KPU | KWANTLEN POLYTECHNIC UNIVERSITY

AC15 Digital Credentials (Non-Credit) Procedure

Category: AC (Academic)
Effective Date: January 1, 2026
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic

A. Definitions

1. **Digital Credential (Non-Credit):** An electronic representation of completion of learning, skills and competencies that can be verified online. It typically includes a Digital Open Badge that is used to confirm acquired skills, education, and accomplishments. Digital Credentials are non-credit bearing and recognize Competency-Based Learning (Micro-credentials) and Completion-Based Learning.

2. **Competency-Based Learning:** An approach to learning that emphasizes the acquisition and assessment of a specific competency or set of competencies. A competency is a specific unit of knowledge, skill, or ability that will be assessed and can be applied in a setting such as work.

3. **Micro-credential:** A Digital Credential that recognizes Competency-Based Learning and includes an assessment of a learner's specific competencies. Micro-credentials may arise from non-credit learning experience, informal/non-formal learning (e.g., co-curricular activities, a workshop or experience), a component of a credit course, components of multiple credit courses, or full courses if their outcomes contribute to an identified competency. It may also be achieved in individual learning activities or accumulated to meet the requirements of a larger Micro-credential. This learning experience is short-duration (i.e., less than 288 hours per current provincial guidelines), delivered in flexible formats, typically aligns with the needs of an Indigenous community, industry, employer and/or community, and can be assessed and recognized for employment or learning purposes. Micro-credentials are recognized by Digital Open Badges.

4. **Completion-Based Learning:** An approach to learning that emphasizes the completion of learning tasks or activities outside of credit course(s). Completion-Based Learning activities are recognized by Digital Open Badges.

5. **Digital Open Badge:** An online visual symbol, indication or representation of definable achievement upon completion of a Competency-Based Learning (Micro-credential) or a Completion-Based Learning. It recognizes and verifies learning by embedding metadata in the visual digital image that provide information about the achievement of competencies or completion of learning tasks and activities, and can be widely shared across various online platforms as evidence of learning.

6. **Proponent:** A staff member, faculty member or administrator at KPU who initiates and leads a proposal for a Digital Credential.

B. Procedures

1. **Roles and Responsibilities**

1.1. **The Digital Credential Committee ("Committee")**

Will be made up of one faculty member from each Faculty appointed by their Faculty Council, a representative each from Office of the Provost, the Centre for Educational Transformation (CET), and Continuing and Professional Studies, and other representative(s) as the Provost may see fit. The Committee is responsible for:

1.1.1. Receiving Digital Credential proposals from the Proponent.

1.1.1.1. Proposals for Micro-credentials arising from Senate-approved credit courses will be received by the Committee after the curricula in the associated Senate-approved courses are approved by Senate.

1.1.1.2. Proposals for Digital Credentials arising from non-credit courses will be received by the Committee once the courses are approved by the Provost.

1.1.2. In accordance with the criteria set out by the Committee:

1.1.2.1. Reviewing, endorsing and recommending Digital Credential proposals (new, revised) to the Provost for approval.

1.1.2.2. Reviewing and recommending Digital Credential proposals (discontinuance) to the Provost for approval.

1.1.3. Establishing the mandate and terms of reference of the Committee.

1.1.4. Establishing and biennially reviewing the criteria for all Digital Credentials at KPU.

1.1.5. Forwarding approved Digital Credentials to the Marketing Department and requesting the creation of a Digital Open Badge graphic.

1.1.6. Publishing, maintaining, and biennially reviewing the Digital Credentials Catalogue.

1.2. **The Provost and Vice-President, Academic is responsible for:**

1.2.1. Appointing non-faculty members of the Committee.

1.2.2. Approving new or revised Digital Credential proposals endorsed by the Committee.

1.2.3. Approving Digital Credential proposals for discontinuance.

1.3. **The Proponent is responsible for:**

1.3.1. Where appropriate, seeking design support from the Centre for Educational Transformation (CET) prior to submitting a Digital Credential proposal, especially for a Micro-credential.

1.3.2. Consulting the Dean (or designate) of the Faculty or Head of the administrative department prior to submitting a Digital Credential proposal.

1.3.2.1. If the Digital Credential proposed is a Micro-credential arising from a Senate-approved credit course, the Dean(s) and faculty in the department(s) where the course resides must be consulted.

