

# F1001 - CREDENTIALS

## REGULATIONS

### 1. Application to graduate and attend Convocation

- 1.1 Credentials are not awarded automatically. Students are required to apply to graduate 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.
- 1.2 Students are required to indicate their desire to attend the convocation ceremony and convocation regalia must be reserved by a specified deadline, as determined by the Registrar.
- 1.3 Students are welcome to wear ceremonial Canadian First Nations', Metis and Inuit regalia, military or law enforcement formal dress uniform in place of or with Langara regalia.
- 1.4 Students are required to wear footwear in order to participate in the convocation ceremony.

### 2. Official Names 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 Nursing Leadership and Management  
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 are listed in Appendix I.

### 3. Official Credential and Parchments

- 3.1. The date on the parchment will be the final month of the semester in which the credential is completed (April 2015, August 2015, December 2015). 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: 30-April-2015, 31-August-2015, or 31-December-2015).
- 3.2 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.
- 3.3 When the final requirements for the credential are completed more than 3 (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 (eg. April 2013), but the parchment will show (for example):
- Diploma in Library and Information Technology (2009)
- 3.4 Each parchment will bear the signature of the following college officials:
- Chair, Board of Governors
  - President
  - Registrar
- 3.5 Parchments are only issued and conferred at convocation.
- 3.6 All parchments will bear the embossed emblem of Langara College.
- 3.7 All parchments will bear the official name of the credential.
- 3.8 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.
- 3.9 A student cannot rescind a credential once it has been awarded.

### 4. Graduation with Distinction

- 4.1 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.
- 4.2 Students in the Bachelor of Science in Nursing program will be assessed for graduation with distinction based on the last 30 credits of regularly graded courses
- 4.3 Students who have been approved by the Graduation Adjudication Committee to transfer in credit from another institution in the last forty percent of their program will be assessed for graduation with distinction by the Registrar.

## 5. Exceptions

- 5.1 Exceptions are granted only in extraordinary circumstances and on a case-by-case basis. Requests for exceptions will be made in writing to the Graduation Adjudication Committee and submitted to the Registrar.
- 5.2 The Graduation Adjudication Committee is a subcommittee of Education Council with the authority to grant exceptions to the program curriculum or credential policy requirements.

## 6. Posthumous Credential

- 6.1 When notice of death is received by the Registrar, a review of student eligibility to receive a credential will be completed.
- 6.2 The following regular studies credentials will be eligible to be awarded posthumously:
  - a) Bachelor's degree
  - b) Associate degree
  - c) Post-Degree Diploma and Diploma
  - d) Post-Degree Certificate and Certificate may be included at the discretion of the Department and the Registrar
  - e) Citations will not be included
- 6.3 Normally, a minimum of 80% of coursework will have been completed and a grade submitted.
- 6.4 The decision to grant a posthumous degree will normally be approved through the Registrar and Dean of the Faculty in question.
- 6.5 A credential granted posthumously will be recorded on the student's transcript along with a notation that it was awarded posthumously.
- 6.6 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.
- 6.7 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 on the convocation program followed by “posthumously granted.”

## Appendix I Official Names and Abbreviations of Credentials

### A.1 Official Names and 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 Performing Arts	B.P.A.
Bachelor of Recreation Management	B.R.M.
Associate of Science Degree	A.Sc.
Associate of Arts Degree	A.A.
Diploma	Dipl.
Certificate	Cert.
Citation	Cit.

### A.2 Official Names of Current Credentials

#### Faculty of Arts

Post-Degree Diploma in Web and Mobile App Design and Development

Bachelor of Performing Arts

Associate of Arts Degree

Associate of Arts Degree in Canadian Studies

Associate of Arts Degree in Classical Studies

Associate of Arts Degree in Creative Writing

Associate of Arts Degree in English

Associate of Arts Degree in Environmental Studies

Associate of Arts Degree in Family Studies

Associate of Arts Degree in Latin American Studies

Associate of Arts Degree in Peace & Conflict Studies

Associate of Arts Degree in Philosophy

Associate of Arts Degree in Women’s Studies

Associate of Science Degree in Environmental Studies

Diploma in Arts & Science

Diploma in Arts & Science (Canadian Studies)

Diploma in Arts & Science (Classical Studies)

Diploma in Arts & Science (Environmental Studies)

Diploma in Arts & Science (Family Studies)

Diploma in Arts & Science (Latin American Studies)

Diploma in Arts & Science (Peace & Conflict Studies)

Diploma in Arts & Science (Women’s Studies)

Diploma in Design Formation

Diploma in Fine Arts

Diploma in General Education

Diploma in Journalism  
Diploma in Professional Photography  
Diploma in Publishing  
Diploma in Theatre Arts (Acting)

Diploma in Theatre Arts (Production)  
Certificate in Film Arts (Acting)  
Certificate in Film Arts (Directing)  
Certificate in Film Arts (Writing)  
Certificate in Journalism  
Citation in Access Langara  
Citation in Environmental Studies  
Citation in Latin American Studies

### **Faculty of Science**

Post-Degree Diploma in Nursing Practice in Canada  
Post-Degree Certificate in Nursing Leadership and Management  
Bachelor of Science in Nursing  
Associate of Arts Degree  
Associate of Arts Degree in Health Sciences  
Associate of Arts Degree in Mathematics  
Associate of Science Degree  
Associate of Science Degree in Bioinformatics  
Associate of Science Degree in Chemistry  
Associate of Science Degree in Computer Science  
Associate of Science Degree in Ecology  
Associate of Science Degree in General Biology  
Associate of Science Degree in Health Sciences  
Associate of Science Degree in Mathematics  
Associate of Science Degree in Molecular/Microbiology  
Associate of Science Degree in Physics  
Diploma in Applied Science for Engineering  
Diploma in Arts & Science (Biology)  
Diploma in Arts & Science (Health Sciences: Arts)  
Diploma in Arts & Science (Health Sciences: Science)  
Diploma in Bioinformatics  
Diploma in Computer Studies  
Diploma in General Education  
Diploma in Kinesiology  
Certificate in Arts and Science (Engineering)  
Certificate in Internet and Web Technology  
Citation in Ecology  
Citation in Foundations in Health Studies

**Faculty of Social Sciences & Management**

Post-Degree Diploma in Applied Planning  
Post-Degree Diploma in Business Administration  
Post-Degree Diploma in Marketing Management  
Post-Degree Certificate in Aboriginal Studies  
Bachelor of Business Administration  
Bachelor of Recreation Management  
Associate of Arts Degree  
Associate of Arts Degree in Aboriginal Studies  
Associate of Arts Degree in Asian Studies  
Associate of Arts Degree in Commerce & Business Studies  
Associate of Arts Degree in Geography  
Associate of Arts Degree in History  
Associate of Arts Degree in Political Science  
Associate of Arts Degree in Psychology  
Associate of Science Degree in Dietetics  
Diploma in Accounting  
Diploma in Arts & Science  
Diploma in Arts & Science (Aboriginal Studies)  
Diploma in Arts & Science (Asian Studies)  
Diploma in Arts & Science (Commerce)  
Diploma in Business Management  
Diploma in Criminal Justice  
Diploma in Early Childhood Education  
Diploma in Education Assistant (Co-ordinated)  
Diploma in Financial Management  
Diploma in General Education  
Diploma in Library & Information Technology  
Diploma in Marketing Management  
Diploma in Nutrition & Food Service Management  
Diploma in Recreation Leadership  
Diploma in Social Service Worker (Co-ordinated)  
Certificate in Education Assistant  
Certificate in Social Service Worker  
Citation in Early Childhood Education: Special Education Post Basic