## Non-Credit Programming Framework

<table>
<thead>
<tr>
<th>Event / Workshop / Conference</th>
<th>Micro-Credential Programming Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Micro-Course</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>A micro learning experience that is self-directed, enabling the learner to personalize their learning journey to one that is just-enough, just-for-me, and just-in-time.</td>
</tr>
<tr>
<td><strong>Learner Value Proposition</strong></td>
<td>Opportunity for learning to be gained.</td>
</tr>
<tr>
<td><strong>Best Practice:</strong></td>
<td>Goals are established for the learning event, workshop, or conference.</td>
</tr>
<tr>
<td><strong>Best Practice:</strong></td>
<td>assessment of learning related to application, analysis, and synthesis.</td>
</tr>
<tr>
<td>Encouraged</td>
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<td>Stackability</td>
<td>Best Practice: stack or blend micro-courses to align to a specific certificate, meeting the certificate's best practice hours.</td>
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<tr>
<td>Course</td>
<td>Best Practice: stack 3 courses to align to a specific certificate, meeting the certificate's best practice hours.</td>
</tr>
<tr>
<td>Certificate</td>
<td>Best Practice: certificate ladders into a strategically aligned graduate credit program.</td>
</tr>
<tr>
<td>Diploma</td>
<td>Best Practice: diploma ladders into a strategically aligned graduate credit program.</td>
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### Stackability

- **Best Practice**: stack or blend micro-courses to align to a specific certificate, meeting the certificate's best practice hours.

### Credential Owner

- **Faculty and / or Unit**

### Hours

- **Variable, normally hours to 1/2 day**
  - **Best Practice**: 4 - 8 hours
  - **Maximum**: 12 hours
  - **Maximum**: 39 hours
  - **Maximum**: 117 hours
  - **Normally**: 390 hours or more

### Grading Scheme

- **None**

### Delivery Modality

- **Variable**

#### Online Delivery

- **U of A's LMS and / or platform distribution partner such as Coursera (if green lit)**

#### In-person Delivery

- **On-campus**

### Credential Achievement

- **Digital badge as per U of A Digital Badge Framework**

### Quality Assurance

- **Faculty and / or Unit**

### Learner / Organizational Registration

- **Variable (up to individual unit)**

## Best Practices

- **Micro-credential offerings** will be promoted and easily searchable on the U of A's enterprise-approved Continuing Education web portal - integrated with the U of A's website, and offerings available for purchase through Destiny One e-commerce platform. Faculties, Units, and external partner organizations (where applicable) are encouraged to promote the micro-credential offering.

- **Learners and organizations** will seamlessly register through the U of A's enterprise-approved Continuing Education PCI-compliant e-commerce site - Destiny One by Modern Campus.
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### Non-credit Transcript / Student Record
- NA
- **Non-credit transcripts and student records are available through the U of A's enterprise-approved Continuing Education operational system Destiny One by Modern Campus.**
- Student information is ported into the U of A’s SIS to enable one-learner record.

### Convocation
- NA
- **Does not participate in U of A's convocation - some programs may offer a learner recognition ceremony.**

### Associate Alumni Status
- NA
- NA
- **Non-credit micro-credential learners currently earn Associate Alumni status. This will be under review to ensure a meaningful connection with non-credit learners moving forward.**

### Financial Planning Considerations
- Faculty or Unit retains 85% of revenue, 15% of revenue supports University-wide services.
- **U of A Offered Micro-credential:** Faculty or Unit retains 85% of revenue, 15% of revenue supports institution-wide services.
- **Coursera Offered Micro-credential:** Coursera retains 50% of total revenue, of U of A 50% revenue 85% is retained by Faculty or Unit with 15% of revenue supporting University-wide services.

### Approval Pathway
- Department / Unit
- Department/Unit
- **Department/Unit - Faculty Council* - GFC Programs Committee**
- *Academic Units that do not have a Faculty Council, approval is granted by the Vice-Provost (Programs) as delegate of Provost

### Course Change Process
- Variable (often none)
- For courses not part of approved programs, desk approval by designated academic or unit staff
- Approved on a regular cycle in Unit/Faculty. Faculties/Units provide on an annual basis, a list of updated program changes to the Vice-Provost (Programs) by July 1 of each year.

### Suspension/Termination Process
- 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.
- **Department/Unit - Faculty Council* - Approval - GFC (for information).**
- Learners are notified and normally given 1 year to complete their program.
- *Academic Units that do not have a Faculty Council, approval is granted by the Vice-Provost (Programs) as delegate of Provost. The Vice-Provost will then inform GFC of the approval at the next scheduled GFC meeting.