1.3.3. Completing and submitting a Digital Credential proposal to the Digital Credential Committee.

1.3.4. Completing all preparations for implementing a Digital Open Badge (e.g., building assignments and setting up badge triggers for each assignment in Moodle Gradebook) after a Digital Credential proposal is approved. This may include consulting with the Centre for Educational Transformation (CET) in a timely manner if support is required.

1.4. **The Centre for Educational Transformation (CET) is responsible for:**

1.4.1. Receiving each graphic from the Marketing Department and setting up a Digital Open Badge that documents the required metadata to describe the learning achievement criteria.

1.4.2. Upon approval on the establishment, revision or discontinuance of the Digital Credential, communicating to the Proponent and the Committee on the update of the Digital Open Badge in KPU's badging system.

1.4.3. Providing design support to Proponents of Digital Credentials.

1.5. **The Marketing Department is responsible for:**

1.5.1. Receiving requests from the Committee for the creation of the visual component in Digital Open Badges.

1.5.2. Creating a graphic for each requested Digital Open Badge.

1.5.3. Sending the Digital Open Badge graphic to the Centre for Educational Transformation (CET) for encryption of metadata.

2. **Establishing a New Digital Credential**

2.1. **Planning for a Digital Credential**

2.1.1. The Proponent will contact the Curricular Support Unit in the Office of the Provost for questions and support needed for the Digital Credential proposal.

2.1.2. Prior to proposing a Digital Credential, the Proponent should consider the following:

2.1.2.1. Consulting with their department, especially if the Micro-credential proposal arises from a Senate-approved credit course.

2.1.2.1.1. If the Digital Credential proposed is a Micro-credential arising from a Senate-approved credit course, the Dean(s) and faculty in the department(s) where the course resides must be consulted.

2.1.2.2. Consulting with Indigenous Studies department, if the Digital Credential proposal has a focus on Indigenous content.

2.1.2.3. Seeking design support from the Centre for Educational Transformation (CET).

2.1.3. The Proponent must receive approval from the Dean (or designate) of the Faculty or Head of the administrative department before submitting a Digital Credential proposal to the Digital Credential Committee.

2.2. **Initial Review by the Chair of the Digital Credential Committee ("Committee"):**

2.2.1. For a Micro-credential that arises from a Senate-approved credit course, the new credit course proposal must adhere to the course approval process under Senate's jurisdiction. A separate Micro-credential proposal can be submitted to the Committee upon Senate's approval of the new course proposal.

2.2.2. The Proponent will submit a Digital Credential proposal to the Chair of the Committee, who will confirm if all of the following initial criteria have been met:

2.2.2.1. The proposal is complete.

2.2.2.2. A similar or identical Digital Credential does not exist currently.

2.2.2.3. Approval from the Dean (or designate) of the Faculty, Head of the administrative department, and for non-credit courses, the Provost (or designate).

2.2.2.4. For a Micro-credential that arises from a Senate-approved credit course:

2.2.2.4.1. Approval from Senate on the creation of the credit course.

2.2.2.4.2. Alignment of the grading system between the credit course and the proposed Micro-Credential.

2.2.3. If the proposal does not meet all of the initial criteria, the Chair of the Committee will return it to the Proponent for revision prior to re-submission to the Committee.

2.2.4. If the proposal meets all of the initial criteria, the Chair of the Committee will forward the proposal to the Committee for review and adjudication at their next meeting.

2.3. **Review and Adjudication by the Committee**

2.3.1. The Committee will convene to review the Digital Credential proposal. The Committee may endorse and recommend the Digital Credential proposal to the Provost for decision, or reject and return the Digital Credential proposal to the Proponent.

2.3.2. If the Committee determines that amendments to the proposed Digital Credential are required, the Committee will return the proposal to the

Proponent for review and revision prior to resubmission to the Committee.

2.3.3. The Provost's approval on the Digital Credential proposal will be communicated to the Chair of Committee, who will inform the Proponent, the Dean (or designate) of a Faculty or Head of the administrative department, the Centre for Educational Transformation (CET), Indigenous Studies department, Indigenous Student Services, and Senate (for Micro-credentials that arise from a Senate-approved credit course) where appropriate.

