

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.108	President		
Policy Name			
Credit and Non-Credit Courses			
Approved by	Replaces	Category	Next Review
Board	Memo 15	C	March 2023
Date Issued	Date Revised	Related Policies, Reference	
March 2018			

1. PURPOSE

- 1.1. Capilano University offers both credit and non-credit courses. Credit and non-credit courses differ in purpose, scope, length, target audience, and in approval procedures.
- 1.2. This policy describes credit and non-credit courses.

2. CREDIT COURSES

- 2.1. Capilano University credit courses are listed in the University Calendar, and registration in these courses is open to qualified members of the general public. Enrolment into credit courses requires prior acceptance into Capilano University.
- 2.2. Curriculum content and academic standards are defined for all credit courses according to S2009-06 Course Outline and Course Approval Policy, and students receive a final grade based on their academic performance as determined according to S2017-01 Grading Profile Policy.
- 2.3. Students are issued Capilano University transcripts to document their achievement in credit courses. On successful completion of a program, students may apply for a credential according to S2017-04 Graduation Policy.

3. NON-CREDIT COURSES

- 3.1. Capilano University offers non-credit courses in a wide variety of subjects. Registration in such courses is open to the general public. Completion of a non-credit course may lead to a Certificate of Completion. Non-credit courses do not satisfy credential requirements for credit programs offered at Capilano University.
- 3.2. Enrolment into non-credit courses does not require acceptance into Capilano University.