Policy History	
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Approving Jurisdiction: Senate	
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KWANTLEN POLYTECHNIC UNIVERSITY

KPU Credential Framework
Procedure

A. DEFINITIONS

1. **Academic Discipline**: A field of study or branch of accumulated specialist knowledge organized by virtue of theories, concepts, and techniques taught and researched as part of higher education.

2. **Credit Hours:** The numeric value assigned to a course representing its contribution toward completion of a credential.

3. **Academic Levels:** KPU offers four levels of academic programming: preparatory, vocational, undergraduate, and graduate.

   Within the undergraduate academic level, courses numbered 1100 to 2999 are categorized as Lower Level and courses numbered 3000 to 5999 are categorized as Upper Level.

   Within the Upper Level, courses numbered 5000 to 5999 are categorized as Post-Baccalaureate courses.

4. **Grade Point Average (GPA)**: A weighted average calculated by multiplying the grade points for a course by the number of credit hours assigned to that course, adding those values for a set of courses, and dividing the result by the total number of credit hours for those courses. Separate GPA calculations are made for each academic level.

5. **Institutional Cumulative Grade Point Average (Institutional CGPA)**: The GPA calculated for all courses taken at KPU at a particular Academic Level.

6. **Program Laddering**: Curricular design that intentionally builds on previously earned credits or credentials within the same academic level.

   a. Laddering arrangements with other post-secondary institutions are normally based on the assessment of whole programs rather than on individual courses.

b. In defining credentials at KPU that facilitate the laddering process, each embedded credential should be structured in a way whereby the preceding credential fulfills a pre-defined and standardized portion of the requirements of the subsequently sought credential.

7. **Program Grade Point Average (Program GPA)**:   The GPA calculated for all courses applicable towards graduation with a specific credential.

B. PROCEDURES

1. ACADEMIC LEVELS

Graduate	Post-secondary education beyond the baccalaureate or post-baccalaureate level. Graduate studies require more specialized knowledge and intellectual autonomy than undergraduate studies.
Undergraduate	Post-secondary education at the university or college level that includes either baccalaureate or post-baccalaureate course work.
Vocational	Applied education, usually in a program of study of less than two years, that leads to a credential specific to a trade or profession.
Preparatory	Pre-undergraduate education designed to upgrade or enhance academic skills in preparation for undergraduate studies.

2. CREDENTIALS

Master's Degree	Program consisting of a minimum of 30 credit hours of graduate-level coursework. A Master's degree may include credit hours for project-based or thesis-based courses.
Graduate Diploma	Program consisting of a minimum of 24 credit hours of graduate-level coursework. Learning experiences reflect the acquisition and critical application of knowledge and skills, which may also extend knowledge and skills already obtained at an undergraduate level. A graduate diploma may constitute the initial portion of a related Master's degree.
Graduate Certificate	Program consisting of a minimum of 18 credit hours of graduate-level coursework. Learning experiences blend theoretical knowledge with practical applications and may involve extending knowledge and skills gained in an undergraduate program. A graduate certificate may constitute the initial portion of a related Master's degree.
Post Baccalaureate Diploma	Program consisting of a minimum of 30 credit hours of post-baccalaureate coursework. Associated courses are offered at an undergraduate level and are designed to provide more in depth expertise in a discipline and, or to update specific knowledge gained during baccalaureate studies to improve career options.
Post Baccalaureate Certificate	Program consisting of a minimum of 15 credit hours of post-baccalaureate coursework. Associated courses are offered at an undergraduate level and provide graduates of baccalaureate programs

	with specific knowledge and skills related to an applied occupational area, and, or updates specific knowledge gained during baccalaureate studies.
Baccalaureate Honours Degree	Program consisting of a minimum of 120 credit hours of undergraduate-level coursework. In addition to meeting the requirements of a major, a baccalaureate honours degree requires the completion of a designated honours thesis or project. Courses comprised of an honours thesis or project may contribute to the total credits required for the degree.
Baccalaureate Degree	Program consisting of a minimum of 120 credit hours of undergraduate-level coursework with a minimum of 45 credit hours from courses numbered 3000 or higher.
Associate Degree	Program consisting of a minimum of 60 credit hours of undergraduate-level coursework that complies with the Provincially defined requirements for arts or science programs. An associate degree may constitute the initial portion of a related baccalaureate degree.
Diploma	Program consisting of a minimum of 60 credit hours of undergraduate-level coursework, 60 credit hours of vocational-level coursework, or 60 credit hours of preparatory-level coursework. An undergraduate diploma may constitute the initial portion of a related baccalaureate degree.
Certificate	Program consisting of a minimum of 30 credit hours of undergraduate-level coursework, 30 credit hours of vocational-level coursework, or 30 credit hours of preparatory-level coursework.
Citation	Program consisting of a minimum of 15 credit hours of undergraduate-level coursework, 15 credit hours of vocational-level coursework, or 15 credit hours of preparatory-level coursework.

