

CREDENTIAL POLICY

University Policy No.: AC2070

Classification: Academic and Students

Approval Authority: General Faculties Council

Effective Date: May 2017

Supersedes:

Last Editorial Change:

Mandated Review: May 2022

Associated Procedures:

None

POLICY PURPOSE

This policy determines how Concordia University of Edmonton conferred credentials are represented on transcripts and parchments.

DEFINITIONS

Policy specific terms and their definitions.

- **Certificate Name** - For CAQC approved programs this is the program name as recorded in the Provider and Programs Registry System (PAPRS), otherwise the name of the program as approved by the General Faculties Council or its predecessor.
- **Concentration** - An approved specialisation for a 3-year degree program.
- **Credential** - A degree, diploma, or certificate conferred by CUE.
- **Degree name** - For CAQC approved degrees this is the program name as recorded in the Provider and Programs Registry System (PAPRS).
- **Diploma name** - For CAQC approved programs this is the program name as recorded in the Provider and Programs Registry System (PAPRS), otherwise the name of the program as approved by the General Faculties Council or its predecessor.
- **Emphasis** - variant of program requirements associated with a degree or specialisation that is not recorded in the Provider and Programs Registry System (PAPRS).
- **Major** - An approved specialisation for a 4-year degree program.
- **Minor** - A group of program requirements, normally from a single discipline, that may be required as

part of a degree program.

- Specialisation name - This is the specialisation name as recorded in the Provider and Programs Registry System (PAPRS).

JURISDICTION/SCOPE OF THE POLICY

All members of the CUE community referring to CUE granted credentials or issuing documents, including transcripts and parchments.

POLICY

For programs without specialisation, the CUE transcript and parchment will list the degree name, diploma name, or certificate name as appropriate.

For programs with specialisation, the CUE transcript and parchment will list the degree name, diploma name, or certificate name as appropriate followed by the word “in” and the specialisation name.

Neither the minor nor any emphasis are listed on the CUE transcript and parchment.

AUTHORITIES AND OFFICERS

A list of authorities and officers for the policy:

- a. Approving Authority: General Faculties Council
- b. Designated Executive Officer: Registrar
- c. Procedural Authority: Registrar
- d. Procedural Officer: Registrar

RELATED LEGISLATION

Post-Secondary Learning Act, section 106

Concordia University College of Alberta Amendment Act, 2015, section 6

RELATED POLICIES AND DOCUMENTS