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## Non-Credit Courses and Activities Policy

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### **Effective Date**

October 02, 1989

### **Purpose**

N/A

### **Definitions**

#### **A non-credit course shall:**

- a) be an instructionally designed learning experience,
- b) include the evaluation of a student performance on the course - this evaluation should bring a pass/fail determination, and
- c) involve the provision to the student of a record of his/her course completion and performance by the University.

#### **A credit-free activity shall:**

- a) be a learning experience which may involve self-assessment. Pass/fail assessment will not form a part of the assessment - only a letter of attendance or participation may be issued. Normally, a credit-free activity shall involve between 10 and 49 hours of work.

Any activity not covered by these definitions offered under the auspices of university shall be approved by the VPA.

For the purposes of this paper, an academic unit shall be defined as an academic Centre. Other units wishing to offer non-credit courses or credit-free activities should do so by means of sponsorship by an academic unit.

### **Policy**

Non-Credit Courses



1. A Phase III will be required for all non-credit courses. This Phase III will be approved by the Head of the sponsoring academic unit.
2. Fees will be set by executive group. In setting this fee, full costs for media, financial procedures, registration and examination, tutorial, publicity, recruitment, and advertising will be established as guidance to their decision. This information should be presented in the Phase III, together with a recommendation as to an appropriate fee.
3. Affected managers will be required, in responding to the Phase III, to indicate what impact (if any) such a course will have on normal credit offerings.
4. Course proposers should indicate in their Phase III what their expectations are with respect to publicity and recruitment. In addition, proposers should indicate:
  - a) who will offer advice and guidance to both enquirers and students;
  - b) who will take academic responsibility (day to day) for this course; and
  - c) the grading score to be used.
5. Normally:
  - a) Fees for non-credit courses will be 100% cost recovery (including 15% overhead) and collect by Financial Services in the same way as for credit courses.
  - b) Once all agreed costs and overheads have been met and returned to the units which incurred the costs, any profit accruing for non-credit courses shall be divided as recommended by Executive Group.
  - c) Once enrolled, a non-credit course student will be:
    - i) recorded in a database system by the Office of the Registrar;
    - ii) records will be subject to the same confidentiality rules as credit students;
    - iii) the record will include start date for each course, grade for each course, address/contact points and basic demographic data; and
    - iv) statement of courses completed can be issued for a fee.
  - d) Students will not be presented at convocation or listed in the program.
  - e) The Calendar will include a section on Non-Credit Course Offerings which will separate and distinct from the credit course sections in the Calendar.
  - f) In common with our existing policy, non-credit courses may be evaluated for credit. Non-credit courses may be used as pre-requisites for credit courses.



g) The academic regulations as stated in the Calendar shall not necessarily be applied.  
Credit-Free Activity

1. A detailed memorandum from the proposer to the head of the appropriate academic unit outlining:
  - a) the purpose of learning processes to be used in and administrative procedures for the activity;
  - b) the duration of the activity;
  - c) the location of the activity (if it has one);
  - d) the qualifications of instructors required (if any);
  - e) the materials to be used;
  - f) the fees to be charged;
  - g) the full costs of all units associated with the activity;
  - h) the process of student recruitment and registration;
  - i) the impact of this activity on normal credit offerings and for non-credit courses.

This memo shall be sent to all learning service managers and the executive group for feedback prior to a formal decision being made to proceed (or not to) by the academic unit head.

2. Fees will be set by executive group. In setting this fee, full costs for media, financial procedures, registration and examination, tutorial, publicity, recruitment and advertising will be established as guidance to their decision. This information should be presented in the memorandum, together with a recommendation as to an appropriate fee.
3. Once all agreed costs and overheads have been met and returned to the units which incurred the costs, any profit accruing for credit-free activity shall be divided as recommended by Executive Group.
4. Once a person becomes a "student" (sic) of the activity, keeping track of these students is the responsibility of the sponsoring unit and no official records shall be kept.
5. Details of these activities will not appear in the Calendar.
6. Credit free activities will not be assessed for credit worthiness.

### **Regulation**

N/A



**Procedure**

N/A

**Approved By**

Academic Council (Motion 77.4) 21 November, 1989

**Amended Date/Motion No.**

11 August, 1995 (Revised)

11 May, 1990 (Revised)

**Related References, Policies and Procedures**

N/A

**Applicable Legislation/Regulation**

N/A

**Responsible Position/Department**

Coordinator, Registry Services