate	P.D.C.
Bachelor of Science in Nursing	B.S.N.
Bachelor of Business Administration	B.B.A.
Bachelor of Recreation Management	B.R.M.
Bachelor of Science in Bioinformatics	B.Sc.Biin
Associate of Science Degree	A.Sc.
Associate of Arts Degree	A.A.
Diploma	Dipl.
Certificate	Cert.
Citation	Cit.