POLICY FOR THE ESTABLISHMENT OF
MICRO
-CERTIFICATE, CERTIFICATE AND
DIPLOMA PROGRAMS

University Policy No.:
 AC1135

Classification:
 Academic and Students

Approving Authority:
 Senate

Effective Date:certificate, and diploma
programs at both the undergraduate and graduate level. The purpose of establishing
these credentials is to advance the university’s academic goals and objectives, and to
address the growing demand across society and within professional and academic
sectors for specialized, flexible, and accessible education within particular domains of
study, and to complement existing undergraduate, masters and doctoral programming.

POLICY

3.1.4 Micro-certificate programs will

3.3.3
 Undergraduate diploma credit courses are normally at the 300 and 400
level; non
-credit courses normally are offered at the equivalent level.

3.3.4
 Depending upon the nature and content of the diploma, admission may require either 3rd year standing, or an undergraduate degree from a
recognized post
-secondary institution, or a specified combination of
academic and professional experience.

3.3.5
 Students who wish to transfer from a micro
-certificate, certificate or
diploma program to a regular undergraduate degree program must meet
the current admission requirements of that program.

3.3.6
 Credit courses completed in diploma programs may be applied toward
undergraduate degree programs with approval of both the faculty and
academic unit offering the degree program.

3.4 Professional Specialization Certificate

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4.1
 A Professional Specialization Certificate program may consist of regular
undergraduate university credit -6.be (s)-2 (6n(t) o)10.5s (s)-2 (es)810.5 (e do3.)-6.7 8 (t)-6. (pec)-25 (r)-6 (t)-6.6 (nt)-6.6 (i)2.6 (f)-6h(us)8.8 (t)-6. (i)2.6gh2 (i)2.6 b (c)-2 (a(ar)-6 (d)10.5 ( )]de2.6 (v)-2 (ergnappt)-6.6 (3.)-6.7 8ti)2.6 141 T8 0 Td

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Graduate Diploma programs of study normally should be 9.0
-12.0 units of coursework
at the 500 and/or 600 level.

Graduate Micro-certificates, Certificates and Diplomas:

Consist of specified sets of regular university graduate credit or specially developed

non
-credit graduate courses.

May be taken by students who are concurrently admitted to a regular graduate degree
program or by students admitted only for the purposes of the diploma, certificate
 or
micro
-certificate.

May be integrated with, or complementary to, other pr.6 (t)-6.6 (ed)10.b5411.2 (or)79 (en) 0.007 Tw 2 (pec)-/MCID 84 117 671.6rtistud2 (or)79 (en)r(.)]TJ

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The development of new credit cour ses (excluding Special Topics cour ses) in the

development of a micro-certif icate, certificat e or diploma f ollows the normal

cur r iculum appr oval process.

5.3 Cer t if icat e and Diploma pr ogram s ent ir ely comprised of non-cr edit courses will

norm ally be managed through the Division of Continuing Studies which assumes

responsibilit y for the integrity and quality of the programs, in consultation with the

Program Advisory Committee, the Senate Committee on Continuing Studies, and

in the case of graduate certificates and diplomas; the Faculty of Graduate

Studies.

Micr o-certif icate pr ograms ent ir ely com prised of non-cr edit cour ses will norm ally

be m anaged by the Division of Continuing St udies in partner ship wit h the

academic units that develop the pr ogram . The academ ic unit s assume

responsibilit y for the integr ity and qualit y of these programs.

For purposes of inst itutional tr acking and dat a repor t ing, non-cr edit m icr o-

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the case of graduate micro-certificates,
 certificates and diplomas, the Graduate
Advisor and the Faculty of Graduate Studies.

5.6
 For programs offered on a non
-credit basis, the Division of Continuing Studies or
the unit responsible for the program will appoint faculty and manage the program
in consultation with the Academic Advisor, and in the case of graduate
certificates and diplomas, the Faculty of Graduate Studies.

5.7
 The application of work completed in a micro-certificate, certneh05y7is5.5 (D)2.6 (i) orteconsultati tT

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PROCEDURES FOR T HE ESTABLISHM ENT O F MICRO - CERTI FI CAT E, CERT IFICAT E A ND

DIPLOMA PROG RAM S

Procedural Authority: Senate Eff ective Date: May/23

Procedur al Offi cer: Vice President Academ ic

Supersedes: December/ 07

and Pr ovost Last Edit orial Change:

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