

C.34 Documents of Recognition

Academic Matters

Nunavut Arctic College

Nunavut Arctic College Documents of Recognition

POLICY

All students who successfully complete a College course/program shall receive a document of recognition.

PRINCIPLES

1. Nunavut Arctic College acknowledges the importance of formal recognition of student academic achievement.
2. The College acknowledges the importance of formal recognition of its partners' contributions.
3. Six (6) types of documents of recognition, as defined in Definitions, are awarded by the College:
 - a. Diploma
 - b. Certificate
 - c. Record of Achievement
 - d. Record of Participation
 - e. Official Transcript
 - f. Statement of Grades
 - g. In Appreciation

PROCEDURE

1. Diplomas are issued to students who successfully complete a College post secondary credit program that usually requires the equivalent of two (2) academic years of full-time study. Refer to Academic Definitions for definition of Diploma. Diplomas are sealed and signed by the Chairperson of the Board of Governors, the President, and the Registrar.
2. Certificates are issued to students who successfully complete a College post secondary credit program that usually requires the equivalent of one (1) academic year of full-time study. Refer to Academic Definitions for definition of Certificate. Certificates are sealed and signed by the Chairperson of the Board of Governors, the President, and the Registrar.
3. Records of Achievement may be issued to students who successfully complete a College post-secondary program or activity that contains an evaluation component (meaning students may pass or fail). but who do not qualify for either Certificates or Diplomas. Records of Achievement are signed by the Dean.

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4. Records of Participation may be issued to students who have participated in a College post-secondary program or activity that does not contain an evaluation component. Records of Participation are signed by the Dean.
 5. Official Transcripts, upon written request by the student, are issued directly to the requesting organization, institution or employer. Official Transcripts are sealed and signed by the Registrar.
 6. Statements of Grades are issued upon completion of a College course. Statements of Grades are signed by the Registrar.
 7. In-Appreciation documents are issued to any individual who has made significant contribution(s) to the development and delivery of College services. In-Appreciation documents are signed by the Dean.
 8. Documents of recognition will not be released by the College until such time that all outstanding student fees and accounts have been paid in full. Exceptions will be approved by the Bursar.

