



## CERTIFICATE AND DIPLOMA FRAMEWORK

### Preamble

1. This Framework applies to all certificate and diploma programs, including the micro-credentials encapsulated within each category.
2. Programs may only be named in accordance with the credential designations set out in this Framework. For further clarification:
  - a. There will not be an Advanced Certificate or Advanced Diploma credential. If a sponsoring unit wishes to indicate that a certificate or diploma requires another certificate or diploma as a pre-requisite or builds upon a more advanced body of knowledge, the designation may be as follows:
    - (i) Certificate/Diploma in Advanced "X"; or
    - (ii) Certificate/Diploma in "X", Level 2."
  - b. Micro-credentials are defined as shorter programs, that:
    - (i) are comprised of a minimum of 2 unique courses, and of no more than 108 contact hours at the certificate level or 18 credit hours of course work at the diploma level.
    - (ii) certify learning outcomes through formal assessment; and
    - (iii) can be stand-alone, stackable, laddered, or embedded within other programs (see 3 below).

Micro-certificates, micro-diplomas, and graduate micro-diplomas fall under this category.
  - c. Although educational experiences under the Short Courses and Programs credential may be referred to as "workshop, seminar, short course, short program" or the like, they may not be referred to by any of the other credentials.
3. Stackable credentials are credentials that are modular in nature, and when combined with others, result in the awarding of a larger credential; laddering of credentials is when one credential articulates into another resulting in students receiving established credit within the program, shortening the path to program completion. Embedded Credentials, or credentials which are incorporated within a degree program, must first be established as a Credential in accordance with this Framework.
4. In the case of multi-unit collaboration on a non-degree program, a lead Faculty/College/School (or sponsoring unit) must be identified.

\*The Office of the Provost will develop and maintain a proposal template for all categories of Certificate and Diploma programs. The templates, which may be revised from time to time by the Office of the Provost, will be used to assess compliance with the Framework and to maintain an inventory/database of program information.

Non-Degree Level Programs

CREDENTIAL			
Non-Degree Level			
Characteristic	Letter of Accomplishment or Participation	Micro-certificate	Certificate
<b>Definition</b>	Short courses/programs focused on professional skills or community enhancement, through educational experiences such as workshops and seminars.	A short, flexible program focused on specific professional skills and/or knowledge development.  Consisting of non-degree courses equivalent to a minimum of 36 instructional contact hours to a maximum of 108 instructional contact hours.  Stand-alone.	A structured program of studies focused on developing knowledge and/or professional skills in a specific field.  Consisting primarily of non-degree credit courses equivalent to a minimum of >108 instructional contact hours and a maximum of 400 instructional contact hours (average of 1 year).  Stand alone.
<b>Entrance Requirements</b>	To be determined by the sponsoring unit(s).	1. Minimum University entrance requirements: (a) for students not enrolled in a degree program at the University of Manitoba: must meet the direct entry or advanced entry entrance requirements for a program at the University of Manitoba. (b) for students currently enrolled in a degree program at the University of Manitoba: must be in good academic standing within their current program of study. 2. Program specific requirements.	1. Minimum University entrance requirements: (a) for students not enrolled in a degree program at the University of Manitoba: must meet the direct entry or advanced entry entrance requirements for a program at the University of Manitoba. (b) for students currently enrolled in a degree program at the University of Manitoba: must be in good academic standing within their current program of study. 2. Program specific requirements.
<b>Student Performance Requirements</b>	1. Participant work may be, but need not be, formally evaluated. Where not formally evaluated, participation/ attendance is the primary requirement. 2. No specified number of classroom or contact hours. 3. No maximum time limit to complete.	1. Participant work is formally evaluated. 2. Letter or pass/fail grades are assigned. 3. Sponsoring unit(s) determine performance requirements. 4. Sponsoring unit(s) determine maximum time limit.	1. Student work is formally evaluated. 2. Letter or pass/fail grades are assigned. 3. Sponsoring unit(s) determine performance requirements. 4. Sponsoring unit(s) determine maximum time limit.
<b>U of M Delivered Content</b>	100% of instructional contact hours at U of M.	For programs with fewer than 72 instructional contact hours, 100% delivered by U of M. For programs with 72 or more instructional contact hours, a minimum of 75% of instructional contact hours at U of M.	Minimum of 50% of instructional contact hours delivered by U of M.
<b>Recognition For Credit</b>	No. However, sponsoring unit(s) may recognize completion of short courses and programs, where assessment occurs, toward instructional contact hours required for Micro-Certificates and Certificates.  Faculties/College/Schools which have previously articulated transfer of credit for affected Micro-Certificates and Certificates must first agree.	Non-degree courses completed as part of a Micro-Certificate may be recognized towards a Certificate in same or related fields of study.  Micro-certificates may be stackable or laddered into Certificates in same or related fields of study and subject to program regulations.  Formal articulation of recognition of credit requires Senate approval  Faculties/Colleges/Schools which have previously articulated transfer of credit for affected Certificates must first agree.	1. Prior to program approval: sponsoring unit(s) will consult with relevant Faculties/Colleges/Schools to articulate transfer of credit into a diploma or degree-level program. 2. Subsequent to program approval: a) relevant Faculties/Colleges/Schools may agree to additional transfer of credit; and b) student may approach Deans/Directors to request transfer of credit for other programs.  Formal articulation of recognition of credit requires Senate approval.

