

NON-DEGREE PROGRAMS – TAXONOMY

1. This Taxonomy applies to all non-degree programs
2. Non-degree programs may only be named in accordance with the credential designations set out in this Taxonomy. For further clarification:
 - (a) There will not be an Advanced Certificate or Advanced Diploma credential. If a sponsoring unit wishes to indicate that a certificate or diploma requires another certificate or diploma as a pre-requisite or builds upon a more advanced body of knowledge, the designation may be as follows:
 - (i) Certificate/Diploma in Advanced "X"; or
 - (ii) Certificate/Diploma in "X", Level 2.
 - (b) Although educational experiences under the Short Courses and Programs credential may be referred to as "workshop, seminar, short course, short program" or the like, they may not be referred to by any of the other non-degree program credentials.
3. New Embedded Certificates (i.e. certificates which are incorporated in a degree program) must first be established as a Certificate in accordance with this Taxonomy.

Characteristic	CREDENTIAL					
	Short Courses and Programs	Certificate	Post Baccalaureate Certificate	Diploma	Post Baccalaureate Diploma	Graduate Diploma
Definition	Short courses/programs focusing on Professional skills or community enhancement, through educational experiences such as workshops and seminars.	A structured program of studies consisting primarily of non-degree credit courses equivalent to a minimum of 180 instructional contact hours and a maximum of 400 instructional contact hours (average of 1 year). Stand alone.	A structured program of studies consisting primarily of non-degree credit courses equivalent to a minimum of 180 instructional contact hours and a maximum of 400 instructional contact hours (average of 1 year). Stand alone.	A structured program of studies consisting primarily of degree credit courses equivalent to a minimum of 24 credit hours and a maximum of 60 credit hours. May include non-degree credit courses (maximum is the equivalent of 15 credit hours, but diploma cannot exceed total of more than the equivalent of 60 credit hours). Stand alone.	A structured program of studies consisting primarily of degree credit courses equivalent to a minimum of 24 credit hours and a maximum of 60 credit hours. May include non-degree credit courses (maximum is the equivalent of 15 credit hours, but diploma cannot exceed total of more than the equivalent of 60 credit hours). Stand alone.	A structured program of studies consisting primarily of graduate courses equivalent to a minimum of 18 credit hours and a maximum of 30 credit hours. May be: 1. stand alone (a minimum of 18 credit hours and a maximum of 30 credit hours); or 2. in conjunction with a graduate degree (12 credit hours of which must be in addition to other degree requirements, maximum of 30 credit hours).
Entrance Requirements	To be determined by the sponsoring unit(s).	University entrance	Degree in a related field	University entrance	Degree in a related field	1. Degree in a related field; and 2. normal graduate studies admission requirements.

