

## **1.0 POLICY STATEMENT**

- 1.1 MacEwan University (the “University”) offers instruction that leads to the awarding of academic credentials and the issuance of corresponding documents.

## **2.0 PURPOSE**

- 2.1 This policy establishes the University’s approach and provisions for issuing academic credentials and documents.

## **3.0 APPLICABILITY**

- 3.1 This policy applies to all academic credentials and corresponding documents offered by the University.
- 3.2 This policy does not apply to the awarding of Honorary Doctorates. Refer to the Honorary Doctorates policy for information.

## **4.0 DEFINITIONS**

### **Academic Calendar**

The official record of academic programs and courses for each academic year.

### **Confer Date**

The official issue date of a Ministry-approved Credential that is set by the University, recorded in the Student Information System and published on corresponding documents. One confer date is set for each Convocation term (typically Fall and Spring).

### **Convocation**

The formal ceremony commemorating the academic achievements of graduates.

### **Completion Date**

The official issue date of a University-approved Credential that is set by the relevant Faculty or School, recorded in the Student Information System and published on corresponding documents.

### **Ministry-approved Credentials**

A credential offered at the University for a program which has been approved by the Government of Alberta and is listed in the Ministry’s program registry system.

### **MyCreds™**

A secure, globally accessible network that provides students and alumni with a virtual “credential wallet” to access and distribute educational documents. Documents in MyCreds™ are authentic, tamper-evident and legally valid.

### **Primary Name**

The name recorded on the student record in the Student Information System which aligns with government-issued identification.

**Student Information System**

The University's relational database used to manage and maintain the official student record.

**Transcript**

The official and certified statement of a student's academic record. The University has two official transcripts: Undergraduate and Continuing Education.

**University-approved Credentials**

A credential offered at the University for a program that is approved by Faculty or School Councils.

## **5.0 POLICY ELEMENTS**

### **5.1 Authority, Roles and Responsibilities**

- 5.1.1 Through the Post-Secondary Learning Act, the University holds the authority to approve, grant and confer credentials for Ministry-approved programs of study.
  - 5.1.1.1 Faculties and Schools have the power to approve individual graduates for Ministry-approved credentials in accordance with the Graduation Procedure.
  - 5.1.1.2 General Faculties Council has the authority to grant Ministry-approved credentials.
  - 5.1.1.3 The Chancellor has the duty to confer Ministry-approved credentials at convocation ceremonies.
  - 5.1.1.4 The Office of the University Registrar has the responsibility to audit, record and issue the conferred Ministry-approved Credentials and the corresponding documents as outlined in 5.4.
- 5.1.2 The University may also grant credentials approved by the University to recognize educational attainment in non-Ministry-approved programs and learning activities. These programs are established in accordance with the University's Curriculum Policy.
  - 5.1.2.1 Deans hold the authority to approve and issue University-approved Credentials and corresponding documents.

### **5.2 Ministry-Approved Credentials**

- 5.2.1 Ministry-approved Credentials may be issued by the University to those individuals who have satisfied all program and institutional requirements, based on the established criteria outlined in the Graduation Procedure and Academic Calendar.
- 5.2.2 The University's primary offerings for Ministry-approved Credentials include degrees, diplomas and certificates. These offerings are established in alignment with the University's Mandate and Alberta Credentials Framework, and in accordance with the University's Curriculum Policy.

### **5.3 University-Approved Credentials**

- 5.3.1 University-approved Credentials may be issued by the University to those individuals who have satisfied the requirements as established by the issuing Faculty or School. The following is a list of University-approved Credentials which may be offered by the University.
- 5.3.1.1 High School Equivalency Diploma  
Requirements are published in the Academic Calendar.
- 5.3.1.2 Certificate of Achievement  
A Certificate of Achievement may be issued to those individuals who have satisfactorily met expectations of a prescribed credit learning activity of fewer than 30 credits for which there is a formal evaluation component.
- 5.3.1.3 Micro-Credential  
An accelerated, skills-focused and specialized credential that may be non-credit or credit. Micro-credentials are competency-based and include formal assessments.
- 5.3.1.4 Professional Development Certificate  
A Professional Development Certificate may be issued to those individuals who have satisfactorily met the expectations of a prescribed series of learning activities.
- 5.3.1.5 Skills Achievement  
Issued to those individuals who have satisfactorily met expectations of a prescribed series of learning activities, comprising of a minimum of 21 instructional hours. Skills Achievement focuses on a specific skill or group of skills and is competency-based.
- 5.3.2 In circumstances where external agencies, professional associations or other post-secondary institutions collaborate with the University to offer courses and learning activities, jointly issued University-approved Credentials may be offered.

