NON-CREDIT AND SERVICE CONTRACT PROGRAM AND COURSE IMPLEMENTATION AND CANCELLATION POLICY

Policy Area:	Board		
Policy Number:	NPCPL_2606N_BG/PRE		
Policy Sponsor:	President		
Policy Contact:	Provost and Vice President, Academic		
Applies to:	Employees		
Authority:	*College and Institute Act*		
Approval Authority:	Board of Governors (on advice of Education Council)		
Approval Date:	June 23, 2026		
Effective Date:	July 1, 2026		
Replaces or New:	New		
Last reviewed:	June 2026	Scheduled review date:	June 2031
Procedures:	*None.*		

1. Policy Statement

To ensure the timely alignment of College programs and courses to industry, employer, community, and student needs, the College identifies, creates, implements, evaluates, refreshes, and cancels programs and courses offered by the College that are not for credit or are offered through a contract for services.

2. Purpose

The purpose of this policy is to establish governance requirements and institutional standards for the addition and deletion of Non-Credit Programs and Courses offered by the College, in accordance with section 19(1)(d) and 23(1)(c) of the College and Institute Act (CIA).

3. Scope and Application

3.1 This policy applies to College Non-Credit Programs and Courses that lead to a College Non-Credit Credential including:

a) Certificates of Completion that are not assigned Academic Credit;

b) Certificates of Participation that are not assigned Academic Credit;

c) Microcredentials that are not assigned Academic Credit;

d) Customized corporate or community training or learning; and

e) Training or learning delivered through a contract for services.

3.2 The policy does not apply to Credit Programs and Courses. See *Table 1*.

4. Definitions

Academic Credit	Means the value assigned to a Credit Course or some other form of learning that counts toward a Credit Program or Credential completion.[1] Academic Credit(s) are numerical values assigned to Courses or learning activities, representing the amount of learning achieved, commonly relating to instructional hours or learning outcomes.[2] Academic Credit may be applied at the Program or Course level.
Certificate of Completion	Means the Credential granted to a student following the successful completion of a Non-Credit Program with a requirement to demonstrate competency in skills and/or knowledge.
Certificate of Participation	Means the Credential granted to a student following the completion of a Non-Credit Program with no requirement to demonstrate competency in skills and/or knowledge.
Credential	Means the official recognition granted by Okanagan College or SkilledTradesBC that verifies the successful completion of a Credit or Non-Credit Program or stage of study.
Credit Course (also **Course**)	Means an organized and coherent unit of curriculum with specified learning outcomes or competencies, content, and assessment, that is assigned Academic Credit or a contact hour value and is offered by Okanagan College independently or as part of a Credit Program.
Credit Program (also **Program**)	Means a set of Credit Courses or other academic requirements that lead to the awarding of a Credential that meets the requirements of SkilledTradesBC, the BC Post Secondary Institutional Proposal System, the BC Degree Quality Assessment Board, or the Minister assigned the post-secondary or skilled trades portfolio.
Education Plan	Means the list of Credit Programs and/or Courses that are planned to be provided by the institution in any single academic year (July 1 - June 30). It does not address when, where, or how any given Program, Course, and/or section will be scheduled during the academic year. It will normally be provided to the Board annually.
Non-Credit Course	Means an organized set of learning outcomes, competencies, workshops, or other learning activities offered by Okanagan College that are not assigned Academic Credit(s).

[1] *www.bccat.ca/pubs/WhatAcademicCred.pdf*

[2] *www.qaa.ac.uk/docs/qaa/quality-code/what-is-credit-guide-for-students.pdf* & *www.bccat.ca/pubs/WhatAcademicCred.pdf*

Non-Credit Program	Means a set of Non-Credit Courses or other learning requirements that collectively lead to the awarding of a Microcredential, certificate of completion, or other Non-Credit Credential.
Microcredential	Means a short, stand-alone competency-based learning experience that aligns with labour market, or community needs and is assessed and recognized for employment or future learning[3].
Transition Plan	Means a plan that bridges one or multiple Education Plans that will reasonably allow currently enrolled students to complete, transfer or withdraw from their program of study.

