

SUBJECT
Acquisition of Additional Credentials Procedure

Learner Pathways Policy #A-29

PROCEDURES

1. Students must meet with the program coordinator and obtain approval to enrol in additional program(s)/course(s). The coordinator will complete a Record of Amendment (RoA) form to enrol the student in the additional course(s).
2. Students are allowed to enrol 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.
4. Students who have met the General Education requirements of one program need not enrol 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	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2018-06-30	A-3 Policy	2023-06-30	A-29 Policy	ACADEMIC	1	1