CREDENTIAL			
Non-Degree Level			
Characteristic	Letter of Accomplishment or Participation	Micro-certificate	Certificate
<b>Approvals Process</b>	Faculty/School/Division, with report to Senate for information.	Faculty/School/Division Council endorses and reports to Senate for approval under concurrence without debate prior to implementation.*  As part of the program development process, sponsoring unit(s) must: a) consult with Libraries to determine resources needed; b) consult with other appropriate units in relation to other resource needs; c) consult with the Office of the Registrar and Enrolment Services on student information system requirements; and d) where appropriate, consult with community and industry partners and other stakeholders.	Faculty/School/Division Council endorses and reports to Senate for approval under concurrence without debate prior to implementation.*  As part of the program development process, sponsoring unit(s) must: a) consult with Libraries to determine resources needed; b) consult with other appropriate units in relation to other resource needs; c) consult with the Office of the Registrar and Enrolment Services on student information system requirements; and d) where appropriate, consult with community and industry partners and other stakeholders.
<b>Quality Assurance (Program Content)</b>	Sponsoring unit(s)'s responsibility. Based on feedback from participants, instructors, community and faculty partners, and other stakeholders.  Sponsoring unit(s) head is responsible for ensuring Quality Assurance review process is in place.	Sponsoring unit(s)'s responsibility. Based on feedback from participants, instructors, community and faculty partners, and other stakeholders.  Sponsoring unit(s) head is responsible for ensuring Quality Assurance review process is in place.	Sponsoring unit(s)'s responsibility. Based on feedback from participants, instructors, community and faculty partners, and other stakeholders.  Sponsoring unit(s) head is responsible for ensuring Quality Assurance review process is in place.
<b>Participant/ Student Status</b>	Participant	Student	Student
<b>Participant/ Student Records</b>	Sponsoring unit(s) maintain participant records.	Office of the Registrar and Enrolment Services maintains student records.	Office of the Registrar and Enrolment Services maintains student records.
<b>Transcript/ Other recognition</b>	1. Letter of Accomplishment where work is formally evaluated. 2. Letter of Participation where work is not formally evaluated.	Transcript	Transcript
<b>Approval of Graduates</b>	Faculty/College/School/Division Council, at minimum for information.	Faculty/College/School/Division Council	Faculty/College/School/Division Council
<b>Insignia and Signatures on Credential</b>	1. University Logo. 2. Signed by Dean(s)/Director(s)	1. University logo 2. Signed by Dean(s)/Director(s)	1. University logo 2. Signed by Dean(s)/Director(s)
<b>Awarded at Convocation</b>	No	No	No

