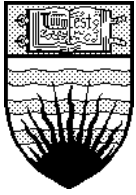


THE UNIVERSITY OF BRITISH COLUMBIA



**SENATE POLICY:
O-127**

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

Number & Title

O-127: Diploma 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-128, *Academic-Credit Certificate 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 *Diploma Programs*;
- 2) Establish categories for and associated admission requirements for *Diploma Programs*;
- 3) Outline criteria for establishment of *Diploma Programs*;
- 4) Delineate an approval process for *Diploma Programs*; and
- 5) Define the parameters for double-counting of credits and *Laddering* opportunities.

Applicability:

This policy is applicable to all *Diploma 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:

None.

Definitions:

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

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.

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

Policy:

1. Categories of *Diploma Programs*

a. Post-baccalaureate Diploma

- 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. An undergraduate degree from a recognized post-secondary institution will also normally be required.
- ii. Program completion should normally require 30 to 60 upper-division (300-400) level credits.
- iii. Academic rigor and assessment level should be equivalent to the upper-division of UBC's undergraduate degree programs.

b. Graduate Diploma

- 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 30 to 60 graduate-level credits.

- iii. Academic rigor and assessment level should be equivalent to UBC's graduate degree programs.
 - iv. As graduate-level diplomas are similar in length to professional masters (course-based) programs, graduate-level diplomas are discouraged unless a compelling rationale is provided by the proposing *Faculty* or *Faculties* or College of Graduate Studies.
 - v. May be combined with masters or doctoral degrees to create dual degree/diploma programs.
- c. Post-graduate Diploma
- 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 30 to 60 graduate-level credits.
 - iii. Academic rigor and assessment level should be equivalent to that of UBC graduate degree programs.
- d. The *University* may approve only *Diploma Programs* that comply with the requirements of one of the above listed categories. The formal title of any *Diploma Program* must include the title of the *Diploma Program* category to which it belongs.
- e. *Diploma Programs* at the lower-division undergraduate-level (100-200 level) shall not be approved.
- g. Non-credit *Diploma Programs* shall not be approved.

2. Establishment Criteria

- a. In order to be considered for *Senate* approval, a proposed *Diploma Program* must:
 - i. Consist of subject matter appropriate to university-level teaching;
 - ii. Align with a *Diploma 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. Demonstrate a cohesive theme through an integrated sequence of learning opportunities and include 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

using existing *Courses of Instruction* does not qualify as a diploma);

- v. Clearly indicate credit requirements and any *Transfer Credit* regulations, and required timeframe for completion; and
- vi. Be operationally viable, as determined by the Dean(s) of the responsible *Faculty* or *Faculties* or the College of Graduate Studies and the Office of the Provost and Vice-Principal Academic.

3. Approval Process

- a. *Diploma Programs* require the approval of the proposing *Faculty* or *Faculties* or the College of Graduate Studies, the 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 a *Diploma 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 a *Diploma 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 *Diploma Programs* must appear in the Academic Calendar.

5. Credit Recognition and *Transfer Credit* to a *Diploma Program*

- a. *Previously-Earned UBC Credit* and *Transfer Credit* from external institutions will be accepted as determined by the receiving *Diploma Program* in accordance with *University* regulations.

6. Administrative Responsibility

- a. Administrative responsibility for post-baccalaureate *Diploma Programs* offered by the *Faculties* will be held by the *Registrar*.
- b. Administrative responsibility for graduate and post-graduate *Diploma 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 post-baccalaureate *Diploma Programs* offered by the Faculties will be held solely by the Faculties.
- b. Academic responsibility for graduate and post-graduate *Diploma 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 *Diploma Programs* have all the rights and responsibilities of UBC *Students* as set out in the *University Act*, RSBC 1996, c 468, and *University* policy and regulations.
- b. For purposes of tuition and fee regulation and services provided, individuals registered in *Diploma Programs* shall be registered as *Students*.

9. Conferral

- a. Upon successful completion of a *Diploma Program*, a notation on the *Student's* academic transcript will be made indicating that the *Diploma Program* has been completed.
- b. Indication of the *Diploma 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 *Diploma Program* categories identified in this policy in the title of the *Diploma Program*.
- c. Graduates of *Diploma Programs* are granted a diploma by *Senate* and will receive a diploma parchment issued and signed by *University* representatives, typically representatives of the *Faculty* or *Faculties* offering the program or of the College of Graduate Studies.
- d. Graduates of *Diploma Programs* do not attend the convocation ceremony.

10. Double-Counting of Credits

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

case basis by the *Faculty* or *Faculties* offering the degree program or in the case of graduate programs, the College of Graduate Studies.

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

11. *Laddering* from a *Diploma Program*

- a. A successfully completed *Diploma Program* may only be *Laddered* into a related degree program if permitted by the receiving 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 a *Diploma 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 and Director of Continuing Education,

Okanagan Campus

Director of Continuing Education, Vancouver campus

History:

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

Related Policies:

O-128: *Academic-Credit Certificate Programs*

Appendix:

There is no appendix to this policy.

Procedures:

None.