



AGENDA

Regular Meeting

Wednesday, January 20, 2021

4:00 – 6:00 pm

MS Teams

TIME	ITEM	PRESENTER
4:00	CALL TO ORDER AND DECLARATION OF QUORUM (1 MIN.)	Bijan Ahmadi
4:01	ACKNOWLEDGEMENT OF COAST SALISH TERRITORY (1 MIN.) <i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i>	Bijan Ahmadi
4:02	CHECK-IN (15 MIN.)	Bijan Ahmadi
4:17	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:19	MINUTES FOR APPROVAL (1 MIN.) For approval: EdCo Meeting Minutes December 16, 2020	Bijan Ahmadi
4:20	REPORTS (6 MIN.)	
	Education Council Chair (2 min)	Bijan Ahmadi
	VP Education (2 min)	John Boraas
	Board Member (2 min)	Joanne Cumberland
4:26	COMMITTEE REPORTS (4 MIN.)	
	Education Council Policy and Standards Committee	Peter Moroney
4:30	INTEGRATED CURRICULUM COMMITTEE REPORT (5 MIN.)	Connie Klassen
	Regular Curriculum for Approval See ICC Monthly Report	
	Curriculum Under Review See ICC Monthly Report	



Education Council

Ensuring that our students are provided with quality educational experiences

PRESENTATION AND DISCUSSION

4:35	Co-op and Work Integrated Learning	Claudia Sperling
4:50	Academic Calendar Policy See Academic Calendar Policy	Peter Moroney/ Rashed Al-Haque
5:10	Credential Standards See Credential Standards	Peter Moroney/ Rashed Al-Haque
5:30	MEETING ADJOURNED	Bijan Ahmadi

Upcoming Meetings:

Regular Meeting
 Wednesday, February 17, 2021
 4:00 – 6:00 pm
 MS Teams

Voting Council Members

- | | |
|------------------------------------|------------------------------------|
| 1. Andrea Kucherawy, Support Staff | 11. Mark Fournier, Faculty |
| 2. Bijan Ahmadi, Faculty | 12. Puneet Kaur, Student |
| 3. Blair Fisher, Faculty | 13. Richard Stride, Administration |
| 4. Chris Avis, Faculty | 14. Robin Fast, Faculty |
| 5. Debbie Hlady, Administration | 15. Ruth Lyall, Faculty |
| 6. Disha Khattry (Student) | 16. Ryan Russell, Faculty |
| 7. Isabel Grondin, Faculty | 17. Scott Harris, Administration |
| 8. Janet Danks, Support Staff | 18. Vivian Fayowski, Faculty |
| 9. Jennifer LeVecque, Faculty | 19. Student (Vacant) |
| 10. John Boraas, Administration | 20. Student (Vacant) |

Members (Quorum = 11)

Non-Voting Council Members

Sherri Bell, President
 Joanne Cumberland, Board of Governors
 Connie Klassen, ICC Chair

Peter Moroney, Education Policy & Planning
 Melody Foreman, Permanent Secretary
 Todd Ormiston, Indigenization Representative

Guests:

Claudia Sperling, Director, Applied Learning
 Heather Cummings, Vice President, Student Experience
 Rashed Al-Haque, Education Policy Specialist



For Information:

Education Council Executive:

Chair: Bijan Ahmadi, Business, 250-370-4140, ahmadib@camosun.bc.ca

Vice Chair: Andrea Kucherawy, Access, 250-370-3165, KucherawyA@camosun.bc.ca

ICC Chair: Connie Klassen, Sport & Exercise Education, 250-370-4728, klassenc@camosun.bc.ca

VP Education: John Boraas, Office of VP Education, Interurban, 250-370-4543, boraas@camosun.bc.ca

Registrar: Scott Harris, Registrar's Office, Interurban, 250-370-3840, harriss@camoun.bc.ca

EPP Director: Peter Moroney, Office of VP Education, Interurban, 250-370-3249, moroneyp@camosun.bc.ca

Permanent Secretary: Melody Foreman, Office of VP Education, Interurban, 250-370-3037, edapprovals@camosun.bc.ca



