



SUBJECT	Acquisition of Additional Credentials
<p><u>BACKGROUND</u></p> <p>Where feasible, Northern College will attempt to accommodate students who wish to obtain more than one credential.</p> <p>As per the new Binding Policy directives of the Ministry of Training, Colleges and Universities, colleges may offer the following credentials:</p> <ul style="list-style-type: none"> • Certificate • Ontario College Certificate • Ontario College Diploma • Ontario College Advanced Diploma • Ontario College Graduate Certificate • Applied Degree <p><u>POLICY</u></p> <p>A student may obtain an additional credential either by:</p> <ul style="list-style-type: none"> • completing one credential and then pursuing an additional credential, or • enrolling concurrently in the second credential and taking additional courses to satisfy program requirements to graduate. <p><u>PROCEDURE</u></p> <ol style="list-style-type: none"> 1. Students must meet with the program coordinator and obtain approval to enroll in additional program(s)/course(s). The coordinator will complete a Record of Amendment form to enroll the student in the additional course(s). 2. Students are allowed to enroll in additional courses only if the timetable permits, if there are no timetable conflicts, and if this workload is not excessive. 3. Students need not repeat courses successfully completed in one program which are also a requirement for the additional credential. (Refer to Academic Policy A-4 on Advanced Standing.) 4. Students who have met the General Education requirements of one program need not enroll in the General Education courses of a subsequent program unless these courses are mandatory for program completion. 5. Students must confer with Student Services for fee schedules. 6. Students must complete this process during the first term of their graduating year, and by the last date to add courses, as stated in the Academic Calendar. 	

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2008-03-28	2005-09-01	B-5	ACADEMIC	1	1