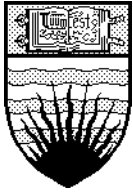


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:
V-129

VANCOUVER SENATE
c/o Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1

Number & Title

V-129: *Non-Credit Credentials*

Effective Date:

1 September 2023

Approval Date:

19 April 2023

Review Date:

This policy shall be reviewed three (3) years after approval and thereafter as deemed necessary by the *Responsible Committee*.

Responsible Committee:

Curriculum

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 for academic credit or not at the university level; those intended for non-degree seeking 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
- 3) Delineate approval processes for Non-Credit Letters and Non-Credit Program Certificates.

Applicability:

This policy is applicable to all *Learning Activities*, other than those offered for academic credit, approved on or after the effective date of this policy that are offered by the University through the Vancouver Campus that involve formal assessment or certification that participants have achieved a level of competence or met a particular standard of performance and/or participation. 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 *Learning Activity* offered for academic credit.

This policy is not applicable to internal (i.e., UBC students, faculty, and staff) professional development, training, or other similar opportunities offered by academic or administrative units provided such programming does not employ the titles of the categories of *Non-Credit Credentials* identified in this policy.

This policy is not applicable to external offerings that are not university-centric in their experience and do not offer UBC-specific credentials, such as boot camps, hackathons, or summer camps, or any other activity on campus that does not employ the titles of the categories of *Non-Credit Credentials* identified in this policy.

This policy is not applicable to programs exclusively designed to fulfill requirements for qualification or continuing education for an external organization or licensing body, where the curriculum is determined or approved by professional requirements and regulations, provided such programming does not employ the titles of the categories of *Non-Credit Credentials* identified in this policy.

Definitions:

For the purposes of this policy:

Learning Activities 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 Credentials shall refer to Non-Credit Letter of Participation, Non-Credit Letter of Completion, Non-Credit Letter of Proficiency, Non-Credit Program Certificates, and Non-Credit Program Microcertificates, as set out in this policy.

Policy:

- 1) Categories of *Non-Credit Credentials*
 - a. Non-Credit Letters
 - i. Non-credit learning opportunities leading to a Non-Credit Letter of Participation
 1. Assessment is limited to verification of learners' presence at the time and place at which the activities leading to the Non-Credit Letter of Participation are offered.
 2. Normally consist of fewer than 50 expected hours of *Learning Activities*.
 - ii. Non-credit learning opportunities leading to a Non-Credit Letter of Completion

1. Assessment is limited to verification of learners' presence at the time and place at which the activities leading to the Non-Credit Letter of Completion are offered; and verification that the learner has completed all tasks assigned as part of the Non-Credit Letter of Completion.
 2. Normally consist of fewer than 50 expected hours of *Learning Activities*.
- iii. Non-credit learning opportunities leading to a Non-Credit Letter of Proficiency
1. Assessment is limited to verification of learners' presence at the time and place at which the activities leading to the Non-Credit Letter of Proficiency are offered; and verification that the learner has achieved an acceptable level of performance in completing all tasks assigned as part of the Non-Credit Letter of Proficiency.
 2. Normally consist of fewer than 50 expected hours of *Learning Activities*.
- b. Non-Credit Program Certificates
- i. Non-credit learning opportunities leading to a Non-Credit Program Certificate consist of more than one discrete set of *Learning Activities*, thoughtfully organized into a coherent program of learning in a given area.
 1. Assessment is limited to verification of learners' presence; and demonstrated achievement of program certificate learning outcomes and/or competencies.
 2. Normally consist of a minimum of 150 expected hours of *Learning Activities*.
 - ii. Non-credit learning opportunities leading to a Non-Credit Program Microcertificate bear similar characteristic of a Non-Credit Program Certificate in terms of a coherent program of learning in a particular area, but offer additional choice and flexibility for the learner by virtue of a shorter duration of required *Learning Activities*.
 1. Assessment is limited to verification of learners' presence; and demonstrated achievement of program certificate learning outcomes and/or competencies.
 2. Normally consist of a minimum of 50 expected hours of *Learning Activities*.
- 2) 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.

