

<b>POLICY NUMBER</b>	ED 16-0
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<b>AUTHORITY</b>	Senate / Planning Council for Open Learning
<b>PRIMARY CONTACT</b>	Registrar / Deans

## POLICY

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Thompson Rivers University (TRU) offers programs of study leading to undergraduate certificates, diplomas, and degrees; post-baccalaureate certificates and diplomas; and graduate certificates, diplomas, and degrees. This policy is intended to set minimum requirements for credentials. Individual programs may set higher requirements.

- I. **Undergraduate certificates** comprise less than 60 credits and generally involve in-depth study in a specific discipline. Students may, upon completion, continue their studies in order to pursue an undergraduate diploma and/or a baccalaureate degree.
- II. **Undergraduate diplomas** comprise 60 to 119 credits and generally involve in-depth study in a specific discipline. Students may, upon completion, continue their studies in upper-level work in order to pursue a baccalaureate degree.
- III. **Associate degrees** are undergraduate credentials comprising of 60 to 119 credits and generally involve a broad range of course offerings balanced with in-depth study in a specific discipline. Students may, upon completion, continue their studies in upper-level work in order to pursue a baccalaureate degree.
- IV. **Advanced certificates and diplomas** require students to have completed an undergraduate diploma or associate degree prior to entry to the advanced certificate or diploma program. Advanced certificates and diplomas are normally characterized by in-depth study in specific disciplines.
  - 1) Advanced certificates are awarded for the completion of a diploma (or equivalent) and up to 15 additional undergraduate credits,
  - 2) Advanced diplomas are awarded for the successful completion of a diploma (or equivalent) and 16 or more additional undergraduate credits.

- V. **Baccalaureate degrees** are comprised of a minimum 120 credits and incorporate the TRU institutional learning outcomes into the program of study. There are two types of Baccalaureate degrees:
- a. **First-year Entry** which generally takes one of three forms:
    - i. A combination of lower-level breadth requirements as a prerequisite for more specific discipline- and theme-based study at the upper level,
    - ii. A largely prescribed curriculum at both the lower and upper levels for specific discipline- or theme-based study,
    - iii. A general program featuring an interdisciplinary combination of courses at the lower and upper levels.
  - b. **Delayed Entry** which usually focuses on preparing students for entry into a profession or occupational field and require the following:
    - i. Cumulative credits are undergraduate credits required for admission plus credits required to complete the degree.
    - ii. A minimum of 30 prior university undergraduate credit for admission.
- VI. **Post-baccalaureate certificates** require students to already hold a baccalaureate degree and are composed of a maximum of 30 additional undergraduate credits in a specific area of study.
- VII. **Post-baccalaureate diplomas** require students to already hold a baccalaureate degree and are composed of a minimum of 31 additional undergraduate credits in a specific area of study.
- VIII. **Graduate certificates** comprise graduate coursework and will typically have 25% or fewer credits than a Master's degree offered in the same discipline. Students may, upon successful completion, continue their studies in order to pursue a graduate diploma and/or degree, where available.
- IX. **Graduate diplomas** comprise graduate coursework and will typically have between 25% and 50% the number of credits of a Master's degree in the same discipline. Students may, upon successful completion, continue their studies in order to pursue a graduate degree, where available.
- X. **Master's degrees** comprise graduate coursework and will typically require the equivalent of at least 4 semesters of full-time studies to complete. Masters degrees may be course based, course and project based, or course and thesis based.

## REGULATIONS

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### I. ASSOCIATE DEGREES

For detailed information about Associate Degree requirements consult the BC Transfer Guide: <http://www.bctransferguide.ca/associate/requirements/>

### II. BACCALAUREATE DEGREES

All TRU baccalaureate degrees will require the completion of at least 120 credits, and must include:

- I. general education credits as outlined in the Senate approved TRU General Education model; and,
- II. a minimum of 45 credits at the upper level (in this policy, “upper level” means 3000- or 4000-level courses).