Education Council

Ensuring that our students are provided with quality educational experiences

DRAFT Minutes

REGULAR MEETING

Wednesday, December 16, 2020

4:00 – 6:00 pm

Video Conference

Present

Voting Members

- | | |
|---|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 9. John Boraas, Administration |
| 2. Bijan Ahmadi, Faculty (Chair) | 10. Mark Fournier, Faculty |
| 3. Blair Fisher, Faculty | 11. Puneet Kaur, Student |
| 4. Chris Avis, Faculty | 12. Richard Stride, Administration |
| 5. Debbie Hlady, Administration | 13. Robin Fast, Faculty |
| 6. Disha Khattry (Student) | 14. Ruth Lyall, Faculty |
| 7. Janet Danks, Support Staff | 15. Ryan Russell, Faculty |
| 8. Jennifer LeVecque, Faculty | 16. Vivian Fayowski, Faculty |

Non-Voting Members

- | | |
|---------------------------------------|--|
| Connie Klassen, ICC Chair | Peter Moroney, Education Policy & Planning |
| Joanne Cumberland, Board of Governors | Sherri Bell, President |
| Melody Foreman, Permanent Secretary | |

Guests:

- Chris Ayles, CCFA President
- Cynthia Smith, Dean, Health & Human Services
- Rashed Al-Haque, Education Policy Specialist

Regrets/Absent:

- Scott Harris, Administration
- Isabel Grondin, Faculty
- Todd Ormiston, Indigenization Representative

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:03 pm. Quorum was reached.	Bijan Ahmadi
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who</i>	Bijan Ahmadi

ITEM	PRESENTER
<p>seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></p>	
<p>C. SPECIAL PRESENTATION</p>	<p>John Boraas</p>
<p>See Update for Education Council (December 2020)</p>	
<p>D. ACCEPTANCE OF AGENDA</p>	<p>Bijan Ahmadi</p>
<p>The agenda for December 16, 2020 was approved by unanimous consent.</p>	
<p>E. MINUTES FOR APPROVAL</p>	<p>Bijan Ahmadi</p>
<p>The minutes for the November 18, 2020 meeting were approved by unanimous consent.</p>	
<p>F. REPORTS</p>	
<p>1. Education Council Chair</p>	<p>Bijan Ahmadi</p>
<p>No report</p>	
<p>2. VP Education</p>	<p>John Boraas</p>
<p>John Boraas reported that all of the SafeStart submissions have been processed for the winter term. He expressed thanks to the faculty and staff across the College for not only getting the submissions in but also for acting to create an environment where we can bring students back on campus.</p>	
<p>3. Board Member</p>	<p>Joanne Cumberland</p>
<p>Joanne Cumberland reported that the Board met on December 7, 2020. In the President’s report, Sherri Bell announced that the Alex and Jo Campbell Centre for Health and Wellness has been awarded the Judge’s Choice award (top prize) and the Institutional award at the Victoria Real Estate Board (VREB) Annual Commercial Building Awards competition for its stunning design and community impact. Sherri also reported that the Westshore project had been put on hold (the plan was originally submitted in December 2019), but the Ministry has requested that the consortium of UVic, Royal Roads, and Camosun to resubmit with COVID-19 updates. In the Foundation report, Geoff Wilmshurst noted that Giving Tuesday raised between \$33,000 and \$35,000, which is higher than last year.</p>	
<p>The Board also approved the rescinding of the E-2.4 Student Appeals policy effective January 1, 2021 approved by EdCo on November 18, 2020.</p>	
<p>The Board received reports on enrollment and recruitment for international and domestic students from Geoff Wilmshurst and Heather Cummings; it is projected that enrollment will reach 2019 levels by Fall 2021 by developing growth opportunities, new markets, alternate models, using virtual recruitment tools/events. Barbara Severyn presented the COVID-19 Employee Mental Well-being Support Plan.</p>	

