

TITLE: **RECOGNITION OF CREDIT-FREE PROGRAMMING**
(Relates to EL-8: Curriculum and Instruction)

EFFECTIVE DATE: January 1, 2002

REVISED DATE:

PRACTICE:

Credit-free programming at Red Deer College will be recognized with a Certificate of Completion or a Certificate of Attendance and a notation on students' transcripts. Transcribing of credit-free programming will be separate from credit transcribing and different grade notations will be used.

For Career Development Programming designation, a program must include measurable outcomes and be recognized by Alberta Learning as a program for which students are eligible to receive Students Finance Board funding. Often, Career Development programs will involve certification of learning by a body external to the College.

PROCEDURE:

Career Development Programming

1. A Certificate of Completion will be issued to students who complete Career Development credit-free programs.
2. The Certificate notation will be "Successfully Completed xxxx Program".
3. The grade notation on the transcript will be either a grade percentage or "Successful/Unsuccessful".
4. Students who have successfully completed a Career Development Program will be recognized at the College's Convocation.

Non-Career Development Programming

1. A Certificate of Attendance will be issued to students who complete Non-Career Development credit-free programs.
2. The Certificate notation will be "Successfully Completed xxxx Course/Program"
3. Enrollment in non-career development programming will be tracked but no notation will appear on the students' transcripts.

Guidelines:

Career Development Programming

1. Instructors will outline measurable outcomes for successful completion.
2. Criteria for successful completion may include participation and attendance.
3. Decisions related to successful/unsuccessful status will be made by the course instructor and Extension Services Program Co-ordinator.
4. Students must complete all courses within the program to receive a certificate.

Non-Career Development Programming

1. A student must complete 75% of the total instructional hours to receive a Certificate of Attendance.
2. Attendance standards will be established by individual Extension Services Program Coordinators.

ACCOUNTABILITY:

Vice President Education

RESPONSIBILITY:

Registrar
Chairs, Student Services staff
Academic Council

Standard Practice Review Date:

January 2005

Associated Standard Policy:

[Grading Policy](#)