

 <b>CAPILANO UNIVERSITY</b>		<b>PROCEDURE</b>	
Procedure No.		Officer Responsible	
<b>S2024-01-01</b>		<b>Vice President Academic &amp; Provost</b>	
Procedure Name			
<b>Programs of Study Outcomes</b>			
Policy This Procedure is Under			Date of Next Policy Review
<b>S2024-01 Programs of Study Outcomes</b>			<b>January 2027</b>
Date Issued	Date Revised	Date in Effect	Related Policies
January 9, 2024	NEW	September 1, 2024	<b>B.106 Program and Course Approval and Change</b> <b>B.108 Credit and Non-Credit Courses</b> <b>S2003-03 Academic Standing</b> <b>S2011-02 Posthumous Credential</b> <b>S2017-04 Graduation</b> <b>S2013-01 Transfer Credit</b> <b>S2020-02 Course Numbering and Credit Level</b>

## 1. PURPOSE

S2024-01-01 Programs of Study Outcomes Procedure (“the Procedure”) supports S2024-01 Programs of Study Outcomes Policy by establishing the minimum criteria and standards for all Senate-approved Academic Credentials at Capilano University (“the University”).

## 2. DEFINITIONS

An “**Academic Credential**” is a document provided as evidence of learning based on the successful completion of a recognized and credit-based Program of Study.

A “**Baccalaureate Specialization**” is a documented recognition of student success within a distinct grouping of undergraduate courses that reflect varying depths of study within a defined field of study. A student may earn a baccalaureate degree without a Baccalaureate Specialization, but a student cannot earn a Baccalaureate Specialization without a baccalaureate degree.

“**Laddering**” is a Senate-approved relationship between two CapU Programs of Study leading to Academic Credentials. Laddering is based on intentional curricular design and program learning outcomes. It permits CapU students progressing from one Academic Credential Program of Study to another to receive specific pre-established advanced standing without the need for course-by-course assessments.

A “**Program of Study**” is an integrated group of courses or learning activities leading to student learning outcomes in a defined field of study. A Program of Study can be linked to no more than one Academic Credential and/or one Baccalaureate Specialization from the University.

**3. ACADEMIC CREDENTIAL TYPES**

3.1 This section establishes the minimum requirements that a student must successfully complete in a Program of Study to be awarded an Academic Credential. Unless otherwise noted, credit refers to courses at the 100-level or higher as per S2020-02 Course Numbering and Credit Level policy.

<b>Type of Academic Credential</b>	<b>Minimum requirements that a student must successfully complete in a Program of Study to be awarded the associated Academic Credential</b>
preparatory citation	Minimum of six (6.0) preparatory-level credits
undergraduate citation	Minimum of six (6.0) undergraduate-level credits
preparatory certificate	Minimum of fifteen (15.0) preparatory-level credits
undergraduate certificate	Minimum of fifteen (15.0) undergraduate-level credits
post-baccalaureate certificate	Minimum of fifteen (15.0) upper-level undergraduate credits
graduate certificate	Minimum of fifteen (15.0) graduate-level credits
undergraduate diploma	Minimum of sixty (60.0) undergraduate credits including six (6.0) credits of courses with the CMNS and/or ENGL subject code(s)
post-baccalaureate diploma	Minimum of thirty (30.0) upper-level undergraduate credits
graduate diploma	Minimum of twenty-four (24.0) graduate-level credits
associate degree	Minimum of sixty (60.0) lower-level undergraduate credits in alignment with provincially determined requirements
baccalaureate degree	Minimum of one hundred and twenty (120.0) undergraduate-level credits and baccalaureate degree requirements established in section 5
master’s degree	Minimum of thirty (30.0) graduate-level credits

**4. BACCALAUREATE SPECIALIZATION TYPES**

4.1 This section establishes the minimum upper-level credit requirements that a student must successfully complete in a Program of Study to be awarded a Baccalaureate Specialization within a defined field of study. Programs of Study leading to a Baccalaureate Specialization may also include lower-level course requirements.

Type of Baccalaureate Specialization	Minimum requirements that a student must successfully complete in a Program of Study to be awarded a Baccalaureate Specialization
major	Minimum of thirty (30.0) upper-level credits within a defined field of study
honours <sup>1</sup>	Minimum of thirty (30.0) upper-level credits within a defined field of study, a minimum of an additional six (6.0) credits of project-based research, and/or an honours thesis; upper-level GPA of 3.33 or higher
concentration	Minimum of twelve (12.0) upper-level credits within a defined field of study related to the focal discipline(s) of the student's primary Program of Study
minor	Minimum of fifteen (15.0) upper-level credits within a defined field of study outside the focal discipline(s) of the student's primary Program of Study
combined major	Minimum of thirty-six (36.0) upper-level credits within two defined fields of study

- 4.3 A double-minor option, within the context of either the Bachelor of Arts Degree Framework or the Bachelor of Science Degree Framework, provides students with the opportunity to earn a BA or BSc degree through the completion of two Programs of Study leading to minors, in accordance with the Senate-approved [Minors Framework](#).
- 4.4 A double-major option, within the context of either the Bachelor of Arts Degree Framework or the Bachelor of Science Degree Framework, provides students with the opportunity to earn a BA or BSc degree through the completion of two Programs of Study leading to majors.
- 4.5 The double-minor and double-major options are not direct-entry Programs of Study. External applicants do not apply for admission to these multi-program options. The double-minor and double-major options represent paths of study that a student may have the option to complete.