ITEM	PRESENTER
G. COMMITTEE REPORTS	
<p data-bbox="277 348 894 373">Education Council Policy and Standards Committee</p> <p data-bbox="277 390 1263 558">Peter Moroney reported that the committee met on December 16, 2020. He noted that two faculty members have come forward to participate on the EdCo Appeals Panel; the committee is looking for students, so they have contacted Camosun College Student Society to connect with interested students. Peter asked EdCo members to forward names of any students who might be interested.</p> <p data-bbox="277 583 1263 716">The committee reviewed the Education Approvals policy, which is tied to Academic Calendar policy (new) and Standards for Awarding Credentials policy (revision). These policies will come to EdCo in the new year. The committee meets again January 19, 2021.</p>	Peter Moroney
H. INTEGRATED CURRICULUM COMMITTEE REPORT	
Regular Curriculum for Approval	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
ARTS & SCIENCE: ANTHROPOLOGY	
2021F ANTH-280 IDS3963 NEW	
ARTS & SCIENCE: ENGLISH	
2021F ENGL-175 IDS3959 CANCEL	
2021F IDS-210 IDS3960 Revision	
ARTS & SCIENCE AND BUSINESS: ECONOMICS	
2021F Associate of Arts Degree in Economics IDS3955 Revision	
2021F ECON-103 IDS3947 Revision	
2021F ECON-104 IDS3948 Revision	
2021F ECON-203 IDS3949 Revision	
2021F ECON-204 IDS3950 Revision	
2021F ECON-205 IDS3951 Revision	
2021F ECON-210 IDS3952 Revision	
2021F BUS-230 IDS3967 Revision	
2021F BUS-231 IDS3968 Revision	
SPORT & EXERCISE EDUCATION: ATHLETIC & EXERCISE THERAPY	
2021F AET-411 IDS3964 Revision	
HEALTH & HUMAN SERVICES: BSN	

ITEM

PRESENTER

[2021F BSN IDS3961 Revision Admission](#)

ACCESS: MATHEMATICS

[2021F MATH-021 IDS3972 Revision](#)

[2021F MATH-022 IDS3973 Revision](#)

[2021F MATH-023 IDS3974 Revision](#)

[2021F MATH-024 IDS3975 Revision](#)

[2021F MATH-025 IDS3976 Revision](#)

[2021F MATH-026 IDS3977 Revision](#)

BUSINESS: HOSPITALITY MANAGEMENT

[2021F HMGT-101 IDS3965 Coop Revision](#)

[2021F Hospitality Management, Internship IDS3966 Revision](#)

Motion:

That Education Council approves changes to the curriculum as submitted with revisions to Associate of Arts Degree in Economics and BUS 230:

Moved by: Peter Moroney
Seconded by: Isabel Grondin
Motion Carried

I. ITEMS FOR ACTION

1. WITHDRAWN Medical Compassionate Withdrawal

**Peter Moroney/
Rashed Al-Haque**

See [Medical Compassionate Withdrawal Policy](#)

Motion:

That Education Council approves changes to the Medical Compassionate Withdrawal Policy.

Moved by: Peter Moroney
Seconded by: Chris Avis
Motion Withdrawn

Education Council members raised concerns regarding consultation and the role of Centre for Accessible Learning that will be taken to the Vice President, Student Experience and the Policy & Standards Committee for consideration.

ITEM	PRESENTER
<p>2. Grade Review and Appeals See Grade Review and Appeals Policy Supporting Document</p>	<p>Peter Moroney/ Rashed Al-Haque</p>
<p>Motion: That Education Council approves changes to the Grade Review and Appeals Policy.</p> <p style="text-align: right;">Moved by: Peter Moroney Seconded by: Blair Fisher Motion Carried</p>	
<p>J. ITEMS FOR PRESENTATION</p>	
<p>Moving “E-2.4.3 Appeal of Suspension from College Process” from one policy supporting document to another See Policy Mapping Document</p>	<p>Peter Moroney/ Rashed Al-Haque</p>
<p>K. ADJOURNMENT</p>	
<p>The meeting adjourned at 5:43 pm.</p>	



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

EX-250-003-001-002

Monday, December 14 2020

Present: Connie Klassen (Chair), Emah Christiansen, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Regrets: Gillyan Haden

Guests: Puja Gupta, Community Learning Partnerships (Chair), Andrea Kucherawy, Access (Curriculum Support)