3. CREDENTIAL CLASSIFICATIONS

Major	A major is a primary area of specialization and a first level of differentiation in a baccalaureate degree. It requires the completion of a minimum of 45 credit hours from courses numbered 3000 or higher, including a minimum of 24 credit hours in a specific academic discipline or defined cross-disciplinary area.
Minor	A minor is a secondary area of specialization outside of the major in a baccalaureate degree. It requires the completion of a minimum of 24 credit hours, including a minimum of 12 credit hours from courses numbered 3000 or higher in a specific academic discipline or defined cross-disciplinary area. Students may complete any minor regardless of the baccalaureate degree they are pursuing, provided it is not in the same field of study as their major; a minor must be in a discipline other than the student's major program of study.
Double-Major	A double-major consists of the completion of the requirements of each of two specific majors within a single baccalaureate degree.
Double-Minor	A double-minor consists of the completion of the requirements of each

	of two specific minors within a single baccalaureate degree.
Concentration	A concentration within a baccalaureate degree credential consists of a minimum of 12 credit hours from courses numbered 3000 or higher in a specific academic discipline or defined cross-disciplinary area. A concentration constitutes part of a major.
Specialization	A specialization within a non-baccalaureate degree credential provides a more focused education in a specific academic discipline. A specialization consists of designated course work in an academic discipline that forms at least 25% of the credit hour total for the credential.
Co-operative Education	Applied education that formally integrates academic studies with full-time, paid work experiences in related positions with employers, in accordance with KPU Policy.

4. BACCALAUREATE DEGREES

KPU offers the following baccalaureate degrees:

Degree	Designation
Bachelor of Applied Arts (Honours)	BAA (Hons)
Bachelor of Applied Arts	BAA
Bachelor of Applied Science	BASc
Bachelor of Arts (Honours)	BA (Hons)
Bachelor of Arts	BA
Bachelor of Business Administration	BBA
Bachelor of Design	BDes
Bachelor of Fine Arts	BFA
Bachelor of Horticulture Science	BHortSc
Bachelor of Interior Design	BID
Bachelor of Interior Design (Honours)	BID (Hons)
Bachelor of Journalism (Honours)	BJ (Hons)
Bachelor of Journalism	BJ
Bachelor of Music in Musical Arts	BMMA
Bachelor of Psychiatric Nursing	BPN
Bachelor of Science (Honours)	BSc (Hons)
Bachelor of Science	BSc
Bachelor of Science in Nursing	BSN
Bachelor of Technology in Information Technology	BTech
Bachelor of Traditional Chinese Medicine	BTCM

5. MINIMUM GRADE POINT AVERAGES FOR GRADUATION

Each KPU credential will require a minimum Institutional CGPA of 2.0 and minimum Program GPA as follows:

Master's Degree	Minimum Program GPA of 3.00
Graduate Diploma, Graduate Certificate	Minimum Program GPA of 2.67
Post Baccalaureate Diploma, Post Baccalaureate Certificate	Minimum Program GPA of 2.50
Baccalaureate Degree	Minimum Program GPA of 2.00
Associate Degree, Diploma, Certificate, Citation	Minimum Program GPA of 2.00

Programs may require a higher GPA than stipulated above. Exceptions must be approved by Senate.

6. BACCALAUREATE DEGREE REQUIREMENTS

KPU's baccalaureate degrees consist of a minimum of 120 credit hours of coursework within which all of the following must be included.

a. University Writing Instruction Requirement

All baccalaureate degrees require the completion of one of the following Writing Instruction (WRIT) requirements:

   i. Introduction to University Writing (ENGL 1100). This course requirement should be incorporated into the initial 30 credit hours of a program's curriculum and should be part of any declaration requirements, or

   ii. A minimum of 60 credits at the undergraduate level from another recognized post-secondary institution where English is the primary language of instruction, including successful completion of one undergraduate English course, or

   iii. A baccalaureate degree from a recognized post-secondary institution where English is the primary language of instruction.

b. Writing-Intensive Requirement

   i. In addition to the University Writing Instruction Requirement, all baccalaureate degrees require the completion of at least one Writing Intensive (WI) course (minimum 3 credits) designated as WI by Senate. Additional WI requirements may be established by individual programs and approved by Senate.