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Student Performance Requirements	<p>1. Participant work need not be formally evaluated.</p> <p>2. Participation/attendance is a requirement.</p> <p>3. No specified number of classroom or contact hours.</p> <p>4. No maximum time limit to complete.</p>	<p>1. Student work is formally evaluated.</p> <p>2. Letter grades or pass/fail are assigned.</p> <p>3. Sponsoring unit(s) determine performance requirements.</p> <p>4. Sponsoring unit(s) determine maximum time limit.</p>	<p>1. Student work is formally evaluated.</p> <p>2. Letter grades or pass/fail are assigned.</p> <p>3. Sponsoring unit(s) determine performance requirements.</p> <p>4. Sponsoring unit(s) determine maximum time limit.</p>	<p>1. Student work is formally evaluated.</p> <p>2. Letter grades or pass/fail are assigned.</p> <p>3. Sponsoring unit(s) determine performance requirements.</p> <p>4. Sponsoring unit(s) determine maximum time limit.</p>	<p>1. Student work is formally evaluated.</p> <p>2. Letter grades or pass/fail are assigned.</p> <p>3. Sponsoring unit(s) determine performance requirements.</p> <p>4. Sponsoring unit(s) determine maximum time limit.</p>	<p>1. Student work is formally evaluated.</p> <p>2. Letter grades or pass/fail are assigned.</p> <p>3. Minimum performance requirements are determined by Faculty of Graduate Studies.</p> <p>4. Maximum time limit is 5 years to complete.</p>
Residence Requirements	100% of courses at U of M, unless otherwise specified by sponsoring unit(s).	Minimum of 50% of instructional contact hours delivered by U of M.	Minimum of 50% of instructional contact hours delivered by U of M.	Minimum of 50% of credit hours delivered by U of M.	Minimum of 50% of credit hours delivered by U of M.	Minimum of 50% of credit hours delivered by U of M.
Transfer of Credit	No. However, sponsoring unit(s) may recognize completion of short courses and programs toward instructional contact hours required for Certificates and Post Baccalaureate Certificates, Faculties/Schools which have previously articulated transfer of credit for affected Certificates and Post Baccalaureate Certificates must first agree.	<p>1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit.</p> <p>2. Subsequent to program approval:</p> <p>a) relevant faculties/schools may agree to additional transfer of credit; and</p> <p>b) student may approach Deans/Directors to request transfer of credit for other programs.</p>	<p>1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit.</p> <p>2. Subsequent to program approval:</p> <p>a) relevant faculties/schools may agree to additional transfer of credit; and</p> <p>b) student may approach Deans/Directors to request transfer of credit for other programs.</p>	<p>1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit.</p> <p>2. Subsequent to program approval:</p> <p>a) relevant faculties/schools may agree to additional transfer of credit; and</p> <p>b) student may approach Deans/Directors to request transfer of credit for other programs.</p>	<p>1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit.</p> <p>2. Subsequent to program approval:</p> <p>a) relevant faculties/schools may agree to additional transfer of credit; and</p> <p>b) student may approach Deans/Directors to request transfer of credit for other programs.</p>	<p>1. Prior to program approval: sponsoring unit(s) will consult with relevant faculties/schools to articulate transfer of credit.</p> <p>2. Subsequent to program approval:</p> <p>a) relevant faculties/schools may agree to additional transfer of credit; and</p> <p>b) student may approach Deans/Directors to request transfer of credit for other programs.</p>

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	Short Courses and Programs	Certificate	Post Baccalaureate Certificate	Diploma	Post Baccalaureate Diploma	Graduate Diploma
Approvals Process	Unit level	<p>Faculty Council (with report to Senate for concurrence prior to implementation).¹</p> <p>As part of the program approval process, sponsoring unit(s) must:</p> <p>a) consult with Libraries and IST to determine resources needed; and</p> <p>b) consult with other appropriate units in relation to other technology and space needs.</p>	<p>Faculty Council (with report to Senate for concurrence prior to implementation).¹</p> <p>As part of the program approval process, sponsoring unit(s) must:</p> <p>a) consult with Libraries and IST to determine resources needed; and</p> <p>b) consult with other appropriate units in relation to other technology and space needs.</p>	<p>1. Senate, upon recommendation of Senate Committee on Curriculum and Course Changes and Senate Planning and Priorities Committee;</p> <p>2. Board of Governors; and</p> <p>3. COPSE.</p> <p>As part of the program approval process, sponsoring unit(s) must:</p> <p>a) consult with Libraries and IST to determine resources needed; and</p> <p>b) consult with other appropriate units in relation to other technology and space needs.</p>	<p>1. Senate, upon recommendation of Senate Committee on Curriculum and Course Changes and Senate Planning and Priorities Committee;</p> <p>2. Board of Governors; and</p> <p>3. COPSE.</p> <p>As part of the program approval process, sponsoring unit(s) must:</p> <p>a) consult with Libraries and IST to determine resources needed; and</p> <p>b) consult with other appropriate units in relation to other technology and space needs.</p>	<p>1. Senate, upon recommendation of Senate Committee on Curriculum and Course Changes and Senate Planning and Priorities Committee;</p> <p>2. Board of Governors; and</p> <p>3. COPSE.</p> <p>As part of the program approval process, sponsoring unit(s) must:</p> <p>a) consult with Libraries and IST to determine resources needed; and</p> <p>b) consult with other appropriate units in relation to other technology and space needs.</p>
Quality Assurance (Program Content)	<p>1. Sponsoring unit(s) responsibility. Based on feedback from participants.</p> <p>2. Sponsoring unit(s) representative is responsible for coordinating feedback. Sponsoring unit(s) head is responsible for ensuring Quality Assurance review process is in place.</p>	<p>1. Sponsoring unit(s) responsibility. Based on feedback from participants.</p> <p>2. Sponsoring unit(s) representative is responsible for coordinating feedback. Sponsoring unit(s) head is responsible for ensuring Quality Assurance review process is in place.</p>	<p>1. Sponsoring unit(s) responsibility. Based on feedback from participants.</p> <p>2. Sponsoring unit(s) representative is responsible for coordinating feedback. Sponsoring unit(s) head is responsible for ensuring Quality Assurance review process is in place.</p>	Same as degree program quality assurance requirements.	Same as degree program quality assurance requirements.	Same as degree program quality assurance requirements.

