

1.0 ASSOCIATED POLICY

- Credentials Policy

2.0 DEFINITIONS

Additional Credits

For the purposes of this procedure, Additional Credits are credits that are earned as the result of completing non-duplicative coursework while enrolled at the University.

Subsequent Credential

A credential in a related discipline that a student earns after previously attaining a credential of the same type (e.g, degree, diploma or certificate) from MacEwan University.

3.0 PROCEDURE ELEMENTS

- 3.1 The University may offer options for students who hold a Ministry-approved Credential from MacEwan University to obtain a Subsequent Credential in eligible programs. Specific coursework and other requirements and regulations must be stipulated by the program and published in the Academic Calendar. The option for a Subsequent Credential may not be available in all circumstances.
- 3.2 Students who wish to obtain a Subsequent Credential from the University, where the option exists, must meet admission criteria, fulfill graduation requirements, and follow the program and graduation regulations of the subsequent program. All requirements and criteria are outlined in this procedure, the Admissions policy, the Graduation procedure and the Academic Calendar.
 - 3.2.1 This procedure does not supersede any academic residency requirements established by the University as published in the Academic Calendar.
 - 3.2.2 This procedure does not supersede any currency requirements or stale dating regulations established by the University or individual Faculties or Schools.
 - 3.2.3 As established in the Credentials policy, a student may not earn a duplicate of a previously attained equivalent credential. The University has the authority to deem credential equivalencies.
- 3.3 In addition to meeting the prescribed program of study and program requirements, students must complete the minimum number of Additional Credits to achieve the Subsequent Credential, as determined by the program and in accordance with this procedure. The intention of Additional Credits is to ensure students obtain a sufficient amount of new knowledge to reach the educational standard of the Subsequent Credential.
- 3.4 **Degree**
 - 3.4.1 A Subsequent Credential from a degree program requires a student to earn a minimum of 45 Additional Credits.
 - 3.4.2 For subsequent programs which have major and/or minor declarations:

- 3.4.2.1 The major of the previously attained degree may not be declared as the major of the Subsequent Credential.
- 3.4.2.2 The minor of the previously attained degree may not be declared as the minor of the Subsequent Credential.
- 3.4.2.3 Where eligible, the discipline of the minor of the previously attained degree may be declared as the major of the Subsequent Credential.
- 3.4.2.4 Students must receive the approval of an Academic Advisor to change their declared major and/or minor.

3.5 Diploma

- 3.5.1 A Subsequent Credential from a diploma program requires a student to earn a minimum of 24 Additional Credits.
- 3.5.2 If a student wishes to pursue a Subsequent Credential for a diploma program that offers majors, pathways or streams, the student must select an alternative field from any diploma previously attained.

3.6 Certificates

- 3.6.1 A Subsequent Credential from a certificate program requires a student to earn a minimum of 10 Additional Credits.

3.7 Concurrent Deliveries

- 3.7.1 The University may offer concurrent deliveries (e.g., combined, dual, joint, embedded, exit programs) which may provide alternative options for students to obtain multiple credentials. The requirements and regulations for these options may vary from this procedure with approval from the General Faculties Council or delegated body. Approved requirements and regulations will be published in the Academic Calendar.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Admissions policy
- Graduation procedure

5.0 ACCOUNTABILITY

Responsible Office

Office of the University Registrar

6.0 HISTORY

Relevant Dates

Approved: **24.03.18**

Effective: **24.09.01**

Next Review: **29.09**

Modification History

24.03.18: New procedure approved by General Faculties Council Executive Committee Motion GFCEC #03-03-18-2023/24 and effective September 1, 2024 in conjunction with effective date of Subsequent Baccalaureate Credential policy rescission approved by General Faculties Council Motion GFC #03-25-03-2023/24