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<b>Executive Responsibility:</b>	Provost & Vice-President Academic	<b>Next Review:</b>
<b>Administrative Responsibility:</b>	Registrar	<b>Policy:</b> <a href="#">97.13</a>

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### STATEMENT:

New programs and revisions to existing programs must be approved by Senate, with a copy to go forward to the Board for endorsement.

### Programs

Vancouver Island University offers credit, vocational, and non-credit programs. For information on non-credit programs, see [Policy 97.09](#) re Granting Recognition for Non-Credit Courses and Programs.

All credit programs have the following requirements:

1. All programs have a codified matrix of required and optional courses designed to provide a cohesive set of skills and knowledge.
2. All programs are subject to University policies on Admission, Registration, and other Academic Regulations.
3. A system of evaluation (with clearly stated minimum standards which may include attendance and participation) is used to assess student achievement and to assign either letter or passing grades.

### Credentials

Vancouver Island University offers the following types of credentials for credit or vocational programs with the following minimum requirements:

Certificate of Course Completion - In exceptional circumstances, with approval from the relevant Dean, a certificate may be provided to recognize completion of any individual credit or vocational course completed with a minimum grade of "C" (2.0).

Certificate of Short Program Completion – fewer than 288 hours of vocational instruction successfully completed; or fewer than 12 academic credits with a minimum overall grade average of "C" (2.0)

Certificate - a minimum of 288 hours of vocational instruction successfully completed; or at least 12 academic credits normally equivalent to one year or less of full-time study with a minimum overall grade average of "C" (2.0)

Diploma - a minimum of 1,440 hours of vocational instruction successfully completed; or at least 60 academic credits; or an acceptable combination of vocational instruction and academic credits; normally equivalent to at least two years of full-time study with a minimum grade average of "C" (2.0)

Associate degree - a minimum of 60 academic credits adhering to requirements set by the BC Council on Admissions and Transfer with a minimum grade of "C" (2.0) in each course

Advanced Certificate – a minimum of 12 academic credits with a specified minimum grade point average completed after graduation from a two-year diploma program (or higher-level credential)

Advanced Diploma - a minimum of 30 academic credits with a specified minimum grade point average completed after graduation from a two-year diploma program (or higher-level credential)

Baccalaureate/Bachelor's degree - a minimum of 120 academic credits with a specified minimum grade-point average

Post-degree certificate – a minimum of 12 academic credits of undergraduate-level courses with a specified minimum grade point average completed after graduation from a specified degree or its equivalent

Post-degree diploma - a minimum of 30 academic credits of undergraduate-level courses with a specified minimum grade point average completed after graduation from a specified degree or its equivalent

Graduate Certificate – a minimum of 12 academic credits of graduate-level courses with a specified minimum grade point average completed after graduation from a specified degree or its equivalent

Graduate Diploma - a minimum of 30 academic credits of graduate-level courses with a specified minimum grade point average completed after graduation from a specified degree or its equivalent

Master's Degree - completion of an approved graduate-level master's degree program

Only the Office of the Registrar issues credentials (certificates, diplomas, and degrees) for programs successfully completed, and transcripts showing the grades for courses taken.

Related Policies and Procedures:

[Policy 97.09](#) Granting Recognition for Non-Credit Courses and Programs