SUBJECT	Approval of Curriculum and Fees for Non-Credit Credentials
SUBMITTED TO	Learning & Research Committee
MEETING DATE	June 14, 2023
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	For information only - No action requested
LEAD EXECUTIVE	Gage Averill, Provost and Vice-President Academic, UBC Vancouver
SUPPORTED BY	Rehan Sadiq, Provost and Vice-President Academic, UBC Okanagan Simon Bates, Vice-Provost and AVP Teaching & Learning *pro tem,* UBC Vancouver Heather Berringer, Associate Provost, Academic Operations and Services, UBC Okanagan

PRIOR SUBMISSIONS

The Learning & Research Committee discussed this item previously in March 2023 through a verbal presentation and discussion.

EXECUTIVE SUMMARY

Across both campuses, there is significant, and growing, activity to develop and offer non-credit credentials to bring UBC expertise and excellence to a wider group of learners. These learners seek career, professional or lifelong learning courses and programs that are flexible in their mode of delivery, modular in their design and 'stackable' towards larger credentials or as recognition of prior learning. UBC Vancouver has a history of non-credit certificate programs to support these goals, but in the past few years there has been a growing focus on both campuses for smaller quanta of learning activities – 'micro-credentials' -- offered remotely or in hybrid mode that better fit with the personal and career responsibilities of professional and life-long learners. There is substantial activity in the space across many faculties at both campuses already, with more programs planned in response to both internal and Ministry-provided funding support for micro-credential development.

Such non-credit programming competes for learners in an increasingly crowded space, with both traditional and non-traditional providers operating. Agility in the development cycle and speed to market is critically important, especially in rapidly-evolving areas, e.g., tech and data science, where there is an opportunity to support not just career development but re-skilling and upskilling in increasingly-digital occupations. Both campuses have been successful in recent years in obtaining more than $2M grant funding from the Ministry of Post-Secondary Education and Future Skills for development of such programs. The Ministry expectation of timelines for these programs is aggressive; usually 2-3 months from grant award to first offering. There are now 47 UBC non-credit offerings within a new Ministry registry of eligibility for seat funding under their Future Skills Grant initiative[1], indicative of both the breadth and quality of our programming for non-credit learners.

This area represents an emerging under-tapped route for revenue growth. The current portfolio of non-credit offerings already generates tens of millions of dollars annually; a modest lift in registrants anticipated through the Future Skills Grant pilot phase this year, just 10 extra learners per approved course per year, generates approximately $2M in additional gross revenue to faculties and units.

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[1] https://www.educationplannerbc.ca/plan/finance/future-skills-grant

The Board exercises its authority to approve credit-based programs and courses through its standing committees: the Finance Committee has been delegated the authority to approve fees, and the Learning & Research Committee has been delegated the authority to approve curriculum as recommended by the Senates. This proposal requires no change to that process for credit offerings, but relates instead to non-credit career, personal and professional learning opportunities, that have to this point not come before Board for consideration of fees or curriculum.

The reason for this is that until recently, there have not been Senate policies in place to govern the approvals of learning activities and curriculum associated with such non-credit credentials. On the Vancouver campus, with the longer history of non-credit offerings, Faculties (and Extended Learning) developed non-credit programming without any requirement for approval of the program through Senate, though some non-credit certificates were reported for information. This policy gap has been rectified with the development and approval of policies for each Senate, O-129 and V-129, respectively, provided as supplementary materials for information.

As noted above, agility to reach learner audiences is critical in this space; learners will simply not wait many months or years for short, flexible offerings that are 'in development' and will turn to other providers. In order to support this agility, we are requesting that the Governance Committee recommend to the Board of Governors:

(1) Delegated authority for approval of fees for non-credit programming, including certificates and micro-certificates. The Provost on each campus is best positioned to exercise this delegated authority; a revised version of the budget approval form currently in use for credit program planning can be used, along with fees from peer comparator programs where they exist.

(2) Delegated authority for approval of curriculum for non-credit programming to the Senate(s) of each campus, for those credentials requiring Senate approval, as set out in the respective Senate policies, V-129 and O-129.

Approvals for all non-credit credentials would be reported to the Board on an annual basis for information.

Fundamentally, these offerings are different to the usual program / course fee and curriculum approvals that Board Finance and Learning and Research Committees would normally receive for credit offerings; there is not the expectation for student consultation on fees for certificates or micro-certificates, and fees for all non-credit offerings are determined by market need through competitor analysis and labor market evaluation.

An alternative to delegation of authority to approve would be to consider expedited e-votes. Feedback from academic Faculties with significant offerings in this space has consistently been to seek the shortest possible path length to approval (and hence, offering) of these non-credit programs, so as to support their goals of bringing UBC expertise to non-credit learners in an agile manner that maintains and enhances the University's standing in this area of growing activity and high priority for the Ministry.

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Policy V-129 Non-Credit Credentials
2. Policy O-129 Non-Credit Credentials

THE UNIVERSITY OF BRITISH COLUMBIA
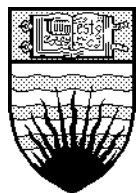
SENATE POLICY: V-129

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

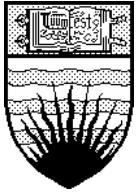UBC Centre for Teaching, Learning and Technology

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*

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.

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[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 otherwised 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.