![Capilano University]	POLICY		
Policy No.	Officer Responsible		
S2021-01	**Vice-President Academic and Provost**		
Policy Name			
Credential Names and Parchment			
Approved by	Replaces	Category	Next Review
Senate	**New**	**B**	**May 2026**
Date Issued	Date Revised	Related Policies, Reference	
May 11, 2021		**S2020-01 Academic Credentials** **S2017-04 Graduation**	

1   PURPOSE

This policy outlines the requirements for the naming of credentials and what information appears on the credential parchment.

2   DEFINITIONS

"Credential" is a Senate-approved body of academic work. The credential is awarded to students who have completed the requirements of a recognized citation, certificate, diploma, or degree program.

"Parchment" is the physical document issued by Capilano University (University) that certifies the completion of a credential. The credential is awarded to students who have completed the requirements of a recognized program.

"Program" is a Senate-approved set of courses and requirements offered as a credential.

3   SCOPE

This policy applies to all credentials offered and parchments issued by the University.

4   POLICY STATEMENT

In accordance with the *University Act*, the Capilano University Senate approves the requirements for academic programs leading to a credential.

Policy: Credential Names and Parchment

5   CREDENTIAL NAMES

5.1   Credential names should reflect the names of the faculties or schools.

5.2   Credential names should identify the field of study in a manner that is consistent with usage in North America.

5.3   New credential names should not be approved unless a strong case can be made that it would be either confusing or inconsistent with North American practice to offer the program within an existing credential.

6   PARCHMENT

6.1   The following information is to be recorded on the parchment:

   a.   The full legal surname, first name and middle name of the student; an Anglicized name or nickname in parentheses may be included on request (e.g. Ming (Sophie) Liu, Roberto (Bobby) Mazzon);
   b.   Name of the credential earned;
   c.   Date of the Senate meeting at which the credential was approved;
   d.   Any and all applicable concentrations, minors, majors and honours;
   e.   Signature of the Chancellor, the President, the Registrar, and the appropriate Dean; and
   f.   The University seal.

6.2   Appearance of the Credential

The credential and program information that appears on the parchment should be clearly identified to and approved by the Senate when the program is approved.

6.3   Credentials will be identified before any areas of specialization.

6.4   Citations, Certificates and Diplomas

   Credentials of this type will be named as follows:

   a.   Citation in [PROGRAM NAME];
   b.   Certificate in [PROGRAM NAME];
   c.   Diploma in [PROGRAM NAME];
   d.   Where appropriate, the program name will be followed by an em dash and the field of study e.g. Certificate in Early Childhood Care and Education – Infant and Toddler.

6.5   Associate Degrees

Credentials of this type will be named as follows:

   a.   Associate of [PROGRAM NAME] – [FIELD OF STUDY]
   e.g. Associate of Science – Biology.

6.6   Baccalaureate Degrees

Credentials of this type will be named as follows:

   a.   Bachelor of [PROGRAM NAME].

   e.g. Bachelor of Motion Picture Arts.

   b. When appropriate, the program name will be followed by an em dash and the field of study.
   e.g. Bachelor of Music in Jazz Studies – Education.

6.7   Concentrations, Minors and Majors

Credentials that are accompanied by a concentration, minor or major will be named Bachelor of
[PROGRAM NAME] with a [CONCENTRATION, MINOR OR MAJOR] in field of study. e.g. Bachelor of
Business Administration with a Concentration in Human Resources.

6.8   Post-Baccalaureate Certificates and Diplomas

Credentials of this type will be named as follows:

   a.   Post-Baccalaureate Certificate in [PROGRAM NAME]
   b.   Post-Baccalaureate Diploma in [PROGRAM NAME]
   e.g. Post-Baccalaureate Diploma in North American Business Management.

6.9   Graduate Certificate and Diplomas

Credentials of this type will be named as follows:

   a.   Graduate Certificate in [PROGRAM NAME]
   b.   Graduate Diploma in [PROGRAM NAME]
   e.g. Graduate Diploma in International Management.

6.10   Master Degrees

Credentials of this type will be named as follows:

a. Master of [PROGRAM NAME]
b. When appropriate, the program name will be followed by an em dash and the field of study.
   e.g. Master of Arts – English.