5. Principles

5.1 The development, implementation, and cancellation of Non-Credit Programs and Courses at the College will be guided by the following principles:

a) **Responsiveness** - Programming responds to demonstrated industry, employer, community, and learner needs.

b) **Financial Sustainability** - Non-Credit offerings are financially viable as stand-alone offerings and are responsibly resourced.

c) **Quality** - Appropriate quality assurance practices support effective and credible learning experiences.

d) **Agility** - Non-Credit programming enables timely implementation, adaptation, and cancellation.

e) **Risk Awareness -** Decisions are informed by financial, operational, and reputational risk considerations.

f) **Learner Fairness -** Learner interests are considered when Non-credit Programs and Courses are changed or discontinued.

g) **Transparency -** The scope and status of Non-Credit offerings are clear and well communicated.

h) **Indigenous Knowledge** - Teaching and learning practices respect and incorporate Indigenous knowledge, perspectives, and ways of being; and

i) **Structured Development -** Non-Credit Programs and Courses follow a consistent, standardized, and systematic development and review process.

6. Authority and Delegation

6.1 In accordance with Section 19(1)(d) of the College and Institute Act, the Board of Governors delegates to the President the authority to implement and cancel Non-credit Programs and Courses that fall within the scope of this policy.

6.2 Non-Credit Programs and Courses governed by this policy are not subject to Education Council approval under Section 23(1)(c) of the College and Institute Act.

[3] *https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/micro-credentials/mc_framework.pdf*

7. Quality Assurance and Oversight

7.1 The College will apply proportionate quality assurance processes to Non-Credit Programs and Courses to ensure relevance, learner experience, and alignment with institutional standards.

a) Pursuant to Section 23(1)(c) of the College and Institute Act, the President will provide the Board of Governors and Education Council with an annual report of Non-Credit Programs and Courses offered by the College that are not reviewed by Education Council under Section 24(2)(f).

8. Requirements for Implementation or Cancellation of Non-Credit Courses and Programs

8.1 Before implementing a new Non-Credit Program or Course, the President will ensure that the following considerations are documented and assessed, as appropriate:

a) A clearly defined target market, including geography and demographic profile(s);

b) A quantitative assessment of immediate and anticipated future market demand;

c) An assessment of similar or competing offerings in the market;

d) The anticipated start date for recruitment and registration;

e) The anticipated duration of the offering, including whether it is time-limited or ongoing;

f) A defined implementation plan;

g) The human, financial, capital, and technological resources required to implement and sustain the course or program;

h) The internal or external sources of required operational resources;

i) Risks associated with the availability or sustainability of required resources;

j) Expectations related to examinations, assessments, and evaluation of learner performance, where applicable; and

k) Core curriculum content or learning outcomes.

8.2 Before cancelling a Non-Credit Program or Courses, the President will ensure that the following considerations are documented and assessed, as appropriate:

a) Past and current learner enrolment;

b) Changes or saturation in the defined target market (geographic or demographic);

c) Changes in immediate or anticipated future market demand affecting enrolment;

d) Changes to human, financial, capital, or technological resource requirements that render ongoing delivery unsustainable;

e) Changes to internal or external sources of operational resources;

f) Evidence of decline in quality assurance outcomes, including the results of any corrective actions undertaken;

g) The anticipated closure date for the Non-Credit Program or Course; and

h) A Transition Plan to ensure that learners currently enrolled are able to complete the course or program or a reasonable alternative within an appropriate timeframe.

9. Related Acts and Regulations

None.

10. Supporting References, Policies, Procedures and Forms

Management of Courses and Programs Policy

History / Revisions

Date	Action
2026-06-23	Approval by Board of Governors: *Non-Credit and Service Contract Program and Course Implementation and Cancellation Policy (NPCPL_2606N_BG/PRE)*

Table 1

Examples of Credit and Non-Credit Credentials

Credit	Non-Credit
Advanced Certificate	Microcredential (Non-Credit)
Advanced Diploma	Certificate of Completion
Associate Degree	Certificate of Participation
Bachelor's Degree	
Certificate	
Certificate (Trades)	
Diploma	
Microcredential (Credit)	
Post-Baccalaureate Certificate	
Post-Baccalaureate Diploma	