

Procedures for Creating a New Certificate - Faculty of Science (revised 9-May-2017)

A. General Description of Certificates (undergraduate)

Certificates permit students to receive recognition on their academic transcripts for specialization and expertise in particular subjects or areas. Certificate requirements must include at least 9 credit hours above the 1000-level. Certificates in the Faculty of Science (FoS) typically require 15 credit hours or more, and some have additional requirements, often related to experiential learning. Courses that count toward a certificate may also be used to fulfil honours, major or minor degree requirements. All Certificates require a designated coordinator, who is responsible for updating Certificate requirements and for advising students. **New Certificates must be approved by FoS Curriculum Committee (FoS CC), the Dean, and by Senate sub-committees** (submitted by Dean’s office). Certificate requirements can be updated on an ongoing basis through requests to the FoS CC.

B. Procedures for creating a new certificate

1. Complete a **Proposal for New Certificate**
2. Obtain approval from host department and any *participating depts*; consult with contributing depts
3. Submit proposal to FoS CC (host *Dept rep*)
4. New certificate proposal considered by FoS CC ([vote](#))
5. Proposal submitted to Senate committees (by Dean’s office)
6. After Senate committee approval, host *Dept initiator* **creates a new certificate in Navigator**, submits to Dean’s office
7. Dean’s office approves and submits to the Registrar’s office
8. Certificate coordinator works with Dean’s office to create certificate webpage

Dept rep: Departmental representative, member of the Faculty of Science Curriculum Committee

Dept initiator: Person with authority to make departmental course/calendar changes using Navigator Suite

Participating department: Departments **participate** in a Certificate by offering courses that are required for that Certificate. Creation of a new Certificate requires signatures from the chairs of all participating departments/programs. Principal responsibility for the Certificate rests with the **Host Dept**.

Contributing department: Departments **contribute** to a Certificate by offering one or more elective courses, courses that are not required, but can be counted toward that Certificate. Departments and/or course instructors must be consulted if one of their courses is proposed as an elective course for a new Certificate.

Proposal for New Certificate

Certificate information

	Information
Certificate title	
Host department	
Participating departments	
Contributing departments	
Coordinator & e-mail	
No. of Credit Hours	

<p>Certificate requirements -courses and any other requirements</p>	
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Rationale

	Information
<p>Reason for new certificate</p>	
<p>Certificate Learning outcomes</p>	

Resource requirements	
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Documentation of consultation with contributing depts/course instructors attached

Calendar entry attached

Information to include in Calendar entry

Title of Certificate

Offered by: Faculty of Science

Coordinator: Name and e-mail

Eligibility: Who may register for the certificate

Overview: Certificate objectives/context (suggested 50 to 150 words)

Certificate requirements (list, with explanation as necessary)

Approvals

	Name & Department	Signature	Date
Coordinator			
Chair of host dept			
Chairs of any participating depts			
FoS CC approval			

Additional information/explanation