- a. The formal title of any Non-Credit Letter of Participation, Non-Credit Letter of Completion, Non-Credit Letter of Proficiency, Non-Credit Program Certificate, or Non-Credit Program Microcertificate must include the *Non-Credit Credential* category to which it belongs.
- 3) The University and/or its Faculties shall not offer or approve non-credit courses of study, courses of instruction, courses of education, or other non-credit offerings except as permitted by this policy or other policies of Senate.
 - 4) Establishment Criteria
 - a. In order to be considered for Senate approval or Faculty-level approval pursuant to authority delegated by Senate specified in section 6.b. of this policy, 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, and articulate the competencies and program outcomes to be achieved;
 - v. Be operationally viable, as determined by the Dean(s) of the responsible Faculty or Faculties, or the Director of Continuing Education.
 - b. For Non-Credit Program Certificates and Non-Credit Program Microcertificates, in addition to the criteria listed in section 4.a., such proposals must include an outline of the process for learner appeals.
 - 5) Units that May Propose *Non-Credit Credentials*
 - a. *Non-Credit Credentials* must be proposed by one or more Faculty, or by UBC Extended Learning. Administrative units may partner with the Faculties or UBC Extended Learning to jointly develop and deliver *Non-Credit Credentials*; however, Faculties or UBC Extended Learning will be responsible for the *Non-Credit Credentials* being proposed in such partnerships.
 - 6) Approval of *Non-Credit Credentials*

- a. Non-Credit Program Certificates and Non-Credit Program Microcertificates require the approval of the proposing Faculty or Faculties, or UBC Extended Learning; Senate Curriculum Committee; and Senate.
 - b. The authority to approve Non-Credit Letters is delegated by Senate to the Faculties and UBC Extended Learning. Faculties and UBC Extended Learning may exercise the delegated authority to approve Non-Credit Letters only where the requirements of this policy and any other applicable Senate policies are satisfied.
 - c. Upon approval of any Non-Credit Letters pursuant to section 6.b. of this policy, Faculties or UBC Extended Learning shall provide notice of the approved Non-Credit Letter 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 of Governors.
 - e. Senate retains the authority to discontinue any *Non-Credit Credential* notwithstanding any delegation of authority in this policy.
- 7) Inclusion in Academic Calendar
- a. Programs leading to all *Non-Credit Credentials* shall not be included in the Academic Calendar. A separate catalogue of these learning opportunities may be developed.
- 8) Administrative Responsibility
- a. Administrative responsibility for *Non-Credit Credentials* shall be held by the proposing Faculty or Faculties, or UBC Extended Learning.
- 9) Learner Rights and Responsibilities
- a. A learner in *Non-Credit Credential* programming shall not be considered a student as defined in the *University Act*, RSBC 1996, c 468, unless the learner 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. Learners in *Non-Credit Credential* programming shall not be registered as students, and do not have the rights and responsibilities of students.

- b. Units proposing *Non-Credit Credentials* may establish regulations applicable to learners 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 1 of this policy.
- 10) Recognition of Completion of *Non-Credit Credentials*
- a. Upon successful completion of a *Non-Credit Credentials*, learners may be provided with a document recognizing completion. Any such document must comply with [GA7: Brand Identity Policy](#).
 - 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 *Non-Credit Credential* must comply with the approved template.
 - c. The document provided in recognition of completion of any *Non-Credit Credential* 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, Faculties, or UBC Extended Learning, and is not conferred by Senate. The document should be signed by the Dean of one or more of the offering Faculties or a person designated by the Dean; or the Director of Continuing Education for UBC Extended Learning.
 - e. Participants in *Non-Credit Credentials* do not have their credentials conferred at Convocation.
- 11) Application of Completed *Non-Credit Credentials* Towards Further Programming
- a. A completed Non-Credit Letter of Participation, Non-Credit Letter of Completion, Non-Credit Letter of Proficiency, and Non-Credit Microcertificate may be applied towards satisfaction of the requirements of Non-Credit Program Certificates, if so approved by Senate.
- 12) Reporting
- a. Faculties or units offering *Non-Credit Credentials* must report annually to the Office of the Provost and Vice-President Academic on enrolment in those programs.

Calendar Statement:

There are no calendar statements under this policy.

Consultations:

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

Standing Committees of Senate

Academic Policy

Admissions

Curriculum

Enrolment Services

Office of the Provost and Vice-President Academic

Office of the Vice-President, Students

Deans of UBC Vancouver Faculties

Vantage College

Alma Mater Society

Graduate Students Society

Office of the University Counsel

University Librarian

Ceremonies & Events

Director of Continuing Education

UBC Extended Learning

Sauder School of Business

Continuing Business Studies

Executive Education

Real Estate Division

UBC Centre for Teaching, Learning and Technology

History:

This is the first version of this policy for the Vancouver Campus.

Related Policies:

V-127: *Diploma Programs*

V-128: *Academic-Credit Certificate Programs*