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| Policy Name | Credentials | | |
| Policy # | 114 | Category | Academic Programming |
| Policy Sponsor(s) | Associate Vice President, Learning and Teaching | Previous Revision Date | July 1, 2020 |
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| Procedures Approved by | Provost and Vice President, Academic | Review Date | See Policy Review Date or as Required |

See the related [POLICY](#).

CREDENTIALS AND STATEMENTS CRITERIA

A. Credentials

1. Credential Admissions, Credits and Length Requirements

| Credential | Prior education requirement | Credit units (range) | Length |
|----------------------------------------|-----------------------------------------------------------------------------------------|----------------------|----------------------------------|
| Certificate of Achievement | Program specific, grade varies according to program content | 3 to 15 | 45 to 225 hours |
| Applied Certificate | Program specific, grade varies according to program content | 16 to 40 | 240 to 600 hours |
| Certificate | Program specific, minimum grade 10 | 41 to 72 | 615 to 1080 hours |
| Diploma | Program specific, grade 12, or certificate in same field | 100 to 135 | 1500 to 2025 hours |
| Advanced Diploma | Program specific, grade 12, or certificate in same field | 140 to 160 | 2100 to 2400 hours |
| Bachelor (Baccalaureate) Degree | Grade 12 plus program specific OR prior post-secondary education plus program specific | 120 to 130 | Typically 8 semesters or 4 years |
| Advanced Certificate | Certificate, diploma, advanced diploma or baccalaureate degree in same or related field | 24 to 45 | 360 to 675 hours |
| Post- Graduate Certificate | Baccalaureate Degree | 30 to 45 | 450 to 675 hours |
| Post-Graduate Diploma | Baccalaureate Degree | 45 to 60 | 675 to 900 hours |

2. Credential Criteria

Saskatchewan Polytechnic has developed criteria related to credentials. The criteria focus on the knowledge and skills and the application of the knowledge and skills associated to a credential. The Saskatchewan Polytechnic *Credential Qualification Framework* is available in the Program Operating Procedures manual.

3. Credential Parameters

- a) For a credential to be awarded the program must meet both length and credit unit minimums. Baccalaureate degrees will be awarded based on credit units only.
- b) In order to be granted an additional credential, the minimum of 25% of the required credit units of the additional credential must be different content and material.
- c) All instructional time will be valued equally regardless of delivery method.
- d) Calibration of credit units for certificates of achievement, applied certificates, advanced certificates, certificates, post-graduate certificates, diplomas and advanced diplomas will be based on a single unit of measure (15 hours instruction = 1 credit unit).
- e) All credit units will be full multiples of 1.0 credit unit.
- f) All credit courses will be in 15 hour increments.
- g) A three (3) or four (4) credit course is the standard course length. Course must not exceed 4 credit units.
- h) Other program graduation requirements, such as work experience, or cooperative education, that are not part of a course will not have a credit value.
- i) The length of certificate, diploma, advanced diploma and baccalaureate degree programs may vary slightly depending on graduation requirements, but typically they will be the equivalent of one year, two years, three years or four years of study, respectively.

4. Program Attributes

- a) All credit programs have a formal assessment of learning or skills application.
- b) All credit programs have practical and theoretical components. These components may be integrated and need not be separate learning experiences.
- c) 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.

5. Program Components

- a) There will be up to three terms per year with common start, break and end dates as established for each term.
- b) Weekly student class load will not normally exceed:
 - 25 hours of scheduled class, lab and guided workplace simulation time for certificate of achievement, applied certificate, certificate, diploma or advanced diploma programs.
 - 30 hours of credit-bearing, instructor-led, scheduled class time, including shop time, per week in trades training programs.
 - 15 hours of scheduled class, lab and guided workplace simulation time for baccalaureate degree, advanced certificate or post-graduate certificate and diploma programs.
 - 40 hours of workplace and industry time per week within co-op, clinical practicum and internship placements in all program
- c) Programs are expected to include work-integrated learning within their requirements. This experience may take the form of:
 - Clinical: A method of unpaid training that takes place in a clinical setting in the field of study in which students are orientated, typically in health-care programs. Clinicals are taught, monitored and evaluated by Saskatchewan Polytechnic instructors or preceptors based on established learning outcomes. Fifteen hours of clinical experience is equal to one credit unit. Students receive a pass/fail grade.
 - Co-operative Education Work Terms: Co-operative Education (co-op terms) combines classroom learning with paid on-the-job work experience monitored by Saskatchewan Polytechnic faculty. To increase career growth potential, training alternates between academic semesters and co-op work terms. Co-op work terms are either mandatory or optional, depending on the program. The co-op term does not carry credit units. Students receive a pass/fail grade.
 - Practicum: A method of unpaid training that takes place in a practice-based setting in the student's field of study. Students are monitored and evaluated by Saskatchewan Polytechnic instructors or preceptors based on established learning outcomes. Fifteen hours of practicum time is equal to one credit unit. Students receive a pass/fail grade.
 - On-Campus Shop/Lab: This method of training involves the use of an on-campus shop to assist students in developing industry-related skills required for the course or program. Students are monitored and evaluated by Saskatchewan Polytechnic instructors based on established learning outcomes. Shop hours are considered the same as course hours (15 hours equals one credit unit), and may be integrated within a course. Students receive a percentage grade.
 - Simulation: This method of training involves the use of an on-campus simulation centre to provide practice-based training related to a student's field of study. Students are monitored and evaluated by Saskatchewan Polytechnic instructors based on established learning outcomes. Fifteen hours of simulation time is equal to one credit unit. Students receive a percentage grade.

Work Experience: A method of training that involves unpaid on-the-job training. Students are supervised by employers and monitored by Saskatchewan Polytechnic faculty. The work experience is mandatory for graduation, but does not carry credit units. Students receive a complete or not complete grade.

6. Baccalaureate Degree Completion

A baccalaureate degree may be a completion program that involves a diploma or other prior post-secondary education. Diploma or other post-secondary education credits are considered to be equivalent to approximately two years of study and are used as part of the overall degree credits. Degree completion programs consist of

- a) 60 credits or the equivalent from an appropriate diploma or other prior post-secondary education plus a minimum 60 CU in the final two years,
- b) a minimum of 45 senior credits (300 level or higher),
- c) up to 15 credits but generally 9 to 12 credits of general education electives, a minimum of 9 credits elective courses.

B. Course Statements

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.
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.