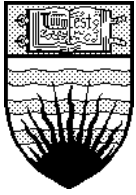


THE UNIVERSITY OF BRITISH COLUMBIA



**SENATE POLICY:
O-129**

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

Number & Title

O-129: *Non-Credit Credentials*

Effective Date:

13 December 2018

Approval Date:

13 December 2018

Review Date:

This policy shall be reviewed within five (5) years of approval and thereafter as deemed necessary by the *Responsible Committees*. The review should be completed concurrently with the reviews of policy O-127, *Diploma Programs*, and policy O-128, *Academic-Credit Certificate Programs*.

Responsible Committees:

Senate Academic Policy Committee
Senate Admissions & Awards Committee
Senate Curriculum 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” ...

University Act, S. 47(2)

“A University must, so far as and to the full extent that its resources from time to time permit, do all of the following:

... (e) provide a program of continuing education in all academic and cultural fields throughout British Columbia;” ...

Purpose and Goals:

This policy is designed to:

- 1) Enable the creation of learning opportunities other than those offered for academic credit including, but not limited to, those comprised of content that is not appropriate for academic credit or not at the University level; those intended for non-traditional audiences; those intended to supplement for-credit study with opportunities to develop complementary professional or applied skills or capabilities; and those for which academic credit is otherwise inappropriate;
- 2) Define the essential features and categories of *Non-Credit Credentials*, and associated admission requirements; and
- 3) Delineate an approval process for *Non-Credit Credentials*.

Applicability:

This policy is applicable to all programming, other than that offered for academic credit, approved on or after the effective date of this policy that is offered by the University at the Okanagan campus and which involve formal assessment or certification that participants have achieved a level of competence or met a particular standard of performance. This policy is also applicable to any programming that employs the titles of the categories of *Non-Credit Credentials* identified in this policy regardless of program design or content.

Exclusions:

This policy is not applicable to any programming offered for academic credit.

This policy is not applicable to professional development, training, or other similar opportunities offered by academic or administrative units provided such programming does not involve formal assessment or certification that participants have achieved a level of competence or met a particular standard of performance and does not employ the titles of the categories of *Non-Credit Credentials* identified in this policy.

Definitions:

Learning Activities for the purposes of this policy, shall include, but not be limited to, in-person or online lectures, independent study, group learning activities, online learning modules, work placements, and practica.

Non-Credit Credential shall refer to *Letters of Attendance, Letters of Completion, Letters of Proficiency, and Non-Credit Certificates* as defined in this policy.

Policy:

1. Categories of *Non-Credit Credentials*

a. *Letter of Attendance*

- i. Assessment is limited to verification of learners' presence at the time and place at which the activities leading to the *Letter of Attendance* are offered.¹
- ii. Typically consist of fewer than 150 expected hours of *Learning Activities*.

b. *Letter of Completion*

- i. Assessment is limited to verification of learners' presence at the time and place at which the activities leading to the *Letter of Completion* are offered and verification that the learner has completed all tasks assigned as part of the *Letter of Completion*.
- ii. Typically consist of fewer than 150 expected hours of *Learning Activities*.

c. *Letter of Proficiency*

- i. Assessment must include verification of learners' presence at the time and place at which the activities leading to the *Letter of Proficiency* are offered, and verification that the learner has achieved a level of performance in completing all tasks assigned as part of the *Letter of Proficiency* program that would indicate proficiency.

¹ Programs limiting assessment to verification of learners' presence at the time and place at which the program is offered fall outside of the scope of this policy unless the title *Letter of Attendance* is used.

- ii. Typically consist of fewer than 150 expected hours of *Learning Activities*.
- d. *Non-Credit Certificate*
- i. Consists of a minimum of 150 expected hours of *Learning Activities*.
 - ii. May consist of one or more *Letters of Completion* and/or *Letters of Proficiency*, in addition to other requirements.
 - iii. Assessment must include verification of learners' presence at the time and place at which the *Non-Credit Certificate* is offered, and verification that the learner has achieved a level of performance in completing all tasks assigned as part of the *Non-Credit Certificate* program that would indicate proficiency.
- e. Only *Non-Credit Credentials* that comply with the requirements of one of the above listed categories and which have been approved in accordance with this policy may be offered. The formal title of any *Letter of Attendance*, *Letter of Completion*, *Letter of Proficiency* or *Non-Credit Certificate* must include the title of the *Non-Credit Credential* category to which it belongs. Alternative titles may be used for marketing purposes provided that it is made clear in any publications that any *Non-Credit Credential* is not offered for academic credit.
- f. The University, the Faculties and the College of Graduate Studies shall not offer or approve non-credit courses of study, courses of instruction, courses of education, or other non-credit offerings at the Okanagan Campus except as permitted by this policy or other policies of Senate.

2. Establishment Criteria

- a. In order to be considered for Senate approval or for Faculty or College of Graduate Studies approval pursuant to authority delegated by Senate, proposed *Non-Credit Credentials* must:
- i. Clearly identify admission criteria, eligibility criteria, or the intended audience for the *Non-Credit Credential*;
 - ii. Align with a *Non-Credit Credential* category as defined in this policy;
 - iii. Clearly identify all requirements for completion and the number of expected hours of *Learning Activities* associated with each requirement;
 - iv. 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;
 - v. Be operationally viable, as determined by the Dean of the responsible Faculty or College of Graduate Studies in consultation with the Office of the Provost and Vice-Principal Academic.