Wednesday, January 13 2020

Present: Connie Klassen (Chair), Emah Christiansen, Gillyan Haden, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Gord Inglis, Exercise & Wellness, Sport Management, Adventure Education (Chair), Kristal Anderson, Exercise & Wellness (Program Leader), Vicky Tolson, Sport & Exercise Education (Curriculum Support)

Monday, January 18 2020

Present: Connie Klassen (Chair), Emah Christiansen, Gillyan Haden, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Al van Akker, Architectural Trades (Chair), Andrea Kucherawy, Access (Curriculum Support), Beth Konomoto, English Language Development (Chair), Cindy Bruckel, Trades & Technology (Curriculum Support), Dale Toronitz, Horticulture (Program Leader & Instructor), Jamie McPherson, Plumbing & Pipe and Refrigeration & Air Conditioning (Chair), Kirsten Bunton, English Language Development (Chair)

Wednesday, January 20, 2020

Present: Connie Klassen (Chair), Emah Christiansen, Gillyan Haden, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Gord Inglis, Exercise & Wellness, Sport Management, Adventure Education (Chair), Kristal Anderson, Exercise & Wellness (Program Leader), Vicky Tolson, Sport & Exercise Education (Curriculum Support)

CURRICULUM FOR APPROVAL

REGULAR CURRICULUM

Whereas: The Integrated Curriculum Committee has reviewed and had [consensus](#) to recommend full approval of the following curriculum:

ACCESS: ENGL QKSTRT

[ICC Feedback: ELD QKSTRT](#) ([Web view](#))

[2021F ENGL QKSTRT IDS3979 NEW](#)

Motion: That Education Council approves changes to the curriculum as submitted:

Moved by:
Seconded by:

CURRICULUM UNDER REVIEW

SPORT & EXERCISE EDUCATION: KINESIOLOGY

[ICC Feedback: Kinesiology \(Web view\)](#)

[2021F BSFL EXWELL to BKIN IDS3986](#)
[2021F EXWELL DIP to KIN DIP IDS3982](#)
[2021F BAET IDS3981 Revision](#)
[2021F BSM IDS3985 Revision](#)
[2021F SPMA DIP IDS3984 Revision](#)
[2021F MASS DIP IDS4037 Revision](#)
[2021F KIN-115 IDS3994 New](#)
[2021F KIN-135 IDS3995 New](#)
[2021F KIN-280 IDS3996 New](#)
[2021F KIN-345 IDS3997 New](#)
[2021F KIN-380 IDS3998 New](#)
[2021F KIN-385 IDS3999 New](#)
[2021F KIN-102/102P \(formerly EXW-101/102P\) IDS3989 Revision](#)
[2021F KIN-120 \(formerly SPEX-110\) IDS4014 Revision](#)
[2021F KIN-125 \(formerly SPEX-125\) IDS4015 Revision](#)
[2021F KIN-150 \(formerly SPP-150\) IDS4032 Revision](#)
[2021F KIN-210 \(formerly SPEX-210\) IDS4016 Revision](#)
[2021F KIN-220 \(formerly EXW-220\) IDS3990 Revision](#)
[2021F KIN-230 \(formerly EXW-230\) IDS3991 Revision](#)
[2021F KIN-240 \(formerly EXW-240\) IDS3992 Revision](#)
[2021F KIN-241 \(formerly EXW-241\) IDS3993 Revision](#)
[2021F KIN-291 \(formerly SPEX-291\) IDS4018 Revision](#)
[2021F KIN-255 \(formerly SPEX-255\) IDS4017 Revision](#)
[2021F KIN-310 \(formerly SPEX-410\) IDS4023 Revision](#)
[2021F KIN-315 \(formerly SPMA-200\) IDS4030 Revision](#)
[2021F KIN-335 \(formerly SFL-335\) IDS4006 Revision](#)
[2021F KIN-341 \(formerly SPEX-370\) IDS4021 Revision](#)
[2021F KIN-350 \(formerly SPEX-350\) IDS4019 Revision](#)
[2021F KIN-355 \(formerly SPEX-355\) IDS4020 Revision](#)
[2021F KIN-400 \(formerly SPEX-400\) IDS4022 Revision](#)
[2021F KIN-402/402P \(formerly SFL-402/402P\) IDS4008 Revision](#)
[2021F KIN-410 \(formerly SPEX-450\) IDS4028 Revision](#)
[2021F KIN-412 \(formerly SPEX-412\) IDS4024 Revision](#)
[2021F KIN-415 \(formerly SPEX-420\) IDS4025 Revision](#)
[2021F KIN-430 \(formerly SPEX-430\) IDS4026 Revision](#)
[2021F KIN-435 \(formerly SFL-430\) IDS4011 Revision](#)
[2021F KIN 455 \(formerly SPEX-455\) IDS4029 Revision](#)