## 5. BACCALAUREATE DEGREE REQUIREMENTS

- 5.1 All students enrolled in Programs of Study leading to baccalaureate degrees must satisfy the minimum baccalaureate degree requirements stated below. The baccalaureate degree requirements include the Cap Core general education framework and associated learning outcomes.<sup>2</sup> Students must satisfy these requirements in addition to program-specific and

<sup>1</sup> An honours Baccalaureate Specialization should not be conflated with term honours and graduation honours described in [S1989-02: Academic Honours Policy](#)

<sup>2</sup> Approved by Senate, Cap Core originally applied to all Programs of Study leading to an Academic Credential at CapU. The Cap Core learning outcomes were approved by Senate on May 9, 2017. On November 5, 2019, Senate approved the modification of

framework-specific requirements that may also be applicable.

<b>I. University CMNS/ENGL requirement: 3.0 credits</b>
3.0 credits of undergraduate-level CMNS or ENGL, coursework excluding ENGL 100
<b>II. Cap Core requirement: 30.0 credits</b>
<p>Foundation: 6.0 credits in the first 30.0 credits</p> <ul style="list-style-type: none"> <li>○ Literacy: 3.0 credits of ENGL 100</li> <li>○ Numeracy: 3.0 credits from the Senate-approved list of courses<sup>3</sup></li> </ul> <p>Integration or Minor: 18.0 credits</p> <ul style="list-style-type: none"> <li>○ Culture and Creative Expression: 3.0 credits</li> <li>○ Science and Technology: 3.0 credits</li> <li>○ Self and Society: 3.0 credits</li> <li>○ Discretionary Integration courses: 9.0</li> </ul> <p>The Integration requirement is waived for a student who earns a minor via a secondary Program of Study that requires at least 18.0 total credits.</p> <p>Professional Practice: 6.0 credits in the final 90.0 credits</p> <ul style="list-style-type: none"> <li>○ Experiential: 3.0 credits</li> <li>○ Capstone: 3.0 credits</li> </ul>
<b>III. University breadth requirement: 24.0 credits</b>
24.0 credits in disciplines outside of the primary Program of Study's focal discipline(s)
<b>IV. Upper-level requirement: 45.0 credits</b>
45.0 credits in courses at the 300- and/or 400-level
<b>V. Total undergraduate-level requirement: 120.0 credits</b>
120.0 credits in courses at the 100-, 200-, 300- and/or 400-level

5.2 Coursework that contributes to the fulfillment of one of the five university-wide baccalaureate degree requirements (I, II, III, IV, and V as above) may also be used to contribute to the fulfillment of one or more of the other four baccalaureate degree requirements. For example, coursework that contributes to the fulfillment of the Cap Core requirement may also be used to fulfill the University CMNS/ENGL, University breadth, upper-level, and/or total undergraduate-level requirements.

5.3 Coursework that contributes to the fulfillment of university-wide baccalaureate degree requirements may also be used to contribute to the fulfillment of program-specific and framework-specific requirements (e.g., the Bachelor of Arts Degree Framework and the Bachelor of Science Degree Framework).

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Cap Core such that it exclusively applies to all Programs of Study leading to a baccalaureate degree and non-degree Programs of Study Laddering into baccalaureate degrees (see section 6).

<sup>3</sup> The Senate-approved list includes all courses with numeracy, quantitative/analytical or joint numeracy quantitative/analytical designations.

## **6. LADDERING AND ACADEMIC CREDENTIAL PROGRAMS OF STUDY**

- 6.1 Laddering is distinct from the inter-university action of transferring, such as block transfer agreements established between post-secondary institutions and course-by-course transfer requests.
- 6.2 In a Laddering context, coursework requirements for the lower-rung Program of Study ensure that all alumni of the lower-rung Program of Study will, if admitted, be able to progress through the upper-rung Program of Study without being required to complete “missing” or “incomplete” requirements. Based on the lower-rung Program of Study’s program learning outcomes, Laddering students should be as prepared for success in the upper-rung Program of Study as non-Laddering students sharing the same advanced standing.
- 6.3 If the upper-rung Program of Study leads to a baccalaureate degree, then the lower-rung Program of Study (such as one that leads to a certificate or diploma) must incorporate essential baccalaureate degree requirements that are indicative of students of the specific pre-established advanced standing.
- 6.4 Programs of Study with a Senate-approved Laddering relationship are exempt from the “second credential” stipulation within [S2017-04 Graduation Policy](#).
- 6.5 Senate-approved Laddering options will be conveyed to students and prospective students via the University website and calendar.

## **7. AWARDING OF ACADEMIC CREDENTIALS**

With the approval of the Senate, Academic Credentials are awarded through the Registrar’s Office following a graduation assessment.

## **8. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE**

The Director, Academic Planning and Quality Assurance, is responsible for managing and administering this procedure.