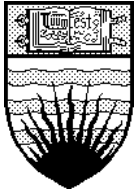# THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY: O-128

OKANAGAN SENATE
c/o Enrolment Services
University Centre
UBC Okanagan campus

Number & Title

O-128: *Academic-Credit Certificate Programs*

Effective Date:

17 May 2018

Approval Date:

17 May 2018

Review Date:

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *Responsible Committees*. The review should be done in conjunction with review of policy O-127, *Diploma Programs*.

Responsible Committees:

Senate Curriculum Committee
Senate Admissions & Awards Committee

Authority:

University Act, S. 37(1)

"The academic governance of the university is vested in the senate and it has the following powers:

…(f) to consider, approve and recommend to the board the revision of courses of study, instruction and education in all faculties and departments of the university…

and,

…(h) to provide for and to grant degrees, including honorary degrees, diplomas and certificates of proficiency, except in theology;"…

University Act, S. 40

"A faculty has the following powers and duties:

...(d) to determine, subject to the approval of the senate, the courses of instruction in the faculty"...

Purpose and Goals:

The purpose of this policy is to:

1) Define *Academic-Credit Certificate Programs*;
2) Establish categories for and associated admission requirements for *Academic-Credit Certificate Programs*;
3) Outline criteria for establishment of *Academic-Credit Certificate Programs*;
4) Delineate an approval process for *Academic-Credit Certificate Programs*; and
5) Define the parameters for double-counting of credits and *Laddering* opportunities.

Applicability:

This policy is applicable to all *Academic-Credit Certificate Programs*, approved on or after the effective date of this policy, offered by the *University* through the College of Graduate Studies or the *Faculties* of the Okanagan campus.

Exclusions:

This policy does not apply to non-credit programming.

Definitions:

For the purposes of this policy and all other *Okanagan Senate* policies in which they are not otherwise defined:

Academic-Credit Certificate Program shall mean a *Course of Study* that conforms to the requirements of this policy and is approved by the *Okanagan Senate*.

Course of Instruction shall mean a course assigned a credit value and designated by an alpha-numeric course code which is offered by a *Faculty* or the College of Graduate Studies and approved by the *Okanagan Senate* or *Vancouver Senate*.

Course of Study	shall mean a sequence of *Courses of Instruction* and other requirements approved by the *Okanagan Senate* or *Vancouver Senate* to constitute a degree, diploma, certificate or other academic program, or part thereof, such as a major, minor, or specialization.
Laddering	shall mean the application of credit earned as part of a completed *Course of Study* towards a different *Course of Study*.
Previously-Earned UBC Credit	shall mean academic credit earned at The University of British Columbia (Okanagan or Vancouver campuses) prior to a *Student*'s enrollment in a *Course of Study*.
Transfer Credit	shall mean academic credit earned at a post-secondary institution other than The University of British Columbia (Okanagan or Vancouver campuses) or through a program other than one offered by The University of British Columbia (Okanagan or Vancouver campuses) for which credit applicable towards the completion of a UBC *Course of Study* is granted.

Policy:

1. Categories of *Academic-Credit Certificate Programs*

    a. Undergraduate Certificate

        i.   Typical minimum admission requirements are equivalent to UBC Okanagan general undergraduate-level admission requirements, including the English Language Admission Standard, and program-specific admission requirements.
        ii. Program completion should normally require 15 undergraduate (100-400) level credits, but may consist of 9 to 21 credits with sound academic rationale.
        iii. Academic rigor and assessment level should be equivalent to UBC's undergraduate (100-400) level.

    b. Post-baccalaureate Certificate

        i.   Typical minimum admission requirements are equivalent to UBC Okanagan general undergraduate-level admission requirements including English Language Admission Standard, and program-specific admission requirements. An undergraduate degree from a

recognized post-secondary institution will also normally be required.

    ii. Program completion should normally require 15 upper-division (300-400) level credits, but may consist of 9 to 21 credits with sound academic rationale.

    iii. Academic rigor and assessment level should be equivalent to the upper-division of UBC's undergraduate degree programs.

  c. Graduate Certificate

    i. Typical minimum admission requirements are equivalent to UBC Okanagan graduate-level admission requirements including the English Language Proficiency Requirement, an undergraduate degree from a recognized post-secondary institution, and program-specific admission requirements.

    ii. Program completion should normally require 9 to 15 graduate-level credits.

    iii. Academic rigor and assessment level should be equivalent to UBC's graduate degree programs.

  d. Post-graduate Certificate

    i. Typical minimum admission requirements are equivalent to UBC Okanagan graduate-level admission requirements including the English Language Proficiency Requirement, and program-specific admission requirements. A graduate degree from a recognized post-secondary institution will also normally be required.

    ii. Program completion should normally require 9 to 15 graduate-level credits.

    iii. Academic rigor and assessment level should be equivalent to that of UBC graduate degree programs.

  e. The *University* may approve only *Academic-Credit Certificate Programs* that comply with the requirements of one of the above listed categories. The formal title of any *Academic-Credit Certificate Program* must include the title of the *Academic-Credit Certificate Program* category to which it belongs.

2. Establishment Criteria

  a. In order to be considered for *Senate* approval, a proposed *Academic-Credit Certificate Program* must:

    i. Consist of subject matter appropriate to university-level teaching;

    ii. Align with an *Academic-Credit Certificate Program* category as defined in this policy;

iii.   Focus on a clear purpose, such as skills acquisition, disciplinary or interdisciplinary knowledge enhancement, career progression and professional development, or a combination of the aforementioned;

iv.   Demonstrates a cohesive theme through an integrated sequence of learning opportunities and includes a coherent organization around clearly-defined learning objectives and outcomes, assessed in an academically rigorous manner that is consistent with *University* standards (i.e. simply bundling the requisite number of credits derived from existing *Courses of Instruction* does not qualify as a certificate);

v.   Clearly indicate credit requirements and any *Transfer Credit* regulations, and required timeframe to completion; and

vi.   Be operationally viable, as determined by the Dean(s) of the responsible *Faculty* or *Faculties* or College of Graduate Studies and the Office of the Provost and Vice-Principal Academic.