2021F KIN-470 (formerly SFL-410) IDS4009 Revision 2021F KIN-491 (formerly SFL-491) IDS4013 Revision 2021F AET 4XX (formerly SPEX-440) IDS4027 Revision 2021F SPMA-300 (formerly SFL-300) IDS4005 Revision 2021F SPMA-350 (formerly SFL-350) IDS4007 Revision 2021F SPMA-420 (formerly SFL-420) IDS4010 Revision 2021F SPMA-460 (formerly SFL-460) IDS4012 Revision 2021F AET-320 IDS3988 Revision 2021F SPMA-245 IDS4031 Revision	
TRADES & TECHNOLOGY: HORTICULTURE	ICC Feedback: Horticulture (Web view)
2021F HORT IDS3962 Revision	
TRADES & TECHNOLOGY: PLMB/PIPE & REFG	ICC Feedback: PLMB/PIPE & REFG (Web view)
2021S PLMB PIPE IDS4035 Revision 2021S REFG IDS4036 Revision 2021S PIPE-130 IDS4033 Revision 2021S REFG-130 IDS4034 Revision	
ACCESS: ENGLISH LANGUAGE DEVELOPMENT	KIRSTEN BUNTON/ BETH KONOMOTO
2021F BESL IDS3970 2021F EAP IDS3971	

APPROVED CATEGORY 3 CURRICULUM CHANGES

Approved Category 3 (Dean Approval) and Category 3 (VP Ed Approval) ([Program Suspensions](#)) curriculum changes are accessible from the [EdCo SharePoint site](#) > [Category 3 Changes Approved](#) for members to review.

POST-EDCO ERROR CORRECTIONS

See [Corrections Post-EdCo](#)

POLICY TITLE	Academic Calendar
POLICY NUMBER	E-X.XX
APPROVAL DATE	TBD
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	2025
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar
SUPPORTING DOCUMENTS	N/A

ACADEMIC CALENDAR

PURPOSE

This policy describes and defines the annual Academic Calendar for regular studies at Camosun College.

POLICY APPLICATION, SCOPE, AND LIMITS

The Academic Calendar is the official record of Education. This policy applies to all members of the college community who use, review, or request changes to the Academic Calendar.

DEFINITIONS

1. **Academic Calendar:** the official College document, in paper or electronic format that contains information pertaining to approved programs, courses, policies, and procedures as well as the Academic Schedule for a specific Academic Year.
2. **Academic Schedule:** the annual schedule of significant academic dates and deadlines important to applicants, students, faculty, and staff, typically published two years in advance.
3. **Academic Year:** Commences on September 1 and ends August 31 of the subsequent year.
4. **Regular studies:** all courses and programs at Camosun College requiring Education Council approval.
5. **Student:** an individual registered in regular studies at Camosun College.

PRINCIPLES

The Academic Calendar provides information:

- To students and potential students on curriculum offerings, admission and graduation requirements, policies & regulations, and other essential information; and
- On Education Council and administrative decisions.

POLICY STANDARDS

1. The Academic Calendar is published annually and represents an Academic Year.
2. A student's Academic Calendar is assigned at the commencement of program studies. Students who change programs or recommence after a break of 12 months or longer will be re-assigned the most recent Academic Calendar unless special permission is granted by the Office of the Registrar.
3. A student must fulfil all program completion requirements as outlined in their assigned Academic Calendar in order to be awarded a Camosun College credential.
4. Should program completion requirements change while a student is currently enrolled in the program, a student may choose to complete and credential under the new requirements or the requirements when they entered the program subject to the College's policy on time limits for credential completion (see E-1.4 Credential Standards policy).
5. The current Academic Calendar sets forth information and requirements for all other matters including fees, admission requirements, and academic policies.
6. The online calendar is the official Academic Calendar of Camosun College.
7. The Registrar (or designate) is responsible for the compilation, release, and publication of the Academic Calendar and may make editorial changes to the Calendar.
8. The Registrar is the official record holder of the Academic Calendar and is responsible for maintaining an archive of both historical and current content.

