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FAX 778.782.5098csdean@sfu.ca  
www.sfu.ca/cs**MEMORANDUM**

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**ATTENTION** SFU Senate **DATE** November 15, 2013  
**FROM** Helen Wussow  
**RE:** **Criteria and Guidelines for the Establishment of Non-credit Certificates and Diploma Programs**

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The Senate Committee on Continuing Studies recommends the following motion:

**Motion:** “that Senate approve the revisions to the Criteria and Guidelines for the Establishment of Non-credit Certificates and Diploma Programs”

At the bi-annual meeting on October 17, 2013, the members of the Senate Committee on Continuing Studies (SCCS) reviewed and revised the Criteria and Guidelines for the Establishment of Certificates and Diplomas for Successful Completion of Programs of Non-credit Courses. The last time the Criteria were reviewed was in 2004. The Committee believed that a revision was required especially with regards to differentiating the amount of instructional hours required of a noncredit certificate from those required of a noncredit diploma. As part of the review and revision the Committee also corrected redundancies within the document.

As Chair of the Senate Committee on Continuing Studies, I would be pleased to respond to any questions that Senate members may have regarding the proposed changes.



LIFELONG LEARNING

Office of the Dean

November 5, 2013

**BURNABY**

8888 University Drive  
Vancouver, BC Canada  
V5A 1S6

Ms. Jo Hinchliffe  
Associate Registrar and Acting Secretary of Senate  
Senate Committee on Agenda and Rules  
Simon Fraser University

**VANCOUVER**

515 West Hastings Street  
Vancouver, BC Canada  
V6B 5K3

Dear Ms. Hinchliffe and Members of the Senate Committee on Agenda and Rules:

**SURREY**

250, 13450 102 Avenue  
Surrey, BC Canada  
V3T 0A3

At the bi-annual meeting on October 17, 2013, the members of the Senate Committee on Continuing Studies (SCCS) reviewed and revised the Criteria and Guidelines for the Establishment of Certificates and Diplomas for Successful Completion of Programs of Non-credit Courses. The last time the Criteria were reviewed was in 2004. The Committee believed that a revision was required especially with regards to differentiating the amount of instructional hours required of a noncredit certificate from those required of a noncredit diploma. As part of the review and revision the Committee also corrected redundancies within the document. A motion to approve the changes was made by Dr. Peter Ruben; Dr. Tracey Leacock seconded the motion. A vote was called; the changes to the Criteria were approved unanimously.

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Since Senate approved the last changes to the document on January 5, 2004, I assume that the recent changes need to be voted on by Senate. Attached, for SCAR's information, are the Senate-approved Criteria and Guidelines for the Establishment of Certificates and Diplomas for Successful Completion of Programs of Non-credit Courses from 2004 as well as the recommended changes to that document as outlined in a separate document.

Please do not hesitate to contact me if you or other members of SCAR have any questions. Thank you for your attention.

Best wishes,

A handwritten signature in blue ink, appearing to read "Helen Wussow".

Helen Wussow  
Chair, Senate Committee on Continuing Studies  
Dean, Lifelong Learning

✓ cc: Kris Nordgren, Senate Assistant and Electoral Officer



## Criteria and Guidelines for the Establishment of Non-credit Certificate and Diploma Programs

Dean's Office, Lifelong Learning, Simon Fraser University

Tel 778.782.5138

Email [csdean@sfu.ca](mailto:csdean@sfu.ca)

1. All non-credit certificates and diplomas offered by SFU need the approval of the Senate Committee on Continuing Studies. A non-credit certificate or diploma program should be initiated only if the subject matter is such that the University appears to be the most appropriate body to offer the instruction.
2. A program must have a clearly defined educational objective and rationale. The rationale should include a statement of required University resources, such as Library resources, an assessment of community needs and a survey of other similar programs at SFU and elsewhere.
3. A program must be under the direct and ongoing supervision of an academic unit of the University or an Academic Program Steering Committee.
4. The unit or Academic Program Steering Committee will be responsible for ensuring the academic rigor of the curriculum and the quality of instruction. The majority of the members of a steering committee should be appointed from the academic units most closely associated with the program.
5. Programs will consist of non-credit courses that may vary in length and format from standard university credit courses but that will include a minimum of 120 instructional hours in total (including face-to-face and/or on-line lectures, labs, seminars, and tutorials) for certificates. Non-credit diploma programs must have a minimum of 350 instructional hours.
6. Programs being proposed as suitable for certificate or diploma granting status are to be submitted to the Senate Committee on Continuing Studies for consideration and approval. Program proposals must include: educational objectives and rationale (see #2); and a description of course/s (learning objectives, content, duration, evaluation). Programs must require that students maintain satisfactory performance in each course to remain eligible for a non-credit certificate or diploma.
7. The Senate Committee on Continuing Studies will also be responsible for approving changes to programs and for approving discontinuance of programs.

## Criteria and Guidelines for the Establishment of Certificates and Diplomas for Successful Completion of Programs of Non-credit Courses

Dean's Office, Continuing Studies, Simon Fraser University

Tel 778.782.5138

Email [csdean@sfu.ca](mailto:csdean@sfu.ca)

1. Certificate programs are intended for non-degree holders while diploma programs are intended for students who have one or more degrees. A program should be initiated only if the subject matter is such that the University appears to be the most appropriate body to offer the instruction.
2. A program must have a clearly defined educational objective and rationale. The rationale should include a statement of required University resources, such as Library resources, an assessment of community needs and a survey of other similar programs at SFU and elsewhere.
3. A program must be under the direct and ongoing supervision of an academic department of the University or an Academic Program Steering Committee. Program activities must be reported annually to the Senate Committee on Continuing Studies.
4. Each program will be the specific responsibility of a department, school, Faculty, or centre. The department will be responsible for ensuring the academic rigour of the curriculum and the quality of instruction. In cases of interdisciplinary programs, responsibility may be shared or there should be an Academic Program Steering Committee. The majority of the members of the Committee should be appointed from the academic units most closely associated with the program.
5. Programs being proposed as suitable for certificate or diploma granting status are to be submitted to the Senate Committee on Continuing Studies for consideration and approval. A description of the course/s that make up the program must be submitted, including information on: the content and duration of each course; the proposed instructors; the means of evaluation; and required University resources, including Library resources.
6. The Senate Committee on Continuing Studies will also be responsible for approving changes to programs and for approving the discontinuance of programs. The Committee will report program approvals and discontinuances to Senate annually.
7. Programs must have an evaluative component and students will be expected to maintain satisfactory performance in each course to remain eligible for a certificate or diploma. This will enable the achievements of students to be recognized properly and recorded in ways that document progress, attest to standards, facilitate progression and mobility and serve as an encouragement to further learning.
8. Programs will consist of non-credit courses that may vary in length and format from standard university credit courses but will include a minimum of 120 contact hours in total (including face-to-face and/or on-line lectures, labs, seminars, and tutorials).

Approved by Senate, January 5, 2004

Approved by the Senate Committee on Continuing Studies, November 4, 2003

### Approval Process (amendment to Item # 5)

Programs being proposed as suitable for non-credit certificate granting status are to be submitted to the Senate Committee on Continuing Studies for consideration and approval. The program description will contain information on the content and duration of each course, the potential instructors and the evaluation methods. The Senate Committee on Continuing Studies will also be responsible for approving changes to programs and for approving the discontinuance of programs. The Committee will report program approvals and discontinuances to Senate annually.

Approved by Senate, November 6, 2000

Approved by Senate Committee on Agenda and Rules, Fall, 2000