

Policy No.	Officer Responsible		
<b>S2015-05</b>	<b>Vice-President Academic and Provost</b>		
Policy Name			
<b>Credential and Course Criteria</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>B</b>	<b>March 2022</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>October 2015</b>	<b>March 2019</b>	<b>B.108 Credit and Non-Credit Courses</b> <b>S2003-03 Academic Standing</b> <b>S2017-04 Graduation</b> <b>S2013-01 Transfer Credit</b>	

## 1 PURPOSE

This policy outlines the requirements for credentials including definitions of the various credentials, definition of a credit hour, and definitions of course level and numbering.

## 2 REQUIREMENTS FOR CREDENTIALS

2.1 Below are outlined the minimum requirements for credentials offered at Capilano University.

### 2.2 Citation

2.2.1 Six (6) credits.

2.2.2 Approved only with special authorization of the Vice-President Academic and Provost.

### 2.3 Certificate

2.3.1 Fifteen (15) credits, including Cap Core curriculum requirements.

2.3.2 Three (3) credits of English (ENGL) or Communications (CMNS) courses.

### 2.4 Diploma

2.4.1 Sixty (60) credits, including Cap Core curriculum requirements.

2.4.2 Six credits (6) of English (ENGL) and/or Communications (CMNS) courses.

### 2.5 Associate Degree

2.5.1 As defined by the Ministry of Advanced Education, Skills & Training.

## 2.6 Baccalaureate Degree

- 2.6.1 A minimum of one hundred twenty (120) credits, including Cap Core curriculum requirements.
- 2.6.2 ENGL 100 within the first thirty (30) credits.
- 2.6.3 A minimum of three (3) additional credits in English (ENGL) or Communications (CMNS) courses other than ENGL 100.
- 2.6.4 Three (3) credits in a Quantitative/Analytical course.
- 2.6.5 A minimum of twenty-four (24) credits outside of degree program or major requirements, which include courses used to satisfy the Quantitative/Analytical and English language, and Cap Core requirements.
- 2.6.6 Forty-five (45) upper-level credits.
- 2.6.7 Honours requires the completion of the degree program or major requirements as well as, at a minimum, an additional six (6) credits of project-based research or an honours thesis and an upper-level CGPA of 3.50.
- 2.6.8 Majors require the completion of a minimum of thirty (30) upper-level credits in the major subject or field of study.
- 2.6.9 Minors require the completion of a minimum of fifteen (15) upper-level credits in the minor subject or field outside of a student's honours, major, or degree program areas. Minors can be attached to any bachelor's degree.
- 2.6.10 Concentrations require the completion of a minimum of twelve (12) upper-level credits within the major or degree program and represent an increased focus on a particular area of study.
- 2.6.11 Joint major programs require the completion of a minimum of thirty (30) upper-level credits in the joint major subjects. Programs may be combined within a Faculty or across Faculties; however, the overall degree requirements of at least one Faculty must be met.
- 2.6.12 Major/minor programs require the completion of the major requirements of one subject or field of study and the minor requirements of another subject or field of study within a single degree. Programs may be combined within a Faculty or across Faculties; however, the overall degree requirements of at least one Faculty must be met. This may require the completion of more than 120 credits.
- 2.6.13 Double major programs require the completion of the major requirements of each of the two subjects or fields within a single degree. Programs may be combined within a Faculty or across Faculties; however, the overall degree requirements of at least one Faculty must be met. This may require the completion of more than 120 credits.
- 2.6.14 Double minor programs require the completion of the minor requirements of each of the two subjects or fields within a single degree. Programs may be combined within a

Faculty or across Faculties; however, the overall degree requirements of at least one Faculty must be met. This may require the completion of more than 120 credits.

## 2.7 Post-baccalaureate Certificate

2.7.1 Fifteen (15) upper-level credits.

2.7.2 Completion of a baccalaureate degree that is normally in a different discipline.

2.7.3 Must not include a concentration or a minor.

## 2.8 Post-baccalaureate Diploma

2.8.1 Thirty (30) upper-level credits.

2.8.2 Completion of a baccalaureate degree that is normally in a different discipline.

2.8.3 May include a concentration or a minor.

## 2.9 Graduate Certificate

2.9.1 Fifteen (15) graduate-level credits.

2.9.2 Completion of a baccalaureate degree that is normally in the same or a similar discipline.

## 2.10 Graduate Diploma

2.10.1 Thirty (30) graduate-level credits.

2.10.2 Completion of a baccalaureate degree that is normally in the same or a similar discipline.

### **3 CREDIT HOUR**

Normally, a credit hour is defined as one (1) hour of instruction per week over a 15-week period.