Specific degrees may require more than 120 credits overall and/or more than 45 upper-level credits. Degrees may be general or may include the elements listed in 1), 2), and/or 3) below.

#### 1) **MAJORS, MINORS, THEMATIC OPTIONS, CONCENTRATIONS, AND CO- OPERATIVE EDUCATION WITHIN DEGREES AND HONOURS DEGREES**

- a. **Major:** Consists of a minimum of 24 credits in a specific discipline or defined cross- disciplinary area with a minimum of 15 credits at the upper level. A major must be declared prior to the completion of 60 credits, unless otherwise stated by the program.
- b. **Minor:** Consists of a minimum of 9 upper-level credits in a specific discipline. A minor must be declared no later than the commencement of the final semester of study. Unless stated otherwise by program guidelines, students may complete any TRU Minor regardless of the degree they are pursuing provided they are approved by the Dean (or designate) of their academic unit.
- c. **Thematic Option:** Consists of a minimum of 24 credits in an approved interdisciplinary thematic area with 15 credits at the upper level. A thematic option should be declared prior to the completion of 60 credits, unless otherwise stated by the program
- d. **Concentration:** Consists of a minimum of 12 upper-level credits in a specific discipline or defined cross-disciplinary area. A concentration may accompany a declared major or be independent of a major. A concentration should be declared prior to the commencement of the final semester of study.
- e. **Co-operative Education** integrates a student’s academic studies with paid work

experience in approved employment opportunities. Students gain experience in a field related to their program according to the following criteria:

- i. Co-op work terms are developed and approved by TRU.
  - ii. The student is engaged in productive and meaningful work.
  - iii. The student's performance in the co-op work term is monitored by TRU.
  - iv. The student's performance in the co-op work term is supervised and evaluated by the employer and the co-op faculty.
- f. **Multiple Majors, Minors, Concentrations, Thematic Options, or Combinations of the Above** are allowed in some degrees. To qualify for a double major or a double concentration, both majors and concentrations must be offered by the same degree program; otherwise, it is a multiple program (see 3. below). A degree with a double major, double minor, double concentration, double thematic option, or any combination of majors, minors, concentrations, or thematic options requires the satisfactory completion of all requirements of each of the individual majors, minors, concentrations, or thematic options.

## 2) HONOURS DEGREE

- a) An honours degree requires the completion of a minimum of 120 credits. Of these, a minimum of 9 additional credits, beyond the number required in the non-honours option of the program, must be at the upper level.
- b) Students must have a 'B' average in relevant university courses (relevant as defined by the program) upon admittance to an honours program and must maintain a cumulative grade point average (GPA) of 3.00 in their final 60 credits. Individual programs may have additional, or stricter, standards than those mentioned above.

## 3) MULTIPLE PROGRAMS occur when students undertake more than one certificate, diploma or degree with the University. When students undertake multiple specializations within a single degree, they are considered double majors, minors, or concentrations (see II. 2 f. above).

- i. Multiple programs require the satisfactory completion of all requirements of each of the individual programs.
- ii. Multiple programs may be completed either concurrently or sequentially.
- iii. Graduating multiple program students will receive one credential for each of the programs. The credentials awarded to multiple program graduates will not differ from those awarded to graduates of the corresponding single credential programs.
- iv. A minimum of 6 additional credits will be required for a dual certificate program.
- v. A minimum of 15 additional credits will be required for a dual diploma program.
- vi. A minimum of 30 additional credits will be required for a dual degree program.

**III. RESIDENCY**

All credentials must meet the University's residency requirements as per policy ED 8-0 Educational Standards in Credit Courses and Programs

**IV. TRANSCRIPT NOTATION**

Information pertaining to the type of credential (honours, major, minor, concentration, and thematic option) will be printed on the student's transcript upon completion of all requirements for the credential.

No Longer In Force