2.3.4. Digital Credentials cannot be used to satisfy Senate-approved credit courses or program requirements.

2.3.5. KPU Digital Credentials cannot be used as evidence in a Prior Learning and Recognition (PLAR) assessment.

3. **Revising and Discontinuing existing Digital Credentials**

3.1. The revision or discontinuance specific to a Micro-credential that arises from a Senate-approved credit course is separate from the approval process for revising or discontinuing the credit course, which is under Senate's jurisdiction and must be adhered to.

3.2. A proposal to revise or discontinue an existing Digital Credential will be submitted to the Chair of the Committee, who will confirm if all of the following initial criteria have been met:

3.2.1. The proposal is complete.

3.2.2. Approval from the Dean (or designate) of the Faculty, Head of the administrative department, and for non-credit courses, the Provost (or designate).

3.2.3. For a Micro-credential that arises from a Senate-approved credit course:

3.2.3.1. Grading system and revisions to learning outcomes in the Micro-credential must remain aligned with the credit course. If the revisions required do not align, the credit course should be updated and approved by Senate prior to revising the Micro-credential.

3.2.3.2. A Micro-credential can be proposed for discontinuance without the credit course being discontinued.

3.2.3.3. A Micro-credential must be proposed for discontinuance if the credit course discontinuance is approved by Senate.

3.3. If the proposal does not meet all of the above criteria, the Chair of the Committee will return it to the Proponent for revision prior to re-submission to the Committee.

3.4. If the proposal meets all of the initial criteria, the Chair of Committee will forward the proposal to the Committee for review and adjudication at their next meeting.

3.5. Review and Adjudication by the Committee

3.5.1. The Committee will convene to review the Digital Credential proposal. The Committee may endorse and recommend the proposal to revise a Digital Credential to the Provost for decision, or reject and return the proposal to the Proponent.

3.5.2. A proposal to discontinue the Digital Credential will be reviewed and recommended by the Committee to the Provost for approval.

3.5.3. If amendments to the proposed revisions or discontinuance of the Digital Credential are required, the Committee will return the proposal to the Proponent for review and revision prior to resubmission to the Committee.

3.5.4. The Provost's approval of the revision or discontinuance of a Digital Credential proposal will be communicated to the Chair of Committee, who will inform the Proponent, the Dean (or designate) of a Faculty or Head of the administrative department, the Centre for Educational Transformation (CET), Indigenous Studies department, Indigenous Student Services, and Senate (for Micro-credentials that arise from a Senate-approved credit course) where appropriate.

4. **Issuance of Digital Open Badges**

4.1. Digital Open Badges will be issued for all Digital Credentials at KPU.

4.2. Upon approval of a new or revised Digital Credential, the Chair of the Committee will submit a request to the Marketing department for the creation of a Digital Open Badge graphic.

4.3. The prepared Digital Open Badge graphic will be provided by Marketing to the Centre for Educational Transformation (CET) for the setup of the Digital Open Badge in the badging system.

4.4. All Digital Open Badges at KPU will have metadata that includes but is not limited to:

4.4.1. KPU as the issuing institution

4.4.2. Badge title (the title of the Micro-credential or the Completion-Based Learning)

4.4.3. Issuing department (the name of the academic Faculty/department, non-academic unit (Continuing and Professional Studies), or administrative department that offers the Digital Credential)

4.4.4. Badge image

4.4.5. Description of Learning

4.4.6. Date of issuance

4.4.7. Date of expiry (if applicable)

4.4.8. Criteria (competencies validated in a Micro-credential, or learning tasks completed in a Completion-Based Learning experience)

4.5. The Centre for Educational Transformation (CET) will communicate to the Proponent and the Committee the establishment, revision or discontinuance of the Digital Open Badge in KPU's badging system. The Committee will update the Digital Credentials Catalogue where applicable.

5. **Review of Digital Credentials**

5.1. The Committee will biennially review all approved Digital Credentials at KPU.

6. **Stackability**

6.1. Upon successful completion of a series of two or more Micro-credentials, they may be combined and stacked into a larger Micro-credential that will adhere to the Digital Credentials approval process outlined in this Procedure. This larger

Micro-credential will be recognized via a Digital Open Badge where the metadata will include the relevant stacked Micro-credentials.

7. **Catalogue**

7.1. The Committee will maintain and publish a record of all Digital Credentials that have been approved, revised or discontinued, along with a schedule of review for all Digital Credentials at KPU.

C. Related Policy

AC15 Digital Credentials (Non-Credit) Policy

D. Appendix I

Digital Credentials Definitions

