

# Certificates and Diplomas

## GENERAL DEFINITIONS OF CERTIFICATES AND DIPLOMAS

A Certificate should be awarded when the following criteria are met:

1. normally a pre-degree program;
2. normally requiring up to the equivalent of one calendar year or more to complete; and
3. normally consisting of a minimum of 3.0 degree-credit courses, frequently in combination with a certificate-credit component.

A Diploma should be awarded when the following criteria are met:

1. normally a post-degree program;
2. normally requiring the equivalent of one calendar year or more to complete; and
3. normally consisting of a minimum of 5.0 degree-credit courses.

## PROCEDURES AND CRITERIA FOR THE ESTABLISHMENT OF CERTIFICATE AND DIPLOMA PROGRAMS OFFERED BY CONTINUING STUDIES AT WESTERN

References have been changed from the former name of the Western Centre for Continuing Studies)

### General

1. A Certificate offered through the Continuing Studies at Western is a non-degree credential. It will be awarded to candidates who have successfully completed an approved program with a coordinated curriculum which usually will have a professional or an applied focus. A program normally will require completion of a set of degree-credit courses from the undergraduate offerings of the University combined with a set of specially designed certificate-credit courses, practica and/or workshops. The workload effort required in each certificate program normally will be equivalent to that of at least one academic year of full-time undergraduate study.
2. To be eligible to enter a certificate program, a candidate must be admitted to The University of Western Ontario and must have completed the prerequisites for any degree-credit courses in the program. Any additional requirements for entry into a specific certificate program will be defined in the proposal for the program. Students may be granted advanced standing in a certificate program for university courses already completed.
3. Generally, certificate programs will be designed so that they may be pursued concurrently with a Bachelor's degree.
4. To maintain registration in the program and to be eligible to obtain a certificate, a student must be in good standing in the University. Additional requirements to maintain registration in a program will be defined as part of each certificate program proposal. To be granted a certificate, a student must obtain pass standing in all courses in the program and, in the credit courses in the program, obtain a mark of at least 60% in each course and an overall average of 70%. Certificate-credit components must be completed in no more than five years following admission into the certificate program.
5. Students will retain their academic standing for the degree-credit courses completed in a certificate program in accordance with the rules applicable to the partnering Faculty or Affiliated College.

## **APPROVAL AND ADMINISTRATION OF CERTIFICATE AND DIPLOMA PROGRAMS OFFERED THROUGH THE CONTINUING STUDIES AT WESTERN**

### ***The Role of Program Advisory Committees***

The Continuing Studies at Western will strike a Program Advisory Committee for each existing and proposed Certificate and Diploma program offered by Continuing Studies. Each Program Advisory Committee will be chaired by the Director of Continuing Studies at Western (or delegate). Membership shall include:

- faculty members with relevant academic expertise;
- representatives from appropriate professional organizations;
- the Coordinator of Certificate and Diploma Programs of Continuing Studies at Western;
- staff members from Continuing Studies at Western, or any other department of the University with expertise in the certificate or diploma area.

The Program Advisory Committee shall have responsibility for:

- designing the curriculum of the certificate program, including selection of courses to provide a coherent program reflecting academic and professional needs and objectives;
- determining the appropriateness of individual courses in level, scope and sequencing;
- determining the entry and progression requirements of the program;
- ensuring appropriate consultation with departments and faculties whose disciplines are contributing to the program.

Any new proposal for the establishment of a certificate program will be considered in light of the following criteria:

- that it is consistent with and promotes the mission of Continuing Studies at Western;
- that it is not in conflict with the mission of any other academic unit of the University;
- that there is an adequate base of expertise and resources to support the proposed program;
- that there is a demonstrated need for the program.

### ***The Role of the Continuing Studies at Western for approved programs:***

Continuing Studies at Western will present to SCAPA for its approval each proposal for a certificate program which will include the structure of the program, an outline of the degree-credit component and descriptions of the certificate-credit components.

When a certificate program is approved, its general administration will rest with Continuing Studies at Western which will be responsible for overall coordination, coordination of the diploma-credit and certificate-credit components, student record-keeping, marketing, providing information to students, and other administrative issues.

Continuing Studies at Western, in conjunction with the Program Advisory Committee, will prepare an annual report for the information of the Dean of the relevant Faculty.

### ***The Role of the Dean's Office for approved programs:***

The Dean of the relevant Faculty in consultation with the Continuing Studies' Coordinator of Diplomas and Certificates shall name representatives of the faculty to an ad hoc committee to adjudicate candidates for admission to, progression in and graduation from certificate programs.

The Dean's Office shall also provide academic counselling for certificate and diploma program students.

***The Role of the Registrar's Office for approved programs:***

The Registrar shall:

- receive calendar copy that generally describes certificate programs and lists by name the approved programs, for inclusion in the UWO Academic Calendar.
- when a certificate is awarded, place an entry on the student's academic record giving the name of the certificate and date awarded.

Students admitted into a certificate program shall, in addition to their ordinary tuition fee, pay to the Western Centre for Continuing Studies, such other prescribed fees established for each certificate program.

**CONVOCATION GUIDELINES FOR CERTIFICATE AND DIPLOMA RECIPIENTS**

Recipients of Certificates and Diplomas will be listed in the Convocation Program, and will be permitted to participate in the graduation ceremonies.

All Diplomas and Certificates will be signed by the Registrar and the Dean of the relevant Faculty and the names of graduands from Diploma and Certificate programs will be listed under the heading for that Faculty in the Convocation Program.

Candidates who meet the requirements for graduation in Diploma and Certificate programs will be issued a Notification of Eligibility to Graduate (rather than an application to graduate, required of potential degree recipients).

**CERTIFICATES AND DIPLOMAS - PROCESS FOR APPROVALS BY SENATE AND ITS COMMITTEES**

- 1) Major changes, i.e., a Diploma or Certificate name change; an exception to the usual definitions of a diploma or a certificate; or the introduction or withdrawal of a diploma or certificate program must be recommended to SCAPA for recommendation to Senate for approval using the process approved by Senate.

See [http://www.uwo.ca/univsec/pdf/academic\\_policies/general/scapaformat.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/scapaformat.pdf)

- 2) Structural changes or changes of calendar copy within a diploma or certificate program or courses within the program must be recommended by the Office of the relevant Dean to the Deans: Academic Programs "virtual" committee for approval using the process approved by Senate. The proposal should include a hot-link reference to the existing calendar copy on the Continuing Studies Web page

See [http://www.uwo.ca/univsec/pdf/academic\\_policies/general/dapformat.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/dapformat.pdf)

[Secretarial Note: In each case, Continuing Studies is partnered with a Faculty on campus, if there is a degree-credit course component.]

**ADMISSION DEADLINES FOR DIPLOMA AND CERTIFICATE PROGRAMS**

For admission deadlines of diploma and certificate programs offered by Western Continuing Studies, please consult [wcs.uwo.ca](http://wcs.uwo.ca)

**Related Policies and Notes:**

Convocation; Graduation Diplomas and Certificates:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/general/convocation.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/convocation.pdf)