Undergraduate Level Programs

CREDENTIAL			
Undergraduate Level			
Characteristic	Micro-Diploma	Diploma	Post- Baccalaureate Diploma
<b>Definition</b>	<p>A short, flexible program of studies focused on core knowledge in a field or interdisciplinary field of study.</p> <p>Consisting primarily of undergraduate degree credit courses equivalent to a minimum of 9 credit hours and a maximum of 18 credit hours. May include other types of instructional or learning opportunities, such as professional development or work-integrated-learning experiences.</p> <p>May be:                      1. Stand alone; and/or                      2. Embedded in an undergraduate degree.</p>	<p>A structured program of studies focused on developing broad knowledge in a field or interdisciplinary field-of study.</p> <p>Consisting primarily of undergraduate degree credit courses equivalent to a minimum of 21 credit hours and a maximum of 60 credit hours. May include other types of instructional or learning opportunities, such as professional development or work-integrated learning experiences.</p> <p>May be:                      1. Stand alone; and/or                      2. Embedded in an undergraduate degree.</p>	<p>A structured program of studies focused on enhancing and building advanced knowledge in a field or interdisciplinary field of study.</p> <p>Consisting primarily of undergraduate degree credit courses equivalent to a minimum of 21 credit hours and a maximum of 60 credit hours. May include other types of instructional or learning opportunities, such as professional development or work-integrated learning experiences.</p> <p>Stand alone.</p>
<b>Entrance Requirements</b>	<p>1. Minimum University entrance requirements:                      (a) for students not enrolled in a degree program at the University of Manitoba: must meet the direct entry or advanced entry entrance requirements for a program at the University of Manitoba.                      (b) for students currently enrolled in a degree program at the University of Manitoba: must be in good academic standing within their current program of study.                      2. Program specific requirements.</p>	<p>1. Minimum University entrance requirements. Must meet the direct entry or advanced entry entrance requirements for a program at the University of Manitoba.                      2. Program specific requirements.</p>	<p>1. Degree in a related field.                      2. Program specific requirements.</p>
<b>Student Performance Requirements</b>	<p>1. Student work is formally evaluated.                      2. Letter or pass/fail grades are assigned.                      3. Sponsoring unit(s) determine performance requirements.                      4. Sponsoring unit(s) determine maximum time limit.</p>	<p>1. Student work is formally evaluated.                      2. Letter or pass/fail grades are assigned.                      3. Sponsoring unit(s) determine performance requirements.                      4. Sponsoring unit(s) determine maximum time limit.</p>	<p>1. Student work is formally evaluated.                      2. Letter or pass/fail grades are assigned.                      3. Sponsoring unit(s) determine performance requirements.                      4. Sponsoring unit(s) determine maximum time limit.</p>
<b>U of M Delivered Content</b>	<p>For programs with 12 credit hours or fewer, 100% delivered by U of M. For programs with more than 12 credit hours, a minimum of 75% delivered at U of M.</p>	<p>Minimum of 50% of credit hours delivered by U of M.</p>	<p>Minimum of 50% of credit hours delivered by U of M.</p>
<b>Recognition For Credit</b>	<p>Degree-level courses completed as part of a Micro-Diploma may be recognized towards a Diploma, Post-Baccalaureate Diploma or undergraduate degree program, subject to the Senate approved program regulations.</p> <p>Micro-diplomas may be stackable or laddered into Diplomas, Post-Baccalaureate Diplomas or undergraduate degree programs in same or related fields of study.</p> <p>Formal articulation of recognition of credit requires Senate approval</p>	<p>Degree-level courses completed as part of a Diploma may be recognized toward an undergraduate degree program, where appropriate and subject to the Senate approved program regulations.</p> <p>Diplomas may be laddered into undergraduate degree programs in same or related fields of study.</p> <p>Formal articulation of recognition of credit requires Senate approval.</p>	<p>Not applicable.</p>

