

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2020-01</b>	<b>Vice-President, Academic and Provost</b>		
Policy Name			
<b>Academic Credentials</b>			
Approved by	Replaces	Category	Next Review
	<b>S2015-05 Credential and Course Criteria</b>	<b>B</b>	<b>May 2023</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>May 12, 2020</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>	

## 1 PURPOSE

This policy provides a framework for the approval and monitoring of Senate-approved academic programs offered by Capilano University (University), establishing minimum criteria required for the awarding of the University’s academic credentials.

## 2 DEFINITIONS

“**Credential**” is a Senate-approved body of academic work. The credential is awarded to students who have completed the requirements of a recognized citation, certificate, diploma, or degree program.

“**Credit Hour**” is normally defined as a minimum of one hour of instruction per week over a fifteen (15) week period.

“**Program**” is a Senate-approved defined set of courses and requirements offered as a credential.

### 3 SCOPE

This policy applies to all academic credentials offered by Capilano University.

### 4 POLICY STATEMENT

In accordance with the *University Act*, Capilano University Senate approves the requirements for academic programs leading to a credential.

### 5 CREDENTIAL TYPES

Credential Type	Credits Required
Citation	Minimum of six (6) credits.
Certificate	Minimum of fifteen (15) credits.
Diploma	Minimum of sixty (60) credits including six (6) credits of English (ENGL) and/or Communications (CMNS) courses.
Associate Degree	Minimum of sixty (60) credits, and meets the requirements set out by the Ministry of Advanced Education, Skills and Training.
Baccalaureate Degree	Minimum of one hundred and twenty (120) credits in a defined program of study, including: Cap Core curriculum requirements; English 100 and an additional three (3) credits of English (ENGL) or Communications (CMNS) courses; three (3) credits in a Senate-approved quantitative/analytical course; twenty-four (24) credits outside of the major or degree program; forty-five (45) upper-level credits.
Post-baccalaureate Certificate	Minimum of fifteen (15) upper-level credits and completion of a baccalaureate degree that is normally in a different field of study.
Post-baccalaureate Diploma	Minimum of thirty (30) upper-level credits, and completion of a baccalaureate degree that is normally in a different field of study.
Graduate Certificate	Minimum of fifteen (15) graduate-level credits, and completion of a baccalaureate degree that is normally in a related subject area.
Graduate Diploma	Minimum of thirty (30) graduate-level credits, and completion of a baccalaureate degree that is normally in the same field of study.
Master's Degree	Minimum of thirty (30) graduate-level credits, and completion of a baccalaureate degree with high academic standing.

## 6 MAJORS, MINORS, HONOURS AND CONCENTRATIONS

- 6.1 Students may complete a major, minor, or concentration as an approved program of study within a Baccalaureate or Baccalaureate Honours Degree; a concentration may also be completed in a Post-Baccalaureate Diploma. Combined programs (double-minor, double-major, minor-major) may incorporate components from within a single Faculty or multiple Faculties; however, the overall degree requirements of at least one Faculty must be met. Meeting these requirements may require the completion of more than one hundred and twenty (120) credits.
- 6.2 Concentrations, minors, majors, and honours reflect varying depths of study at the upper-level within a defined field of study with varying credit requirements in lower-level courses as follows:

Type	Credit Requirements
Minor	Minimum of fifteen (15) upper-level credits within a defined area of study outside of a student's honours, major or baccalaureate degree program.
Major	Minimum of thirty (30) upper-level credits within a defined field of study.
Concentration	Minimum of twelve (12) upper-level credits within a defined field of study in a student's honours, major, baccalaureate degree program, or post-baccalaureate diploma.
Major-Minor	Consists of the major requirements of one subject and the minor requirements of another subject within the framework of a single degree.
Double Minor	Consists of the minor requirements of each of two subjects within the framework of a single degree.
Double Major	Consists of the major requirements of each of two subjects within the framework of a single degree.
Joint Major	Consists of a minimum of thirty (30) credits of upper-level study in the joint major subjects.
Honours Baccalaureate	Consists of completion of the degree program or major requirements, a minimum of an additional six (6) credits of project-based research and/or an honours thesis, and an upper-level cumulative B+ grade average.

## **7 AWARDING OF CREDENTIALS**

Credentials are awarded through the Registrar's Office following a graduation assessment.