

*Last Update: May 14, 2020*

	Event (e.g. lecture, workshop, conference)	Courses and micro-courses (non-credit)	Set/Series/Group of Courses (shorter in duration than a certificate - non-credit)	Certificate (non-credit)	Diploma (non-credit) (Note 7)
<b>Approval</b> (Note 1)	Internal Faculty/Provost Approval	Internal Faculty/Provost Approval	Internal Faculty/Provost Approval	General Faculties Council	General Faculties Council
<b>Credential/Nomenclature</b> (Note 2)	Record of Attendance	Record of Completion/Participation (e.g. "[Course Name] Record of Completion")	Record of Achievement/Completion/Participation (e.g. "[Name] Series Record of Achievement")	Certificate (Other names: Non-credit/Continuing Education/Professional Development/Professional/Executive Certificate)	Diploma (Other names: Non-credit/Continuing Education/Professional Development/Professional/Executive Diploma)
<b>Credential Type</b>	Faculty/Provost Credential	Faculty/Provost Credential	Faculty/Provost Credential	Institutional Credential	Institutional Credential
<b>Delivery</b>	Educational Unit or Faculty	Educational Unit or Faculty	Educational Unit or Faculty	Educational Unit or Faculty	Educational Unit or Faculty
<b>Hours</b> (Note 3)	Variable, normally 1/2 day or more	Normally up to 42 hours	Normally up to 99 hours	Normally 100-390 hours	Normally 390 hours or more
<b>Assessment of Learning</b>	No	Typical and encouraged	Typical and encouraged	Yes	Yes
<b>LMS</b>	Variable, if applicable	UAlberta-approved LMS	UAlberta-approved LMS	UAlberta-approved LMS	UAlberta-approved LMS
<b>Grading Scheme</b> (Note 4)	None	Non-graded or graded (alpha-graded or CR/NC)	Non-graded or graded (alpha-graded or CR/NC)	Graded (alpha-graded or CR/NC)	Graded (alpha-graded or CR/NC)
<b>Graduation GPA</b>	N/A	N/A	N/A	2.0 or greater	2.0 or greater
<b>Length of Program</b>	Variable, normally one day or less	Variable - targeted to part-time studies	Variable - targeted to part-time studies	Variable - targeted to part-time studies, normally 9 months - 2 years part-time	Variable - targeted to part-time studies, normally 2-4 years part-time
<b>Approval Pathway</b> (See Note 1)	Department/Unit > Faculty Council or Provost Approval	Department/Unit > Faculty Council or Provost Approval	Department/Unit > Faculty Council or Provost Approval	Department/Unit > Faculty Council or Provost Approval > GFC	Department/Unit > Faculty Council or Provost Approval > GFC
<b>Review Process</b>	Reviewed on regular cycle in Faculty/Unit	Reviewed on regular cycle in Faculty/Unit	Reviewed on regular cycle in Faculty/Unit	Reviewed on regular cycle in Unit/Faculty	Reviewed on regular cycle in Unit/Faculty
<b>Course Change Process</b> (e.g. Course descriptions, hours, etc.)	Variable (often none)	For courses not part of approved programs, desk approval by designated academic staff	For courses not part of approved programs, desk approval by designated academic staff	Reviewed/approved on regular cycle in Unit/Faculty. Faculties are asked to provide, on an annual basis, a list of updated program changes to the Provost and Vice-President (Academic) by July 1 of each year.	Reviewed/approved on regular cycle in Unit/Faculty. Faculties are asked to provide, on an annual basis, a list of updated program changes to the Provost and Vice-President (Academic) by July 1 of each year.