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [E-1.2 Academic Schedule](#)
- [E-1.4 Credential Standards](#)

POLICY TITLE	Credential Standards
POLICY NUMBER	E-1.4
APPROVAL DATE	Dec. 19, 2005
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	Oct. XX, 2020
NEXT REVIEW DATE	2025
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar
SUPPORTING DOCUMENTS	N/A

CREDENTIAL STANDARDS

PURPOSE

The purpose of this policy is to ensure the validity, consistency, and quality of credentials issued by Camosun College.

POLICY APPLICATION, SCOPE, AND LIMITS

This policy applies to current and former Camosun College students and to applicants seeking transferability of previously acquired credentials to current Camosun programs. Programs with approved credentials that do not meet the requirements laid out in this policy will transition to the new policy requirements when the program submits changes through EDCO, engages in a program review, or at the request of Education Council.

DEFINITIONS

- 1. Academic Calendar** - the official College document, in paper or electronic format, that contains information pertaining to approved programs, courses, policies, and procedures as well as the Academic Schedule for a specific Academic Year
- 2. Convocation** - The official ceremony where graduates are acknowledged and celebrated.
- 3. Credential** - A named qualification that is awarded by Camosun College upon completion of a prescribed program of study.
- 4. Cumulative Grade-Point Average (CGPA)** - A weighted average of final grades earned in all credit courses at Camosun in which the student has been enrolled.

5. **Graduation** - The point at which a student has been deemed to have met credential requirements and approved by the Registrar to graduate from the program.
6. **Parchment** - The physical document awarded to the recipient of a credential.
7. **Program of Study** - Specified curriculum that must be successfully completed to earn an identified credential.
8. **Term** - A portion of time within an academic year, during which classes are held. At Camosun College, the standard Terms are Fall (September to December), Winter (January to April), and Summer (May to August).
9. **Transfer Credit** - Credit for a Camosun College course formally granted for equivalent academic work successfully completed at another recognized post-secondary institution.

PRINCIPLES

1. The College is committed to establishing standards that ensure the validity, consistency, and quality of credentials awarded.
2. Credential completion requirements are outlined in the Academic Calendar for each Academic Year.
3. The College will recognize, in whole or in part, a previously awarded credential if it meets current program standards for equivalence, validity, and relevance.
4. A minimum grade point average (GPA) of 2.0 is required to graduate from a Camosun College program. Higher graduating GPAs may be stipulated for different programs. Where a higher graduating GPA is required, it will be published in the Calendar. (See link.)
5. A student must acquire a minimum amount of credit at Camosun College in order to be awarded a Camosun College credential.
6. A student who has completed one credential at the College and wants to apply their course work towards an additional credential may use a limited amount of credit from the original credential toward the new credential.
7. To ensure the validity, consistency, and quality of a credential, the standard time limit for completion of a credential is twice the length of the Camosun College program in which the student is enrolled. The College cannot guarantee that courses or programs will be available for a student to complete graduation requirements after this time. Where requirements have changed and prescribed courses are not available, or in the event a program is suspended or cancelled, the College will take reasonable measures to support students in meeting their educational objectives.
8. The College may recognize previous and related learning that a student has acquired through transfer credit or, if a suitable assessment is possible, through Prior Learning Assessment (PLA).

