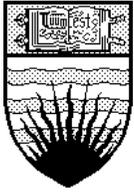


THE UNIVERSITY OF BRITISH COLUMBIA



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.