3. Units that May Propose *Non-Credit Credentials*

- a. *Non-Credit Credentials* must be proposed by one or more Faculties or the College of Graduate Studies. Administrative units that are not Faculties or the College of Graduate Studies may partner with Faculties or the College of Graduate Studies to jointly develop and deliver *Non-Credit Credentials*.

4. Approval of *Non-Credit Credentials*

- a. *Non-Credit Certificates* require the approval of the proposing Faculty, Faculties or College of Graduate Studies, Senate Curriculum Committee (program requirements), Senate Admissions & Awards Committee (admission requirements), Senate, and Board of Governors as necessary.
- b. The authority to approve and to discontinue *Letters of Attendance*, *Letters of Completion*, and *Letters of Proficiency* is delegated by Senate to the Faculties and College of Graduate Studies. Faculties and the College of Graduate Studies may exercise the delegated authority to approve *Letters of Attendance*, *Letters of Completion*, and *Letters of Proficiency* only where the requirements of this policy and any other applicable Senate policies are satisfied.
- c. Upon approval of any *Letter of Attendance*, *Letter of Completion*, or *Letter of Proficiency* pursuant to section 4 of this policy, the approving Faculty or College of Graduate Studies shall provide notice of the approved *Non-Credit Credential* and copies of any proposals to the Senate via the Senate Secretariat, and to the Office of the Provost and Vice-Principal Academic.
- d. No delegation of authority by Senate is intended to have any impact on the powers or authority of the Board of Governors, including, but not limited to, the power of the Board of Governors to set, determine, and collect fees.
- e. *Senate* retains the authority to discontinue any *Non-Credit Credential* notwithstanding any delegation of authority in this policy.

5. Inclusion in Academic Calendar

- a. Admission and completion requirements of approved *Non-Credit Certificates* may appear in the Academic Calendar. Proposals to establish *Non-Credit Certificates* that will appear in the Academic Calendar must include a calendar entry.

- b. *Letters of Attendance, Letters of Completion, and Letters of Proficiency* shall not be included in the Academic Calendar.
6. Administrative Responsibility
 - a. Administrative responsibility for *Non-Credit Credentials* shall be held by the proposing Faculty or College of Graduate Studies.
7. Participant Rights and Responsibilities
 - a. A participant in *Non-Credit Credential* programming shall not be considered a student as defined in the *University Act*, RSBC 1996, c 468 unless the participant is otherwise classified as a student by virtue of being a person who is presently enrolled at the *University* in a credit course or who is designated by resolution of the senate as a student. Participants in *Non-Credit Credential* programming shall not be registered as students, and do not have the rights and responsibilities of students.
 - b. Faculties or the College of Graduate Studies proposing *Non-Credit Credentials* may establish regulations applicable to participants in *Non-Credit Credentials*. Such regulations must be approved in the manner applicable to the category of *Non-Credit Credentials* to which they apply, as identified in section 4 of this policy.
8. Recognition of Completion of *Non-Credit Credentials*
 - a. Upon successful completion of a *Letter of Attendance, Letter of Completion, Letter of Proficiency, or Non-Credit Certificate*, participants may be provided with a document recognizing completion. Any such document must comply with Board of Governors Policy 94: Visual Identity.
 - b. Senate may approve a template establishing the form of any document to be provided to recognize completion of a *Non-Credit Credential*. If Senate has approved such a template, any document provided to recognize completion of any *Letter of Attendance, Letter of Completion, Letter of Proficiency, or Non-Credit Certificate* must comply with the approved template so approved.
 - c. The document provided in recognition of completion of any *Letter of Attendance, Letter of Completion, Letter of Proficiency, or Non-Credit Certificate* shall be titled in a manner consistent with the *Non-Credit Credential* category to which it belongs.
 - d. The document provided in recognition of completion of *Non-Credit Credentials* is awarded by the offering Faculty or Faculties or College of

Graduate Studies, and is not conferred by Senate. The document should be signed by the Dean of one or more of the offering Faculties or College of Graduate Studies or a person designated by the Dean.

- e. Participants in *Non-Credit Credentials* do not attend the convocation ceremony.

9. Concurrent Registration in for-credit programs and *Non-Credit Credentials*

- a. Students registered in for-credit programs, including degree, diploma, and academic-credit certificate programs may concurrently register in *Non-Credit Credentials* with the permission of the Faculty offering the for-credit program in which they are registered.

10. Application of Completed *Non-Credit Credentials* Towards Further Programming

- a. Completed *Letter of Attendance, Letter of Completion, and Letter of Proficiency* programs may be applied towards satisfaction of the requirements of *Non-Credit Certificates* if so approved by Senate.
- b. *Non-Credit Credentials* may not be applied towards satisfaction of the credit requirements of any for-credit program, but may serve as preparation for credit-based study.

11. Reporting

- b. Faculties or the College of Graduate Studies offering *Non-Credit Credentials* must report annually to the Office of the Provost and Vice-Principal Academic on enrolment in those programs.
- c. The Office of the Provost and Vice-Principal Academic shall report annually to Senate on enrolment in *Non-Credit Credentials*.

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

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

History:

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

Related Policies:

O-127: *Diploma Programs*
O-128: *Academic-Credit Certificate Programs*

Appendix:

There is no appendix to this policy.

Procedures:

None.