   ii. Courses with the WI designation should assist students to learn the course content through the process of writing, revision, and assessment of writing within the context of a particular academic discipline. These courses will help students improve their writing abilities and overall communication skills.

c. Quantitative Requirement

   i. All baccalaureate degrees require the completion of at least one Quantitative (QUAN) course (minimum 3 credits) designated as QUAN by Senate. Additional

QUAN requirements may be established by individual programs and approved by Senate.

ii.   Courses with the QUAN designation should assist students to develop quantitative reasoning (e.g. numerical, geometric, statistical, or probabilistic), or formal reasoning (mathematical or logically deductive), or scientific reasoning (involving the scientific method in general, and/or the methodology or content of a specific scientific discipline) as a basic principle in their primary subject matter.

d. Breadth Requirement

i.   All baccalaureate degrees require the completion of a minimum of 15 credit hours from courses in at least 3 different academic disciplines besides the focal academic discipline(s) of the credential program, including 3 credits from courses numbered 3000 or higher.

ii.   Breadth courses should expose students to concepts and ideas from a range of academic disciplines and perspectives outside of their specific academic discipline(s) of study or defined cross-disciplinary area.

7. CREDENTIAL REQUIREMENTS

Students must fulfill Senate-approved requirements in order to graduate.

a. Residency

i.   A KPU baccalaureate degree requires the completion at KPU of upper-level course requirements that comprise a minimum of 25% of the total credits required for the credential being sought at KPU.

ii.   A KPU associate degree, diploma, certificate or citation requires the completion at KPU of course requirements that comprise a minimum of 50% of the total credits required for the credential being sought at KPU.

iii.   A KPU graduate degree, diploma, or certificate requires the completion at KPU of course requirements that comprise a minimum of 75% of the total credits required for the credential being sought at KPU.

iv.   Individual programs may establish residency requirements that are higher. Such requirements must be approved by Senate and published in the University Calendar.

b. Time Limit for Completion

i.   Some programs may specify that the requirements for a credential be completed within a specific period of time. This information will be published in the University Calendar. If no specific period is noted, the student must be awarded credit for all courses for the credential within 10 years.

ii.   The granting of an extension to the time limit for program completion will require approval of the Dean or Associate Dean responsible for the program based upon consultation with the appropriate subject matter expert(s) and considerations of the currency and relevancy of the prior coursework.

c. Recognition of Prior Learning Allowance

Transfer credits, as well as credits obtained through prior learning assessment and recognition (PLAR) may receive recognition toward credential requirements. Credits earned through transfer credit or PLAR do not apply towards the residency requirement.

d. Multiple Credentials

Multiple credentials occur when a student receives more than one credential at the University.

    i.   Multiple credentials require satisfactory completion of all requirements of each of the individual credentials.

    ii.   Multiple credentials may be completed either concurrently or sequentially.

    iii.   Where multiple credentials are sought, earned credits from one credential may fulfill up to 50% of the requirements of an additional credential.

    iv.   Where program laddering results in a preceding credential fulfilling a pre-defined and standardized portion of the requirements of the subsequently sought credential, earned credits from the preceding credential may fulfill up to 75% of the requirements of the subsequently sought credential. All uses of the 75% threshold must be approved by Senate and noted in the University Calendar.

e. Course Substitutions

The granting of course substitutions where equivalent subject matter and learning outcomes have otherwise been demonstrated will require approval of the Dean or Associate Dean responsible for the program upon consultation with the appropriate subject matter expert(s).

f. Exceptions

    i.   The granting of exceptions or alterations to any other program requirements or curricular standards established by Senate will require approval of the Dean or Associate Dean responsible for the program upon consultation with the appropriate subject matter expert(s) and the Provost.

    ii.   To ensure all exceptional graduation conditions are addressed collectively, a student's degree audit should be generated with KPU's graduation audit system (MAP: My Action Plan) with the desired conditions indicated and submitted by the Dean's Office to the Office of the Registrar, prior to completion of the student's final term in the program.

    iii.   Recurrent course substitutions, extensions to the time limit for program completion, and exceptions to other graduation conditions will be evaluated as part of the University's systematic review of programs.

C. RELATED POLICIES

AC4 *Student Evaluation and Grading*
AC6 *Recognition of Prior Learning*
AC10 *Development and Change of Senate-Approved Programs*
AC14 *KPU Credential Framework*
AR2 *Admission*
ST6 *Academic Standing*