3. Approval Process

a.   *Academic-Credit Certificate Programs* require the approval of the proposing *Faculty* or *Faculties* or College of Graduate Studies, Senate Curriculum Committee (program requirements), *Senate* Admissions & Awards Committee (admission requirements), *Senate*, and Board of Governors.

b.   New *Courses of Instruction* that will form part of an *Academic-Credit Certificate Program* must be approved in the manner by which new *Courses of Instruction* are typically approved.

c.   Proposals to create new *Courses of Instruction* that will form part of an *Academic-Credit Certificate Program* must demonstrate academic rigor equivalent to that which is normally required for a *Course of Instruction*.

4. Academic Calendar Inclusion

a.   Admission and program completion requirements of approved *Academic-Credit Certificate Programs* must appear in the Academic Calendar.

5. Credit Recognition and *Transfer Credit* to an *Academic-Credit Certificate Program*

a.   *Previously-Earned UBC Credit* and *Transfer Credit* from external institutions will be accepted as determined by the receiving *Academic-Credit Certificate Program* in accordance with *University* regulations. At least 50% of the credits applied towards an *Academic-Credit Certificate Program* must be UBC credits.

6. Administrative Responsibility

a. Administrative responsibility for undergraduate and post-baccalaureate *Academic-Credit Certificate Programs* offered by the *Faculties* will be held by the *Registrar*.

b. Administrative responsibility for graduate-level *Academic-Credit Certificate Programs* will be held by the College of Graduate Studies unless administration by one or more *Faculties* is approved by the Senate Academic Policy Committee and *Senate*.

7. Academic Responsibility

a. Academic responsibility for undergraduate and post-baccalaureate *Academic-Credit Certificate Programs* offered by the Faculties will be held solely by the Faculties.

b. Academic responsibility for graduate and post-graduate *Academic-Credit Certificate Programs* will be held by the College of Graduate Studies or by one or more Faculties with the support of the College of Graduate Studies.

8. *Student* Rights and Responsibilities

a. *Students* registered in *Academic-Credit Certificate Programs* have all the rights and responsibilities of UBC *Students* as set out in the *University Act*, RSBC, c 468, and *University* policy and regulations.

b. For purposes of tuition and fee regulation and services provided, individuals registered in *Academic-Credit Certificate Programs* shall be registered as *Students*.

9. Conferral

a. Upon successful completion of an *Academic-Credit Certificate Program*, a notation on the *Student*'s academic transcript will be made indicating that the *Academic-Credit Certificate Program* has been completed.

b. Indication of the *Academic-Credit Certificate Program* category (academic level), as defined in this policy, should be noted on the academic transcript, and parchment. This is accomplished by including the title of one of the *Academic-Credit Certificate Program* categories identified in this policy in the title of the *Academic-Credit Certificate Program.*

c. Graduates of *Academic-Credit Certificate Programs* are granted a certificate by *Senate* and will receive a certificate issued and signed by *University* representatives, typically representatives of the *Faculty* or

Faculties offering the *Academic-Credit Certificate Program* or of the College of Graduate Studies.

d. Graduates of *Academic-Credit Certificate Programs* do not attend the convocation ceremony.

10. Double-Counting of Credits

a. Credits earned in *Courses of Instruction* applicable towards an *Academic-Credit Certificate Program* may also be applied towards a diploma or degree program with the approval of *Senate*, the *Faculty* overseeing the diploma or degree program, or in the case of graduate programs, the College of Graduate Studies, and the *Faculty*, *Faculties* or College offering the *Academic-Credit Certificate Program*. Normally, credits must be earned within five years of commencement of the diploma or degree program. A request to apply credits completed more than five years prior to the start of a diploma or degree program will be reviewed on a case by case basis by the *Faculty* or *Faculties* offering the diploma or degree program, or in the case of graduate programs, the College of Graduate Studies.

b. Credits that have been applied towards a completed *Academic-Credit Certificate Program* may not be counted towards another *Academic-Credit Certificate Program*.

11. *Laddering* from an *Academic-Credit Certificate Program*

a. A successfully completed *Academic-Credit Certificate Program* may only be *Laddered* into a related diploma or degree program if permitted by the receiving diploma or degree program regulations. If so permitted by the receiving program, some or all credits may *Ladder*, at the discretion of the receiving program. Successful completion of an *Academic-Credit Certificate Program* does not guarantee admission into any other *Course of Study*.

Calendar Statement:

There are no calendar statements under this policy.

Consultations:

The following groups have been consulted during the development of this policy:

Enrolment Services
    Registrar
    Deputy Registrar
    Records & Registration

Undergraduate Admissions
Deputy Vice-Chancellor & Principal
Office of the Provost
UBC Okanagan Faculties and College of Graduate Studies
UBCSUO
University Counsel
University Librarian
Ceremonies
Associate Vice-President, Students
Director of Continuing Education, Vancouver campus

History:

This is the first version of this policy for the Okanagan campus.

Related Policies:

O-127: *Diploma Programs*
Vancouver Senate Policy on the Approval of Certificate Programs (Feb. 2008)

Appendix:

There is no appendix to this policy.

Procedures:

None.