POLICY STANDARDS

A. Awarding of Credentials

- A-1. Credentials are awarded based on successful completion of all program requirements as outlined in a student's assigned Academic Calendar year (see E-XX Academic Calendar).
- A-2. The Office of the Registrar is responsible for evaluating student academic records to ensure all completion requirements are met as approved by Education Council. This includes validating all courses completed, residency requirements, and minimum grades achieved.
- A-3. Credentials are deemed to be earned in the term in which all requirements for the credential are completed as validated by the Office of the Registrar. Once the credential is awarded, the credential notation appears on the official transcript.
- A-4. The Registrar or delegate has the authority, on a case-by-case basis and with the joint approval of the appropriate Dean or Director, to make exceptions to graduation requirements.
- A-5. Credentials are not awarded automatically, and students are required to apply to graduate.
- A-6. Once awarded, a credential cannot be supplemented or changed.
- A-7. Credentials may be rescinded if it is revealed that credentials were acquired through fraudulent means and/or in contravention of Camosun's [Academic Integrity](#) policy.

B. Credential Framework (NEW)

- B-1. Camosun College awards the following classes of credentials:

CREDENTIAL TYPE	CREDITS *	ADMISSION	EQUIVALENT DURATION **	NOTES
Degree (Bachelor)	120	Varies	8 Terms	Requires 45+ credits of 300-level+ coursework
Associate Degree	60	Varies	4 Terms	Requires 18+ credits of 200-level coursework
Diploma	60	Varies	4 Terms	Includes 200-level coursework
Certificate ***	15+	Varies	2 Terms	Primarily 100-level coursework
Post-Degree Diploma	30+	Degree	2+ Terms	

Post-Degree Certificate	15+	Degree	1+ Terms
Advanced Diploma	30+	Diploma or Degree	2+ Terms
Advanced Certificate	15+	Certificate, Diploma, or Degree	1+ Terms

** Non-credit, Education Council-approved Developmental (Adult Basic Education, Career Preparation, English Language Development, and Learning Skills-related) and Continuing Education Certificates are exempt from minimum credit requirement and instead require a minimum of 60 hours of instruction (per E-1.6 Education Approvals). In addition, some programs may require more than the credit requirements stipulated above, often due to external articulation and/or accreditation arrangements. Education Council must approve such exceptions.*

*** An academic Term is equivalent to 15 weeks of full-time, 100% course load study.*

**** Access Certificates require a minimum of 15 credits, while other Certificate programming requires 30 credits.*

- B-2. **Apprenticeships** - Camosun College offers technical training for various apprenticeships that are developed and regulated by the Industry Training Authority (ITA).
- B-3. **Certificate of Completion** – In consultation with the Registrar, issued when formal recognition of successful completion of a non-credit program or course is required.
- B-4. **International Credentials** - Credentials that are developed for partnered delivery exclusively outside of Canada will have the term “International” (e.g. International Certificate in, International Diploma in, etc.) appended to the name of the credential to clearly distinguish from domestic credentials.
- B-5. **Adult Graduation Diploma** - Camosun may issue the BC Adult Graduation Diploma (Adult Dogwood) on behalf of the Ministry of Education based on Ministry requirements; however, this is not considered a Camosun credential.
- B-6. **Posthumous Credentials** - A posthumous credential is awarded to recognize the achievement of a Camosun College student who has died after completion of a substantial portion of a credential but before completing all graduation requirements. Posthumous credentials are granted on a case-by-case basis and with the joint approval of the appropriate Dean or Director and Registrar.

- B-7. **Honorary Degrees** - Honorary Degrees are awarded by the Board of Governors to recognize persons who are distinguished by their significant contributions and accomplishments and whose excellence will reflect positively on the College.
- B-8. **Naming of Programs and/or Credentials** - Camosun College will follow the protocols described by the [Degree Quality Assessment Board](#) in “Guidelines on Naming of Degrees” for all credential types. The Registrar will keep a record of the official names and abbreviations of each credential.

C. Issuing of Parchments (NEW)

- C-1. The Office of the Registrar will maintain a standard for credential parchments, including naming conventions, design, and signatures, ensuring consistency with commonly accepted practices.
- C-2. Statements of Completion or Participation are prepared and issued by the offering school/unit, using a standardized template maintained by the Office of the Registrar.
- C-3. Parchment(s) will be issued after all graduation requirements are met and student has applied for graduation.
- C-4. Upon formal request, the Registrar’s Office will issue a replacement credential to a graduate whose name has changed or whose credential has been lost/destroyed.

