

## University of Calgary Non-Credit Credentials Framework - DRAFT

Approval	Internal Unit Approval	Internal Unit Approval
<b>Credential / Nonenclature</b>	<b>Certificate of Attendance</b> (Examples: Workshop, seminar, evening course, lecture, presentation)	<b>Certificate of Recognition/Completion/Participation</b> (Examples: Class, course, short program series)
<b>Credential Type</b>	Faculty / Unit Credential	Faculty / Unit Credential
<b>Delivery</b>	Educational Unit or Faculty	Educational Unit or Faculty
<b>Hours</b>	Variable, typically 1/2 day or more	Typically up to 99 hours
<b>Assessment</b>	No	Typical and encouraged
<b>Length of Program</b>	Variable, typically 1 day or less	Variable - targeted to part-time studies
<b>Approval Process</b>	Faculty / Unit	Faculty Council / Unit
<b>Review Process</b>	Reviewed on regular cycle in Faculty / Unit	Reviewed on regular cycle in Faculty / Unit
<b>Typical Entrance</b>	Variable (may be none)	Variable
<b>Admission Process</b>	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)
<b>Tuition</b>	Variable (May be none)	Variable
<b>Ladder/Transfer</b>	May ladder into other professional learning programs Does not ladder into credit programs	May ladder into other professional learning programs Does not ladder into credit programs
<b>Transcripts/Student Record</b>	Non-credit transcript is available. Does not appear on credit transcripts A student record is kept in non-credit registration system (Destiny One). Attendance and, if appropriate, Continuing Professional Education Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Destiny One). Attendance, and, if appropriate, grades and Continuing Professional Educational Units (CPEU's) are recorded.
<b>Parchments</b>	Delivery Unit*/ Faculty uses a standard University of Calgary template to create a certificate if one is awarded	Delivery Unit* / Faculty uses a standard University of Calgary template to create a certificate if one is awarded
<b>Convocation</b>	Does not participate in convocation. Some programs may offer a learning recognition ceremony	Does not participate in convocation. Some programs may offer a learning recognition ceremony

\* Delivery Unit refers to any unit teaching the non-credit program

<b>Approval</b>	<b>General Faculties Council Approval</b>	<b>General Faculties Council Approval</b>	<b>General Faculties Council Approval</b>	<b>General Faculties Council Approval</b>
<b>Credential / Nonenclatu</b>	<b>Professional Certificate</b> (Other names: Non-credit/Continuing Education/Professional Development Certificate)	<b>Professional Diploma</b> (Other names: Non-credit/Continuing Education/Professional Development Diploma)	<b>Professional Executive Certificate</b> (Other names: Non-credit/Continuing Education/Professional Development Executive Certificate)	<b>Professional Executive Diploma</b> (Other names: Non-credit/Continuing Education/Professional Development Executive Diploma)
<b>Credential Type</b>	Institutional Credential	Institutional Credential	Institutional Credential	Institutional Credential
<b>Delivery</b>	Educational Unit or Faculty	Educational Unit or Faculty	Must be offered in conjunction with a Faculty	Must be offered in conjunction with a Faculty
<b>Hours</b>	Typically 100-250 hours	Typically 250+ hours	Typically 100-250 hours	Typically 250+ hours
<b>Assessment</b>	Yes	Yes	Yes	Yes
<b>Length of Program</b>	Variable - targeted to part-time studies, typically 9 months - 2 years part-time	Variable - targeted to part-time studies, typically 2 - 3 years part-time	Variable - targeted to part-time studies, typically 9 months - 2 years part-time	Variable - targeted to part-time studies, typically 2 - 3 years part-time
<b>Approval Process</b>	Faculty Council / Unit or delegated authority; and General Faculties Council Approval Process	Faculty Council/Unit or delegated authority; and General Faculties Council Approval Process	Faculty Council and General Faculties Council Approval Process	Faculty Council and General Faculties Council Approval Process
<b>Review Process</b>	Reviewed on regular cycle in Unit*/Faculty	Reviewed on regular cycle in Unit/Faculty	Reviewed on regular cycle in Faculty	Reviewed on regular cycle in Faculty
<b>Typical Entrance</b>	Variable (prerequisites may be required)	Variable (prerequisites typically required)	Typically an undergraduate degree or equivalent is required for entry	Typically an undergraduate degree or equivalent is required for entry
<b>Admission Process</b>	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)	Application/admission/registration support through the Delivery Unit*/Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)	Application/admission/registration support through the Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)	Application/admission/registration support through the Faculty OR through Continuing Education Shared Service utilizing the non-credit registration system (Destiny One)
<b>Tuition</b>	Tuition is established when the program is approved and may be adjusted by the Delivery Unit*/Faculty. Non-credit programming is cost recovery and may be revenue generating	Tuition is established when the program is approved and may be adjusted by the Delivery Unit*/Faculty. Non-credit programming is cost recovery and may be revenue generating	Tuition is established when the program is approved and may be adjusted by the Faculty. Non-credit programming is cost recovery and may be revenue generating	Tuition is established when the program is approved and may be adjusted by the Faculty. Non-credit programming is cost recovery and may be revenue generating
<b>Ladder/Transfer</b>	May ladder into a Professional Learning Diploma Does not ladder into credit programs	Does not ladder into credit programs	May ladder into a Professional Learning Executive Diploma Does not ladder into credit programs	Does not ladder into credit programs
<b>Transcripts/Student Record</b>	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Desiny One). Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Desiny One). Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Desiny One). Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in non-credit registration system (Desiny One). Grades, and, if appropriate, Continuing Professional Educational Units (CPEU's) are recorded.
<b>Parchments</b>	Parchment is issued through non-credit registration services in Continuing Education	Parchment is issued through non-credit registration services in Continuing Education	Parchment is issued through non-credit registration services in Continuing Education	Parchment is issued through non-credit registration services in Continuing Education
<b>Convocation</b>	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit*, Continuing Education or Faculty.	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit*, Continuing Education or Faculty.	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit*, Continuing Education or Faculty.	Does not participate in convocation. May participate in a graduation ceremony hosted by the Delivery Unit*, Continuing Education or Faculty.