CREDENTIAL			
Undergraduate Level			
Characteristic	Micro-Diploma	Diploma	Post- Baccalaureate Diploma
<b>Approvals Process</b>	<p>1. Faculty/School Council. 2. Senate, upon recommendation of Senate Committee on Curriculum and Course Changes, and Senate Planning and Priorities Committee and other Senate Committees, as required. 3. Board of Governors; and 4. Province, as required.*</p> <p>As part of the program development process, sponsoring unit(s) must: a) consult with relevant departments/faculties/colleges/schools in respect to use of courses and/or recognition of credit; b) consult with Libraries to determine resources needed; c) consult with other appropriate units in relation to resource needs; d) consult with the Office of the Registrar and Enrolment Services on student information system requirements; and e) where appropriate, consult with community and industry partners and other stakeholders.</p>	<p>1. Faculty/School Council. 2. Senate, upon recommendation of Senate Committee on Curriculum and Course Changes, and Senate Planning and Priorities Committee and other Senate Committees, as required. 3. Board of Governors; and 4. Province, as required.*</p> <p>As part of the program development process, sponsoring unit(s) must: a) consult with relevant departments/faculties/colleges/schools in respect to use of courses and/or recognition of credit; b) consult with Libraries to determine resources needed; c) consult with other appropriate units in relation to resource needs; d) consult with the Office of the Registrar and Enrolment Services on student information system requirements; and e) where appropriate, consult with community and industry partners and other stakeholders.</p>	<p>1. Faculty/School Council. 2. Senate, upon recommendation of Senate Committee on Curriculum and Course Changes, and Senate Planning and Priorities Committee and other Senate Committees, as required. 3. Board of Governors; and 4. Province, as required.*</p> <p>As part of the program development process, sponsoring unit(s) must: a) consult with relevant departments/faculties/colleges/schools in respect to use of courses and/or recognition of credit; b) consult with Libraries to determine resources needed; c) consult with other appropriate units in relation to resource needs; d) consult with the Office of the Registrar and Enrolment Services on student information system requirements; and e) where appropriate, consult with community and industry partners and other stakeholders.</p>
<b>Quality Assurance (Program Content)</b>	Program to be included in the sponsoring unit(s) undergraduate program review, as outlined in the U of M Policy and Procedure on Academic Program Reviews.	Program to be included in the sponsoring unit(s) undergraduate program review, as outlined in the U of M Policy and Procedure on Academic Program Reviews.	Program to be included in the sponsoring unit(s) undergraduate program review, as outlined in the U of M Policy and Procedure on Academic Program Reviews.
<b>Participant/ Student Status</b>	Student	Student	Student
<b>Participant/ Student Records</b>	Office of the Registrar and Enrolment Services maintains student records.	Office of the Registrar and Enrolment Services maintains student records.	Office of the Registrar and Enrolment Services maintains student records.
<b>Transcript/ Other recognition</b>	Transcript	Transcript	Transcript
<b>Approval of Graduates</b>	Faculty/College/School, for report to Senate for information.	Faculty/College/School informs Registrar for Senate approval.	Faculty/College/School informs Registrar for Senate approval.
<b>Insignia and Signatures on Credential</b>	<p>1. University logo 2. Signed by Dean(s)/Director(s)</p>	<p>1. Academic Seal. 2. Signed by Dean/Director, President, Chancellor, Chair of Board.</p>	<p>1. Academic Seal. 2. Signed by Dean/Director, President, Chancellor, Chair of Board.</p>
<b>Awarded at Convocation</b>	No	Yes	Yes