### **4 TIMELINES**

#### 4.1 Credential Requirements

4.1.1 Programs have until their next program review or three (3) years from October 2015 (the original policy approval date), whichever comes first, to align with this policy.

#### 4.2 Cap Core Requirements

4.2.1 The timeline for implementation of Cap Core requirements for certificates and diplomas is approved by Senate.

### **5 COURSE LEVEL AND NUMBERING**

5.1 It is expected that individual courses include student learning outcomes reflective of the appropriate level of attainment as set out in Bloom's Taxonomy or similar framework. The

first digit of the course number (e.g. 1xx) indicates the defined course level.

## 5.2 Preparatory courses (0xx)

5.2.1 These courses assist students to develop the necessary knowledge and skills to meet the requirements for university-level work. Credits for pre-university courses do not count toward diploma and degree programs.

## 5.3 Lower-level courses (1xx or 2xx)

5.3.1 5.3.1 These courses develop the knowledge, skill base, and educational maturity necessary for increasingly independent and advanced work at the upper level.

5.3.2 Prerequisites may include completion of specific courses and/or a specific number of accumulated university-level credits.

## 5.4 Upper-level / post-baccalaureate courses (3xx or 4xx)

5.4.1 These courses require a level of educational maturity that allows for more independent, advanced, and/or in-depth work than at the lower level. These courses are characterized by a structure that allows for a variety of approaches to the subject matter, a wide range of course material, and an emphasis on independent work in the laboratory, library, studio, field, community, or workplace.

5.4.2 Upper-level courses strongly emphasize comprehension, analysis, synthesis, evaluation, and application of knowledge and skills. Students are expected to accept increasing responsibility for their own learning both inside and outside the classroom.

5.4.3 Prerequisites may include completion of specific courses and/or a specific number of accumulated university-level credits.

## 5.5 Graduate-level courses (5xx or 6xx)

5.5.1 These courses are intended for students in programs that require completion of a baccalaureate degree for admission. These courses build on knowledge and skills developed in the undergraduate program.

## 5.6 Numbering

5.6.1 Course numbers are assigned at the discretion of the Registrar's Office in consultation with the department.

## **6 CREDENTIAL NOMENCLATURE**

6.1 Credentials will be identified before any areas of specialization.

### 6.2 Citations, Certificates and Diplomas

6.2.1 Credentials of this type will be named as follows:

6.2.2 Citation in [PROGRAM NAME]

6.2.3 Certificate in [PROGRAM NAME]

6.2.4 Diploma in [PROGRAM NAME]

6.2.5 When appropriate, the program name will be followed by an ~~em~~ dash and the field of study.

E.g. Certificate in Early Childhood Care and Education – Infant and Toddler, Diploma in Human Kinetics – Exercise Science.

### 6.3 Associate Degrees

6.3.1 Credentials of this type will be named as follows:

6.3.2 Associate of [PROGRAM NAME] – [Field of Study]

E.g. Associate of Science – Biology.

### 6.4 Baccalaureate Degrees

6.4.1 Credentials of this type will be named as follows:

6.4.2 Bachelor of [PROGRAM NAME]

6.4.3 When appropriate, the program name will be followed by an ~~em~~ dash and the field of study.

E.g. Bachelor of Music in Jazz Studies – Education.

### 6.5 Concentrations, Minors and Majors

6.5.1 Credentials that are accompanied by a concentration, minor or major will be named as follows:

6.5.2 Bachelor of [PROGRAM NAME] with a [CONCENTRATION, MINOR or MAJOR] in [CONCENTRATION, MINOR or MAJOR].

E.g. Bachelor of Business Administration with a Concentration in Human Relations.

### 6.6 Post-Baccalaureate Certificates and Diplomas

6.6.1 Credentials of this type will be named as follows:

6.6.2 Post-Baccalaureate Certificate in [PROGRAM NAME]

6.6.3 Post-Baccalaureate Diploma in [PROGRAM NAME]

E.g. Post-Baccalaureate Diploma in North American Business Management.

### 6.7 Graduate Certificates and Diplomas

6.7.1 Credentials of this type will be named as follows:

6.7.2 Graduate Certificate in [PROGRAM NAME]

6.7.3 Graduate Diploma in [PROGRAM NAME]

E.g. Graduate Diploma in International Management.