



## **Senate Committee on Academic Development**



## **Certificate Programs at Queen's September 2009**

In 1997, Queen's Senate approved the following recommendations:

*That the Senate of Queen's University confer the award of a certificate for the successful completion of a program of study equivalent to not less than five nor more than eight full degree course equivalents in duration on a focused or coherent theme. Such a program of study may in addition include certificate credit courses specifically developed for the program.*

*That the Senate Committee on Academic Development and the Senate Budget Review Committee consider proposals for certificate programs in light of a consistent set of criteria before submission to the Senate.*

### **Proposed Policy Addendum**

Certificates conferred by the Senate are independent and separate credentials and not part of any degree programs, although students may be registered in degree and certificate programs concurrently and transfer credit may be awarded between degree and certificate programs, according to policy and practice in the relevant Faculty or School. Admission to a degree program does not automatically qualify a student for admission to the Certificate program, or vice versa. Academic units may also offer non credit certificate programs which would be subject to the approval and financial governance structures within the appropriate Faculty or School and reported to the Vice Principal Academic.

Senate conferred certificates fall under a regulated framework similar to degree programs and all domestic enrolment is eligible for funding from the Ministry of Training, Colleges and Universities. In order to be eligible for funding, the following criteria apply:

- a) the course is eligible for credit toward a degree as approved by a senate or governing council;
- b) the minimum admission requirements for the certificate or diploma programs are the same as those for degree students; and
- c) similar methods of academic assessment are employed for degree, diploma, and certificate students.

Students will normally apply for admission to a Certificate program through the Office of the University Registrar or the School of Graduate Studies and will formally register in the program and associated courses through established registration procedures. Similarly, tuition fees as approved by the Board of Trustees, will be assessed and collected by the OUR. The University shall maintain the academic record for all students enrolled in Senate conferred Certificate programs and the OUR will issue official transcripts for students, summarizing their academic progress, in accordance with University policies and practice.