### **5.4 Documents**

- 5.4.1 The University may issue documents to certify earned credentials. Documents may be available as a hard copy (paper) or electronically via MyCreds™.
- 5.4.2 Parchments (paper and electronic) are issued to graduates upon the conferral of Ministry-approved Credentials.
- 5.4.2.1 Parchments shall contain the signatures of the Chancellor, Chairperson of the Board of Governors, the President and Vice-Chancellor, and the Registrar.
- 5.4.2.2 Parchments present the following information:
- Primary Name (as recorded on the Student Information System)
  - Program Name (corresponding to the graduate record on the Student Information System)
  - Notation of distinction (where applicable)

- Major(s) (where applicable)
  - Confer Date
  - Notation of “reprint” (where applicable)
- 5.4.3 University-approved documents (paper and electronic) are issued to students upon the completion of University-approved Credentials.
- 5.4.3.1 University-approved documents shall contain the signature of the Dean of the issuing Faculty or School and any other signatories as approved by the Dean.
- 5.4.3.2 University-approved documents present the following information:
- Primary Name (as recorded on the Student Information System)
  - Program Name (corresponding to the graduate record on the Student Information System)
  - Completion Date
  - Branding of partnering organizations (where applicable)
- 5.4.4 Digital Badges (electronic) are a visual representation of a University-approved Credential.
- 5.4.4.1 Digital Badges are designed and issued following the University’s established processes.
- 5.4.5 Certificates of Attendance may be issued to those individuals who have satisfactorily met the attendance expectations of a prescribed non-credit learning activity that has no formalized evaluation component.
- 5.4.6 Transcripts are the official and certified statement of a student’s academic record. The University has two official transcripts: Undergraduate and Continuing Education.
- 5.4.6.1 Notations of Ministry-approved credentials are included on undergraduate transcripts after the Confer Date. The notation includes the same details outlined in 5.4.2.2 with the addition of minors and specializations.
- 5.4.6.2 Notations of University-approved credentials may be included on continuing education transcripts or undergraduate transcripts.
- 5.4.6.3 Transcripts are issued upon request and are available as a hard copy (paper) or can be provided electronically via MyCreds™.
- 5.4.7 Verification of Credentials letters are available to students via self-service through the Student Information System. This can be provided prior to the Confer Date to confirm expected graduation from a Ministry-approved program once the approval by a Faculty or School has been recorded.
- 5.4.8 All documents shall be consistent with the University’s design standards and present clear identification of the credentials authorized under this policy.

## **5.5 Posthumous and Honorary Awards**

- 5.5.1 In accordance with the Posthumous and Honorary Award Procedure, MacEwan University may award a Posthumous Ministry-approved Credential, a Posthumous Certificate of Recognition or an Honorary Credential. Corresponding documents will include the details outlined in 5.4 with an additional notation of “awarded posthumously” where applicable.

## **5.6 Subsequent Credentials**

- 5.6.1 A student may not earn a duplicate credential for a program that they have previously completed. The University has the authority to deem credential equivalencies.
- 5.6.1.1 Options for subsequent credentials may be offered for select programs. Regulations and requirements are published in the Academic Calendar in accordance with the Subsequent Credential Procedure.

## **6.0 ASSOCIATED PROCEDURES**

- Graduation Procedure
- Posthumous and Honorary Award Procedure
- Subsequent Credential Procedure

## **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Alberta Credential Framework
- Curriculum Policy
- Honorary Doctorates Policy
- Program and Course Approvals Procedure
- Province of Alberta’s Post-Secondary Learning Act

## **8.0 ACCOUNTABILITY**

### **Policy Sponsor**

The Provost & Vice-President, Academic

### **Responsible Office**

The Office of the University Registrar

## **9.0 HISTORY**

### **Relevant Dates**

Approved: **2023.06.05**

Effective: **2023.09.01**

Next Review: **2028.09**

### **Modification History**

**90.06.21:** Approved as recommended by Academic Council and approved 90.06.21 by Board motion 15-15-89/90 (policy C1002 also deleted).

<b>97.09.25:</b>	Approved 90.09.25 by Board motion 6-9-25-97/98.
<b>99.10.21:</b>	Approved 99.10.21 by Board motion 1-10-21-99/2000.
<b>03.02.01:</b>	Terminology and format updated.
<b>03.02.30:</b>	Update approved by Board motion 01-02-20-2002/03 as recommended by Academic Council 02-10-12-09
<b>06.02.09:</b>	Approved as recommended by Academic Council and approved 06.02.09 by Board motion 01-2-9-2005/2006.
<b>10.11.04:</b>	Revisions approved as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-05-10-12-2010.
<b>10.12.21:</b>	Related policy numbers updated to reflect changes to E Policy Taxonomy
<b>12.04.24:</b>	Revisions approved as recommended by Academic Policies Committee and approved by Academic Governance Council motion AGC-01-04-24 -2012.
<b>14.10.28:</b>	Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014
<b>14.12.22:</b>	Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
<b>18.12.12:</b>	Minor change to replace Academic Governance Council with General Faculties Council effective February 1, 2019. Approved by Policy Sponsor on December 12, 2018.
<b>23.06.05:</b>	Comprehensive revisions approved by General Faculties Council motion #07-06-05-2022/23 and effective September 1, 2023 in conjunction with rescission of the Graduation policy and the Program Time Limits policy and implementation of the new Graduation procedure approved by General Faculties Council Executive on May 23, 2023 and effective September 1, 2023.
<b>24.04.15:</b>	Minor revisions made to ensure alignment with the Subsequent Credentials procedure. Approved by Policy Sponsor.
<b>24.12.09:</b>	Minor revisions made to remove unintended limitations placed on the School of Continuing Education. Approved by Policy Sponsor.
<b>25.06.26:</b>	Minor revision made to clarify a perceived ambiguity in section 5.4.4. Approved by Policy Sponsor.