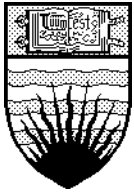


# THE UNIVERSITY OF BRITISH COLUMBIA



## SENATE POLICY: O-128

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

### **Number & Title**

O-128.2: *Academic-Credit Certificate Programs*

### **Effective Date:**

1 September 2024

### **Approval Date:**

16 May 2024

### **Review Date:**

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *Responsible Committee*. The review should be completed concurrently with the reviews of policy O-127: *Diploma Programs* and policy O-129: *Non-Credit Credentials*.

### **Responsible 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” ...*

**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 *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* 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

- ii. recognized post-secondary institution will also normally be required.
      - iii. Program completion should normally require 15 upper-division (300-400) level credits, but may consist of 9 to 21 credits with sound academic rationale.
      - iv. 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*, the *College of Graduate Studies* (for graduate *Academic-Credit Certificate Programs* only), and the Office of the Provost and Vice-President, Academic.

### 3) Approval Process

- a. *Academic-Credit Certificate Programs* require the approval of the proposing *Faculty* or *Faculties*, the *College of Graduate Studies* (for graduate *Academic-Credit Certificate Programs* only), 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 and post-graduate *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 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 or Faculties* overseeing the diploma or degree program, or in the case of graduate programs, the *College of Graduate Studies*, and the *Faculty or Faculties* 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 and, 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 second version of this policy for the Okanagan campus. This version removes the Senate Admissions & Awards Committee as a responsible committee, clarifies the role and responsibility of the College of Graduate Studies, and makes minor editorial amendments. The first version was approved and effective 17 May 2018.

**Related Policies:**

O-127: *Diploma Programs*  
O-129: *Non-Credit Credentials*

**Appendix:**

There is no appendix to this policy.

**Procedures:**

None.