D. Recognition of Achievement (NEW)

The College may recognize students who complete certificate, diploma, and degree programs with high academic performance as having earned graduation with Distinction or High Distinction. The designation will appear on both parchments and transcripts.

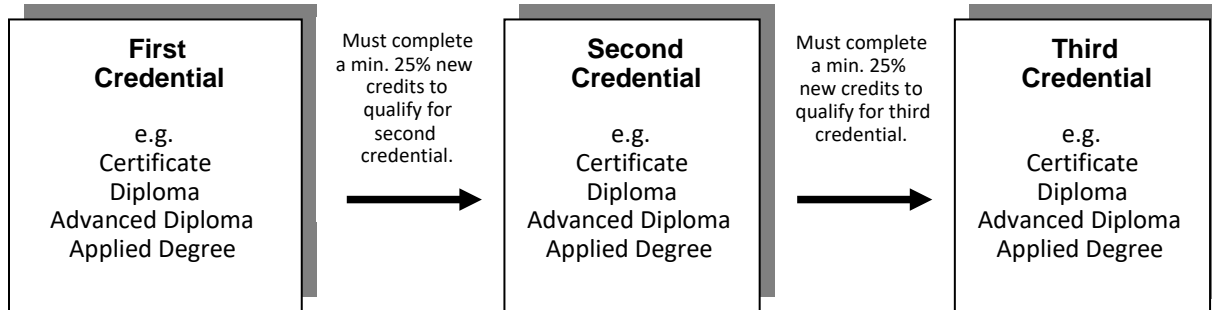
- D-1. **With Distinction:** An acknowledgement of academic achievement on the credential parchment and transcript for those students who graduate with a cumulative GPA of 8.0 to 8.99.
- D-2. **With High Distinction:** An acknowledgement of academic achievement on the credential parchment and transcript for those students who graduate with a cumulative GPA of 9.0.

E. Minimum Camosun College Credit Requirement (Residency Requirement; Additional minimum requirements may be stipulated by specific programs, as noted in the Academic Calendar.)

- E-1. **Certificates, Diplomas, Advanced Diplomas, and Associate Degrees:** To be awarded a Camosun College certificate, diploma, advanced diploma, or associate degree, a student must have completed at least 25% of the program completion requirements through Camosun College.
- E-2. **Degrees:** To be awarded a Camosun College degree, a student must have completed at least 50% of the program completion requirements through Camosun College.

F. Qualifying for Dual and Multiple Credentials

To acquire a subsequent or higher-level credential, a student must complete all of the program completion requirements of the credential. In addition, at least 25% of the credits must be new and be completed in order to be awarded a subsequent or higher-level credential.



G. Previously Earned Credit and Learning

G-1. Transfer Credit

- a. Transfer credit is defined as credit for a Camosun College course formally granted for equivalent academic work successfully completed at another recognized post-secondary institution. The credit granted is recorded on the Camosun College official record, but the grade is not calculated into the GPA.
- b. A student who has completed post-secondary studies at another institution and wishes to apply for transfer credit should do so at the time of application to the College by submitting their transcripts and other relevant documentation.
- c. The College will evaluate these documents and may award transfer credit for any equivalent, completed courses for which a student has received a passing grade of 50% or higher.
Note: Please see the course descriptions section of the Calendar (see link below) for minimal grades required for transfer courses to be used as prerequisites and/or program completion requirements.
- d. The Registrar's Office may request further review of the documents by Departmental Chairs or forward documents to the International Education Officer if appropriate.
Note: For further information on assessment of transfer credit, please see the Camosun Calendar. (See link.)

G-2. Prior Learning Assessment (PLA)

A student who believes that learning they have acquired from work and life experiences may be equivalent to formal College credit may request a formal Prior Learning (PLA) Assessment. For guidelines on how to request an assessment, see the Prior Learning Assessment Policy. (See link below.)

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)
- [British Columbia Council on Admissions and Transfer](#)

LINKS TO RELATED CAMOSUN POLICIES

- [E-1.6 Educational Approvals](#)
- E-XX Academic Calendar
- [E-1.8 Prior Learning Assessment](#)
- [E-1.13 Academic Integrity](#)