¹ The University Secretary will develop a template for reporting Faculty Council approvals of Certificate and Post Baccalaureate Certificate programs. The template, which may be revised from time to time by the University Secretary, will be used to assess compliance with the Taxonomy and to maintain an inventory/database of non-degree program information.

Characteristic	CREDENTIAL					
	Short Courses and Programs	Certificate	Post Baccalaureate Certificate	Diploma	Post Baccalaureate Diploma	Graduate Diploma
Participant/Student Status	Participant	Student ²	Student ²	Student	Student	Student
Participant/Student Records	Sponsoring unit(s) maintain participant records.	Sponsoring unit(s) maintain student ³ records.	Sponsoring unit(s) maintain student ³ records.	Same as degree program requirements.	Same as degree program requirements.	Same as degree program requirements.
Transcript/Other recognition	1. Letter of Accomplishment where work is formally evaluated. 2. Letter of Participation where work is not formally evaluated.	1. If registered as a degree credit student: Completion of Certificate will be noted on transcript. 2. If not registered as a degree credit student: It is intended that completion of Certificate would be recorded by Student Records once technical record keeping issues and related resource issues are addressed. In the interim, the Sponsoring unit keeps record of the Certificate completed. ²	1. If registered as a degree credit student: Completion of Post Baccalaureate Certificate will be noted on transcript. 2. If not registered as a degree credit student: It is intended that completion of Post Baccalaureate Certificate would be recorded by Student Records once technical record keeping issues and related resource issues are addressed. In the interim, the Sponsoring unit keeps record of the Post Baccalaureate Certificate completed. ²	Transcript	Transcript	Transcript

² Before implementation of "Student" status, the following issues need to be addressed: (a) technical and resource issues; and (b) issues related to student rights, privileges and responsibilities (including student fees).

³ Significant technical difficulties must be addressed. The Continuing Education Division and the Student Records Office have agreed to: (a) discuss the minimum standards to be developed for the reporting and recording of participation in all non-degree programs; and (b) cooperate in identification of how the two units might cooperate in the development and/or administration of a student records system which will record on transcripts, at least, the successful completion of Certificates and Post Baccalaureate Certificate. In the interim, until the issue of the integration of potentially multiple record-keeping systems/functions has been addressed, the sponsoring unit(s) shall keep appropriate records of all individuals taking Certificate and Post Baccalaureate Certificates. Once technical and resource issues and the integration of record-keeping systems/functions has been addressed, these Taxonomy characteristics will be revised accordingly.

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Insignia and Signatures	1. University Logo. 2. Signed by unit representative or instructor.	1. University Logo. 2. Signed by Dean/Director.	1. University Logo. 2. Signed by Dean/Director.	1. Academic Seal. 2. Signed by Dean/Director, President, Chancellor.	1. Academic Seal. 2. Signed by Dean/Director, President, Chancellor.	1. Academic Seal. 2. Signed by Dean/Director, President, Chancellor.
Awarded at Convocation	No	No	No	Yes	Yes	Yes