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<b>Suspension/Termination Process</b>	Variable (often none)	Variable for courses that are not offered as part of established certificate or diploma programs. For courses offered as part of a program, additional program change processes may need to be followed.	Variable for courses that are not offered as part of established certificate or diploma programs. For courses offered as part of a program, additional program change processes may need to be followed.	Department/Unit > Faculty Council or Provost Approval > GFC (for information). Students are normally notified and given 1-2 years to complete their program.	Department/Unit > Faculty Council or Provost Approval > GFC (for information). Students are normally notified and given 2-3 years to complete their program.
<b>Typical Entrance Requirements</b>	Variable (often none)	Variable (often none)	Variable (often none)	Variable (prerequisites may be required)	Variable (prerequisites normally required)
<b>Admission Process</b>	Variable (up to the individual unit)	Application/admission/registration support through the Continuing Education Career in Campus Solutions	Application/admission/registration support through the Continuing Education Career in Campus Solutions ( <b>Note 5</b> )	Application/admission/registration support through the Continuing Education Career in Campus Solutions	Application/admission/registration support through the Continuing Education Career in Campus Solutions
<b>Tuition</b>	Variable (may be none)	Variable	Variable	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
<b>GST</b>	Attracts GST	Courses that do not lead to a GFC approved certificate or diploma attract GST	Courses that do not lead to a GFC approved certificate or diploma attract GST	No GST	No GST
<b>T2202</b>	Not issued	Tuition paid for courses that lead to a GFC approved certificate or diploma trigger a T2202	Tuition paid for courses that lead to a GFC approved certificate or diploma trigger a T2202	T2202 issued per CRA regulations	T2202 issued per CRA regulations
<b>Ladder/Transfer</b>	May ladder into non-credit programs.	May ladder into non-credit programs. An intaking department or Faculty may accept the course for credit based on normal transfer credit procedures.	May ladder into non-credit programs. An intaking department or Faculty may accept the course or courses for credit based on normal transfer credit procedures.	May ladder into non-credit programs. An intaking department or Faculty may accept the course, courses, or program for credit based on normal transfer credit procedures.	May ladder into non-credit programs. An intaking department or Faculty may accept the course, courses, or program for credit based on normal transfer credit procedures.
<b>Transcripts/Student Record</b>	Variable (up to the individual unit)	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in the Continuing Education Career in Campus Solutions.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in the Continuing Education Career in Campus Solutions.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in the Continuing Education Career in Campus Solutions.	Non-credit transcript is available. Does not appear on credit transcripts. A student record is kept in the Continuing Education Career in Campus Solutions.
<b>Parchments</b>	Delivery Unit*/ Faculty uses a standard University of Alberta template to create a notice/record of attendance if one is awarded	Delivery Unit*/ Faculty uses a standard University of Alberta template to create a notice/record of completion/recognition/participation if one is awarded	Delivery Unit*/ Faculty uses a standard University of Alberta template to create a certificate if one is awarded	Parchment is issued through the Registrar's Office	Parchment is issued through the Registrar's Office

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<b>Convocation / Graduation</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.	Does not participate in Convocation. Some programs may offer a learning recognition ceremony.	Does not participate in Convocation. May participate in a centralized graduation ceremony hosted by the University.	Does not participate in Convocation. May participate in a centralized graduation ceremony hosted by the University.
<b>International Students (Note 6)</b>	International students must comply with all visitor, visa, and study permit requirements.	International students must comply with all visitor, visa, and study permit requirements.	International students must comply with all visitor, visa, and study permit requirements.	International students must comply with all visitor, visa, and study permit requirements.	International students must comply with all visitor, visa, and study permit requirements.
<b>Consultation with the Vice-Provost Indigenous Programming and Research</b>	Appropriate consultation is encouraged.	Appropriate consultation is encouraged.	Appropriate consultation is encouraged.	All proposals must come to the Office of the Provost for feedback prior to Faculty Council Approval to discuss consultation routing.	All proposals must come to the Office of the Provost for feedback prior to Faculty Council Approval to discuss consultation routing.
<b>Inter-Faculty Consultation</b>	Appropriate consultation is encouraged.	Appropriate consultation is encouraged.	Appropriate consultation is encouraged.	All proposals must come to the Office of the Provost for feedback prior to Faculty Council Approval to discuss consultation routing.	All proposals must come to the Office of the Provost for feedback prior to Faculty Council Approval to discuss consultation routing.

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

Notes:

- For units embedded within Faculties (e.g. Departments, Centres, Institutes), approval is required by the Faculty Council. For academic units reporting to the Provost, Provost-level approval is required. Initial review or delegation to committees established by Faculty Councils is encouraged. For certificates and diplomas, routing through GFC's approval pathways follows Faculty Council approval. For units that are not part of Faculties who wish offer credentials smaller than a certificate, approval is through the Office of the Provost.
- The term "Executive certificate," while not required, is reserved for use when the admission criteria is a minimum of an undergraduate degree.
- Access to the Canada-Alberta Job Grant requires that learning is greater than 21 hours in length. <https://www.alberta.ca/canada-alberta-job-grant.aspx>
- Individual courses that are intended to count towards an approved certificate or diploma programs must be graded, either alpha-graded or on a pass/fail basis (CR/NC, i.e. "completed requirements" or "not completed"). Grades are uploaded into Campus Solutions at the conclusion of the course.
- Set/Series/Groups - Admission to these do not currently exist in Campus Solutions. A communication record is noted in Campus Solutions that can be used to track students who completed the series. Campus Solutions is not, at present, set up to 'Complete' programs that are not confirmed by the convocation/graduation process. When approved (by GFC) credentials are granted in Campus Solutions the 'completion' row is added. If we are hoping to obtain this level in the future, some changes to Campus Solutions would be required.
- International students must comply with all visitor, visa, and study permit requirements. The University of Alberta is awaiting updates to the Alberta Designation Requirements (ADR). Currently programs less than 6 months and with no work component are outside the scope of the ADR as no study permit is required for students to enrol in these programs. For non credit programs greater than 6 months in duration or those with a work/internship/practicum component, it is expected that GFC approval will be a requirement for enrolling international students in these programs. Units considering developing such programs should consult with UAI on immigration requirements. Students are not eligible for post-graduation work permits after completion of any non-credit/micro-credential program.
- While non-credit diplomas are included in this framework for the purposes of satisfying present and potential needs of learners and/or professional associations, "certificates" are the most recognizable credential in the continuing and professional education field and marketplace.