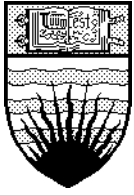


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY: O-129

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

Number & Title

O-129.2: *Non-Credit Credentials*

Effective Date:

1 September 2024

Approval Date:

16 May 2024

Review Date:

This policy shall be reviewed within five (5) years of 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-128: *Academic-Credit Certificate Programs*.

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” ...

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.
 - 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.

- 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-President,

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 *Office of the Senate*, and to the *Office of the Provost and Vice-President, Academic*.
 - d. No delegation of authority by *Senate* is intended to have any impact on the powers or authority of the *Board*, including, but not limited to, the power of the *Board* 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 Policy GA7: 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.
 - 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-President, Academic on enrolment in those programs.
 - c. The Office of the Provost and Vice-President, 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-President, 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 second version of this policy for the Okanagan campus. This version removes the Senate Admissions & Awards and Academic Policy Committees as responsible committees and makes minor editorial amendments. The first version was approved and effective 13 December 2018.

Related Policies:

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

Appendix:

There is no appendix to this policy.

Procedures:

None.