



POLICY AND PROCEDURE STATEMENT

SUBJECT: Program and Course Completion Credentials	CATEGORY: Academic Programming	NO. 114
---	--	-----------------------

PREAMBLE

Saskatchewan Polytechnic issues a number of official documents that indicate completion of or participation in academic programs/or courses.

Criteria for Saskatchewan Polytechnic program/and course completion credentials will assist students and employers in assessing the scope of education and training underlying a Saskatchewan Polytechnic statement, or credential. Identified criteria will also assist faculty in the revision and development of programs.

POLICY

The completion documents for credit programs are applied certificate, certificate, diploma, advanced certificate, degree and post-graduate certificate. The criteria listed below will determine the appropriate credential.¹

The completion documents issued for an individual course or a group of courses that do not qualify as a recognized Saskatchewan Polytechnic program are statement of achievement and statement of attendance.

DEFINITIONS

Saskatchewan Polytechnic offers credit programs as well as course(s) for which no credit units are awarded. Completion documents are awarded based on this distinction.

A. Credit Programs

A program is a defined set of courses and other requirements leading to a completion/graduation document in a specific field of study. For Saskatchewan Polytechnic credit programs, the following credentials are awarded:

Approved by: President & CEO	Sponsored by: Associate Vice President Learning and Teaching	Current Issue Date: January 6, 2016	Page 1 of 4 #114
-------------------------------------	--	--	----------------------------

Applied Certificate: Applied certificates are short programs designed to provide introductory level skills training in a specific application of an occupation.

Certificate: Certificates are programs designed to provide skills training and education leading to entry level employment in a particular occupation. Certificate program learning outcomes are normally found at the basic knowledge and application level. These programs typically correspond to one year of study.

Diploma: Diplomas are programs designed to provide comprehensive and advanced skills training and education leading to entry level employment in a particular occupation. The breadth and depth of training and education lead to the achievement of a higher level of learning and proficiency than a certificate. Graduates are able to apply knowledge, solve problems, undertake analysis, synthesis and evaluation in the area of practice, and they will have begun to explore processes of applied research and/or scholarship. Diploma programs typically correspond to two years of study. Programs with an extended practicum or a cooperative education component will require additional time for completion.

Advanced Certificate: Advanced certificates are short programs designed to build on post-secondary level education or lead to a higher degree of specialization in the same or related field. Program emphasis is placed on achieving advanced levels of learning outcomes.

Post-graduate Certificate: Post-graduate certificates are programs of study that are open only to those who have graduated from a recognized post-secondary institution degree program. These programs are intended to provide specific industry related education and skills training to enhance and complement a previously earned undergraduate degree. Post-graduate certificates will typically correspond to one year of study (30 credit units).

Degree: Degrees are programs designed to provide advanced skills and knowledge at the baccalaureate level. In addition to the applied learning focus which is a hallmark of all Saskatchewan Polytechnic programs, degrees add higher level critical thinking, inquiry and problem solving skills as well as significant depth and breadth to the learning experience at a higher level than the diploma. Saskatchewan Polytechnic degree programs emphasize applied coursework and active learning, particularly at the upper level (years 3 and 4). Degrees will be a minimum of 120 credits.

All credit programs share certain attributes and requirements:

1. All credit programs have a formal assessment of learning or skills application. The pass mark is 60%.
2. All credit programs have practical and theoretical components. These components may be integrated and need not be separate learning experiences.
3. All courses that are part of a credit program must be completed within a required timeframe to ensure program currency and relevancy. Generally, all requirements must be completed within four (4) years for a certificate, five (5) years for a diploma and within seven (7) years for a degree. Some programs may establish different completion timeframes based on accreditation, licensing or industry standards. If students do not complete within the required timeframe, they may be required to retake some courses or take additional courses to meet current requirements.

Approved by: President & CEO	Sponsored by: Associate Vice President Learning and Teaching	Current Issue Date: January 6, 2016	Page 2 of 4 #114
---------------------------------	--	--	------------------------

	Criteria	Prior education requirement	Credit units (minimum)	Length
Credit Programs	Applied Certificate	Program specific, grade varies according to program content	12	180 hours to 749 hours
	Certificate	Program specific, minimum grade 10	45	750 hours to 1599 hours
	Diploma	Program specific, grade 12, or certificate in same field	95	1600 hours and greater
	Advanced Certificate	Applied certificate, certificate, diploma, or degree in same or related field	16	250 hours and greater
	Bachelor (Baccalaureate) Degree	Program specific	120	n/a
	Post-graduate Certificate	Degree	30	450 hours and greater
	Courses	Statement of Attendance	Course specific	n/a
Statement of Achievement		Course specific	n/a	n/a

Notes:

1. For a program credential to be awarded the program must meet both length and credit unit minimums. Degrees will be awarded based on credit units only.
2. All instructional time will be valued equally regardless of delivery method.
3. Calibration of credit units for applied certificates, advanced certificates, certificates and diplomas will be based on a single unit of measure (15 hours instruction = 1 credit unit).
4. All credit units will be full multiples of 1.0 credit unit. Where necessary credits will be rounded off to the nearest full multiple.
5. All credit courses are encouraged to be at least 12 hours in length.
6. A three (3) credit course is encouraged as the standard course length.
7. Other program graduation requirements, such as work experience, that are not part of a course will not have a credit value.
8. The length of certificate, diploma and degree programs may vary slightly depending on graduation requirements, but typically they will be the equivalent of one year, two years or four years of study, respectively.

Approved by: President & CEO	Sponsored by: Associate Vice President Learning and Teaching	Current Issue Date: January 6, 2016	Page 3 of 4 #114
---------------------------------	--	--	------------------------

B. Courses

A course is a defined set of learning outcomes, related learning activities and assessment. For individual courses or a group of courses that do not qualify as a recognized Saskatchewan Polytechnic program, a statement of achievement and/or a transcript or statement of attendance is issued.

1. A **statement of achievement** may be issued upon completion of credit or non-credit courses typically delivered through continuing education for which there is a formal assessment of the student. The credit courses are taken from existing approved Saskatchewan Polytechnic credit programs.
2. A **statement of attendance** may be issued upon completion of non-credit course(s) typically delivered through continuing education for which there is no formal assessment of learning.

AMENDMENT HISTORY

1. Original issue date: January 15, 1992
2. Revision dates: September 12, 2013; January 6, 2016
3. Scheduled review date: January 6, 2021

Approved by: President & CEO	Sponsored by: Associate Vice President Learning and Teaching	Current Issue Date: January 6, 2016	Page 4 of 4 #114
---------------------------------	--	--	------------------------