Graduate Level Programs

CREDENTIAL		
Graduate Level		
Characteristic	Graduate Micro-Diploma	Graduate Diploma
<b>Definition</b>	<p>A short, flexible program of studies focused on core knowledge in a field or interdisciplinary field-of-study at a graduate level.</p> <p>Consisting of graduate courses equivalent to a minimum of 6 credit hours and to a maximum of 9 credit hours.</p> <p>May be:</p> <ol style="list-style-type: none"> <li>1. Stand alone; and/or</li> <li>2. Embedded in a graduate degree.</li> </ol>	<p>A structured program of studies focused on developing graduate-level knowledge in a field or interdisciplinary field of study.</p> <p>Consisting primarily of graduate courses equivalent to a minimum of 12 credit hours and a maximum of 18 credit hours.</p> <p>Stand alone.</p>
<b>Entrance Requirements</b>	<ol style="list-style-type: none"> <li>1. Degree in related field.</li> <li>2. Minimum Faculty of Graduate Studies entrance requirements.</li> <li>3. Program specific requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Degree in related field.</li> <li>2. Minimum Faculty of Graduate Studies entrance requirements.</li> <li>3. Program specific requirements.</li> </ol>
<b>Student Performance Requirements</b>	<ol style="list-style-type: none"> <li>1. Student work is formally evaluated.</li> <li>2. Letter or pass/fail grades are assigned.</li> <li>3. Minimum performance requirements are determined by Faculty of Graduate Studies.</li> <li>4. Faculty of Graduate Studies determines maximum time limit.</li> </ol>	<ol style="list-style-type: none"> <li>1. Student work is formally evaluated.</li> <li>2. Letter or pass/fail grades are assigned.</li> <li>3. Minimum performance requirements are determined by Faculty of Graduate Studies.</li> <li>4. Faculty of Graduate Studies determines maximum time limit.</li> </ol>
<b>U of M Delivered Content</b>	Minimum of 6 credit hours must be delivered by U of M	Minimum of 50% of credit hours delivered by U of M.
<b>Recognition For Credit</b>	<p>Graduate-level courses completed as part of a Graduate Micro-Diploma may be recognized toward a Graduate Diploma or graduate degree program, where appropriate and subject to the Senate approved program regulations.</p> <p>Graduate Micro-Diplomas may be stackable or laddered into Graduate Diplomas or graduate degree programs in same or related fields of study.</p> <p>Formal articulation of recognition of credit requires Senate approval</p>	<p>Graduate-level courses completed as part of a Graduate Diploma may be recognized toward a graduate degree program, where appropriate and subject to the Senate approved program regulations.</p> <p>Graduate Diplomas may be stackable or laddered into graduate degree programs in same or related fields of study.</p> <p>Formal articulation of recognition of credit requires Senate approval</p>

<b>CREDENTIAL</b>		
<b>Graduate Level</b>		
<b>Characteristic</b>	<b>Graduate Micro-Diploma</b>	<b>Graduate Diploma</b>
<b>Approvals Process</b>	<p>1. FGS Faculty Council.                      2. Senate, upon recommendation of Senate Planning and Priorities Committee.                      3. Board of Governors; and                      4. Province, as required.*</p> <p>As part of the program development process, sponsoring unit(s) must:                      a) consult with relevant departments/faculties/colleges/schools in respect to use of courses and/or recognition of credit;                      b) consult with Libraries to determine resources needed;                      c) consult with other appropriate units in relation to resource needs;                      d) consult with the Office of the Registrar and Enrolment Services on student information system requirements; and                      e) where appropriate, consult with community and industry partners and other stakeholders.</p>	<p>1. FGS Faculty Council.                      2. Senate, upon recommendation of Senate Planning and Priorities Committee.                      3. Board of Governors; and                      4. Province, as required.*</p> <p>As part of the program development process, sponsoring unit(s) must:                      a) consult with relevant departments/faculties/colleges/schools in respect to use of courses and/or recognition of credit;                      b) consult with Libraries to determine resources needed;                      c) consult with other appropriate units in relation to resource needs;                      d) consult with the Office of the Registrar and Enrolment Services on student information system requirements; and                      e) where appropriate, consult with community and industry partners and other stakeholders.</p>
<b>Quality Assurance (Program Content)</b>	Program to be included in the sponsoring unit(s) graduate program review, as outlined in the U of M Policy and Procedure on Academic Program Reviews.	Program to be included in the sponsoring unit(s) graduate program review, as outlined in the U of M Policy and Procedure on Academic Program Reviews.
<b>Participant/ Student Status</b>	Student	Student
<b>Participant/ Student Records</b>	Office of the Registrar and Enrolment Services maintains student records.	Office of the Registrar and Enrolment Services maintains student records.
<b>Transcript/ Other recognition</b>	Transcript	Transcript
<b>Approval of Graduates</b>	Faculty/College/School, for report to Senate for information.	Faculty/College/School informs Registrar for Senate approval.
<b>Insignia and Signatures on Credential</b>	<p>1. University logo                      2. Signed by Dean(s)/Director(s)</p>	<p>1. Academic Seal.                      2. Signed by Dean/Director, President, Chancellor, Chair of Board.</p>
<b>Awarded at Convocation</b>	No	Yes