

## Procedures for Revising a Certificate - Faculty of Science (revised 7-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. Certificates must require at least 9 credit hours above the 1000-level; Certificates in the Faculty of Science (FoS) typically require at least 15 credit hours, 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 subcommittees (submitted by Dean's office). **Certificate requirements can be updated on an ongoing basis through requests to the FoS CC.**

### B. Procedures for revising a certificate

- All changes to Certificates that result in changes to the Academic Calendar require approval from the Dean's office
- Changes to certificate titles, course or other requirements, or learning outcomes require approval of the FoS curriculum committee
- Changes in Certificate Coordinator, and minor wording changes to the calendar description, may be approved by the Dean's office without FoS CC consultation

1. Complete a **Certificate Revision Request**
2. Obtain approval from hosting department; conduct any required consultations
3. Submit Request to FoS Curriculum committee (host *Dept rep*)
4. Request considered by FoS CC ([vote](#))
- 5 After FoS cc approval, **enter the new information in Navigator Suite**, submit to Dean's office (host *Dept initiator*)
6. Dean's office approves and submits to the Registrar's office
7. Certificate Coordinator contacts Nikki Comeau (Dean's office) to update certificate webpage

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

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

**Participating departments:** Departments/programs **participate** in a Certificate by offering courses that are required for that Certificate. Minor changes to the requirements of a Certificate require only the signature of the hosting department. Major changes (e.g., changes in the required courses) should have signatures from all participating departments. **Host dept** is usually the Coordinator's department.

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

## Certificate Revision Request

### Certificate information

	Current Information	New information (if different)
Certificate title		
Host department		
Participating departments		
Contributing departments		
Coordinator name & e-mail		
Number of Credit Hours		
Certificate requirements		

<b>Learning outcomes</b>		
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**Rationale**

<b>Description of revision e.g., new course, min grade</b>	
<b>Reason for revision</b>	

Documentation of consultation with contributing depts/course instructors attached

**Approvals**

	Name & Department	Signature	Date
<b>Certificate coordinator</b>			
<b>Chair of host dept</b>			
<b>Chairs of participating depts (major changes)</b>			
<b>FoS CC approval</b>			