



## Sundance College Academic Credential Framework

Sundance College has the following Academic Credential framework in ascending order of credential:

- **Certificate of Attendance:** a course the student attended where attendance was taken
- **Certificate of Completion:** a course the student completed where unstructured or informal reviews of material were completed but no course grade was earned.
- **Certificate of Achievement:** a course the student completed where structured or formal assessments or testing were successfully completed and a course grade was earned.
- **MicroDiploma:** a credential signifying successful completion of 3-6 courses that award Certificates of Achievement.
- **Certificate:** a credential signifying successful completion of a group of courses usually comprising 16-26 weeks
- **Diploma:** a credential signifying successful completion of a group of courses usually comprising 26-52 weeks
- **Advanced Diploma:** a credential signifying successful completion of a group of courses usually comprising 52-104 weeks

## Sundance College Continuing Education (Con-Ed) Policies

Continuing Education Students are bound by both the Sundance College Con-Ed Student Policies and the Sundance College Student Handbook.

- If there is any conflicting information between the Student Handbook and the Con-Ed Student Policies, the Con-Ed Student Policies Page shall be the main authority for Con-Ed Students.
- For clarity, Sundance College Con-Ed Student Policies do not cover Sundance College students taking Certificate or Diploma programs.

### Course Credit Eligibility of Prior Learning & Recognition (PLAR) and Advanced Standing (AdvS)

- Sundance College Con-Ed Courses credits are eligible to earn MicroDiplomas and be used as ***“Prior Learning & Recognition”*** for Sundance College Certificate, Diploma and Advanced Diploma programs.
- Non-Sundance College Course credits are not eligible for earning PLAR for Sundance College MicroDiplomas.

- Non-Sundance College Courses are eligible to provide credit as “**Advanced Standing**” for up to 40% of Sundance College Certificates, Diplomas and Advanced Diploma programs.
- Course Outlines, Books and Transcripts are required to be provided to validate Advanced Standing credits.

### **Con-Ed Credits and Prior Learning & Recognition (PLAR)**

Students who successfully complete Sundance College Con-Ed Courses can use the credits earned as PLAR toward satisfying **MicroDiploma** requirements.

- Example 1: A student who successfully completes AADF (4 Credits), AATT (2 Credits), and AHRP (3 Credits) will receive Certificates of Achievement for each Course, and may apply all 9 Credits towards receiving an Addictions Fundamentals MicroDiploma.
- Example 2: A student who successfully completes AADF (4 Credits) and AATT (2 Credits) will receive Certificates of Achievement for each Course, but will not earn the Addictions Fundamentals MicroDiploma as they have not successfully completed all required Courses.

Students who successfully complete Sundance College Con-Ed Courses and MicroDiplomas can use those credits to partially satisfy **Diploma** requirements up to a maximum of 25% of the total credits comprising the Diploma program.

- Maximum Course Credit percentages are rounded down to the nearest whole number eg. 25% of a 46 credits equals 11.75 credits; therefore up to a maximum of 11 Con Ed credits will be accepted toward the completion of the Diploma program.
- Example: A student earning 14 credits will receive Certificates of Achievement for each Course. The student may apply up to 11 Credits toward taking of the Addictions and Community Health Professional Diploma program (44 Credits).

### **Course Access**

- Students who enroll in Con-Ed Courses and MicroDiplomas will be sent instructions to access course materials within 3 business days after their purchase date
- Students enrolling into Con-Ed Courses will have 90 days to complete their course.
  - The 90-day period commences when a student activates their book code. Publisher book access automatically ceases upon the expiry of the 90-day period.



- If the student has not completed the course within the stipulated 90-day period, the student will need to pay for additional book access.
- Students not completing their courses within the stipulated 90 day period will not be charged a second fee for the same course by the College for the second period; but regular fees will be charged for 3rd and subsequent extensions.

### **Refund Policy**

- Students who request a refund within 72 hours of purchase will receive a refund of 100% of their Tuition, Lab Fees, and Book Fees for any inactivated books.
- Fees for any book that the student has activated will not be refunded, regardless whether the student actually commenced coursework or not.