



AP 4232 Digital Credentials

1. **Digital Credentials** – Digitally-created symbols or icons that serve to visually represent, identify, or highlight degree or certificate completion, competencies, skills, or other achievements.
2. **Transcriptable Digital Credentials** – Digital Credentials issued as secondary, validated representations of the District’s officially conferred degrees and certificates, in both credit and noncredit programs, and hosted on the District Digital Credential Platform.
3. **Non-Transcriptable Digital Credentials** – Digital Credentials issued for the recognition of a competency, skill, completion of a specific activity or event, participation, or other achievement or accomplishment other than those represented by a Transcriptable Digital Credential and hosted on the District Digital Credential Platform.
4. **Metadata** – Coded or uncoded content that digitally accompanies each Digital Credential to substantiate the degree, certificate, skill, experience, award, certification, or achievement that the Digital Credential represents.
5. **District** – The Santa Clarita Community College District.
6. **District Digital Credential Platform** – A software program, hosted in-house or by an outside vendor, which provides the computerized structure upon which the District will establish and administer the Transcriptable Digital Credentials or Non-Transcriptable Digital Credentials authorized by BP 4232.
7. **Create (Creation)** – The act of substantively developing categories of Digital Credentials and specific Digital Credentials.
8. **Issue (Issuance)** – The act of awarding a Digital Credential to a recipient.
9. **Issuer** - A District-affiliated individual (i.e. faculty member), department, organization, or program that Issues a Digital Credential.
10. **Disbursement** – The administrative act of ensuring an officially issued digital credential is digitally delivered to the student in the manner set forth by these or other procedures or rules.

1. DIGITAL CREDENTIAL PLATFORM

- a. The District shall establish, or otherwise secure access to, at least one District Digital Credential Platform, which provides recipients of Digital Credentials web-based access to them on the District Digital Credential Platform for at least five years following Issuance and allows for use of those Digital Credentials on the Open Badge platform. As much as possible and to enhance the practical value of the Digital Credentials, Digital Credentials should be compatible with the District's various portals, networks, and systems.

2. TRANSCRIPTABLE DIGITAL CREDENTIALS

- a. **Transcriptable Digital Credential Design** – Working with the District Public Information Office, the Vice President of Student Services or designee shall be responsible for the design of all Transcriptable Digital Credentials, which must incorporate the District's name, logo, trademark, or other indicia of relationship to the District.
- b. **Digital Credential Disbursement** – Only the District may act as Issuer of Transcriptable Digital Credentials. The District shall Issue a Transcriptable Digital Credential to each student to whom the District has awarded a certificate or degree beginning the fall semester following the adoption of this administrative procedure.
- c. **Metadata** - The Academic Senate shall adopt a statement to be incorporated into the Metadata that clearly states that all Transcriptable Digital Credentials are representative of a District-issued certificate or degree. The Transcriptable Digital Credentials Metadata must identify the District as the Issuer and recite the applicable program's description and requirements as approved by the Curriculum Committee.
- d. **Examples of Transcriptable Digital Credentials**
 - i. District awarded Associate of Arts or Science Degree
 - ii. District awarded Certificate of Specialization
 - iii. District awarded Certificate of Achievement
 - iv. District awarded Certificate of Competency (noncredit)
 - v. District awarded Certificate of Completion (noncredit)

3. NON-TRANSCRIPTABLE DIGITAL CREDENTIALS

- a. **Scope and Authority** – The District shall not directly Issue Non-Transcriptable Digital Credentials and neither the credential design nor Metadata may indicate any equivalency to a District-issued certificate or degree nor official endorsement by the District. Non-Transcriptable Digital Credentials shall not display the District’s name or official logo in the credential design. The design may, however, utilize College of the Canyon’s name and logo when permitted by Board Policy 1100 and any other applicable policy and/or procedure.
- b. **Administration of Digital Credential Disbursement** - An Issuer may Issue Non-Transcriptable Digital Credentials upon approval by the department chair, dean, or executive cabinet member having responsibility for, or supervisory authority over, the Issuer. However, a Non-Transcriptable Digital Credential may only be Issued in recognition of activities undertaken or completed, or work performed in, a specific class or campus organization with the advance consent of both the recipient’s faculty/advisor for the specific class or campus organization and, when applicable, the corresponding department chair. The academic freedom of academic departments and/or individual faculty members, as reasonably applicable, regarding questions regarding the issuance of Non-Transcriptable Digital Credentials shall be respected.
- c. **Metadata** - The Academic Senate shall adopt a statement to be included in the Metadata that clearly indicates that Non-Transcriptable Digital Credentials are not equivalent to a District-issued certificate or degree. The Metadata of Non-Transcriptable Digital Credentials shall contain the name of the Issuer.
- d. **Examples of Individual Non-Transcriptable Digital Credentials:**
 - i. Recognition of skills or skill attainment
 - ii. Record of experience (participation)
 - iii. Industry certifications
 - iv. Student Club Participation or award

4. INTELLECTUAL PROPERTY

- a. Nothing in this procedure shall be construed as altering the District’s intellectual property rights and interests. This procedure will only apply to Digital Credentials first Issued after the procedure’s initial adoption.

Reviewed and Endorsed by CPC: 05/25/2021