



Procedure Name	<b><i>Credentials Framework</i></b>		
Procedure #	AD 4.1	Parent Policy	AD 4.0 Credentials Policy
Policy Owner	Chair, Academic Council	Effective Date	September 19, 2022
Procedure Owner	Vice President Academic	Next Review Date	September 19, 2027
Approved by	Board of Governors	Approval Date	September 19, 2022

**1.0 Purpose/ Background**

The purpose of this procedure is to outline a standard credential framework under which NAIT awards credentials and issues parchments. This procedure ensures the integrity of the NAIT credentials.

**2.0 Definitions**

Term	Definition
Board Approved Programs and Courses	Non-credit courses and programs that do not offer an official credential recognized within the Alberta credential framework.
Course	Learning experiences that facilitate the learning of concepts and issues, provide opportunities to develop skills and assess at the course outcome level.
Credential	An earned qualification.
Learning experience	Any interaction, workshop, or learning session in which learning takes place but no formal assessment occurs.
Learning session	A short learning or training event that has its own internal coherence in terms of objectives. A learning session may be part of a course or workshop or it may be sufficiently discrete to be able to stand on its own. Learning sessions normally do not have summative assessments.
Microcredential	A microcredential is a certification of assessed competencies that is additional, alternate, complementary to, or a component of a formal qualification
Ministry Approved Programs	A group of related courses that is formally approved by Alberta’s Ministry of Advanced Education and offers an official credential recognized in the Alberta credential framework.
Parchment	Formal document received in recognition of successful completion of a credential.
Workshop	A learning experience which emphasizes the exchange of ideas and/or the demonstration and application of skills. Workshops normally do not have authentic summative assessments.

## 3.0 Procedures

### 3.1 General Procedures

3.1.1 The Vice President Academic is responsible for the management of this policy.

3.1.2 The Registrar is responsible for approving all forms.

3.1.3 The Office of the Registrar is responsible for issuing parchments for Ministry and Board approved credentials.

3.1.4 In circumstances where external agencies, professional associations, or other post-secondary education institutions collaborate with NAIT to offer courses and learning activities, jointly issued Certificates of Achievement or Completion may be offered.

3.2 Ministry approved credentials are issued parchments bearing a gold seal embossed with NAIT's Coat of Arms and the signatures of the Chair of the Board of Governors, the President and CEO of NAIT, and the Registrar. Parchments will also bear a coloured ribbon signifying the type of credential earned – gold ribbon (degrees/applied degrees), silver ribbon (diplomas/post diploma certificates) or blue ribbon (certificates).

Baccalaureate degrees, Applied Degrees, Diplomas, Certificates, may be issued by NAIT to those individuals who have satisfied all program and institutional requirements, based on the nature of the credential outlined below. Programs for which these credentials are awarded have received Ministry approval.

#### 3.2.1 Baccalaureate Degree

A Baccalaureate degree will be awarded on completion of an approved group of courses within a ministry approved program totaling a minimum of 120 credits. Degrees may require or allow the study of specializations or concentrations. Baccalaureate degrees may indicate “with honours” depending upon the level of academic achievement.

#### 3.2.2 Applied Degree

An Applied degree will be awarded on completion of an approved group of courses within a ministry approved program totaling a minimum of 90 credits and 30 directed field studies credits.

Applied degrees may indicate “with honours” depending upon the level of academic achievement.

#### 3.2.3 Diploma

A Diploma will be awarded for an approved group of courses within a ministry approved program totaling a minimum of 60 credits. Diplomas may indicate “with honours” depending upon the level of academic achievement.

#### 3.2.4 Certificate

A Certificate will be awarded for an approved group of courses within a ministry approved program totaling a minimum of 12 credits. Certificates may indicate “with honours” depending upon the level of academic achievement.

3.2.5 Post-Diploma Certificate

A post-diploma certificate will be awarded for an approved group of courses within a ministry approved program totaling a minimum of 18 credits. Post-diploma certificates may indicate “with honours” depending on the level of achievement

3.2.6 Post-Bachelor Certificate

A post-bachelor certificate will be awarded for an approved group of courses within a ministry approved program totaling a minimum of 24 credits. Post-bachelor certificates may indicate “with honours” depending on the level of achievement

- 3.3 Board approved credentials are issued parchments with NAIT’s logo with the President and CEO of NAIT’s signature. Board approval is delegated to senior department leadership.

Board approved credentials may be issued by NAIT to those individuals who have satisfied all requirements, based on the nature of the credential outlined below:

3.3.1 Certificate of Achievement

A Certificate of Achievement bearing a blue seal embossed with the NAIT logo will be awarded for an approved non-credit course or program that has a formal summative assessment component, has mapped program or course outcomes, and is subject to a regular quality curriculum review process.

3.3.2 Certificate of Completion

A Certificate of Completion bearing no seal will be issued to those individuals who have satisfactorily met the expectations of a non-credit course or program that has no formal summative assessment component and is subject to a regular quality curriculum review process.

3.3.3 Microcredential

A Microcredential bearing no seal will be issued to those individuals who have satisfactorily demonstrated achievement of competencies aligned to a specific assessment of an employability competency/skill.

- 3.4 Ministry and board approved credentials may be awarded to a student posthumously upon approval by the Registrar (or delegate).

3.4.1 The awarding of a posthumous credential may be initiated with the Office of the Registrar upon request by a family member of the student or a NAIT staff member.

- 3.4.2 The student must have completed 50% or more of the credits or courses required to complete their program, with continued progression reasonably expected.
- 3.4.3 The student’s next-of-kin / designate, as defined by *AD 3.02 Deceased Student Procedure*, shall approve the awarding of a posthumous credential and the issuance of a physical parchment.
- 3.4.4 A notation of “awarded posthumously” will be added to the student’s parchment and transcript.
- 3.4.5 A posthumous Certificate of Academic Achievement may be awarded to students who do not meet the requirements established in article 3.4.2 or who were not pursuing a Ministry approved credential.

**4.0 Exceptions to the Procedure**

- 4.1 Exceptions to Board approved credentials for the issuance of a parchment based on a single course or program may be granted by the Vice-President Academic if all other criteria are met.
- 4.2 The issuance of awards is not covered by this Procedure as it was recognized that awards are issued for either performance or on a need basis whereas parchments for credentials are issued to students who have achieved the required academic outcomes.

**5.0 Related Documents**

- AD 3.02 Deceased Student Procedure

***Document History***

<i>Date</i>	<i>Action/ Change</i>
August 2022	3-year review complete; added microcredentials.
November 2023	Section 3.4 added to provide guidance on the awarding of credentials and certificates of achievement posthumously.
March 10, 2025	Section 3.2 Minor wording change to credential descriptions.