



## Senate Committee on Academic Development

Report to Senate – Meeting of October 22, 2009

### Addendum to the Senate Policy on *Certificate Programs at Queen's University*

#### Introduction

At the April 23, 2009 Senate meeting the following Motion was approved:

**that the Senate policy on *Certificate Programs at Queen's University*, including rules and procedures, be re-evaluated by SCAD, and that this begin as immediate business of SCAD.**

This issue was reviewed by the Senate Committee on Academic Development (SCAD) at its meetings on May 7 and September 23, 2009. J. Brady, University Registrar, attended both meetings to speak to the current circumstances and to answer questions from members of SCAD.

SCAD acknowledges that as new academic programs are being developed at the unit level, and fiscal circumstances encourage units to be exploratory in course offerings. It is important to have a current policy that considers: capacity limitations that may limit enrolment BIU-eligible certificate programs; admission criteria and practices; revenue-generating opportunities and mechanisms to transfer eligibility from certificate to degree-credit programs. In response to these needs, SCAD recommends that the attached Addendum to the current Senate policy on *Certificate Programs at Queen's University* be approved.

#### Analysis and Discussion

The following should be noted:

- to date, only a few certificate programs have been approved by Senate. Students who wish to apply for admission to a Senate approved certificate must do so through the Office of the University Registrar or the School of Graduate Studies. Senate conferred certificates are eligible for funding from the Ministry of Training, Colleges and Universities (MTCU);
- students may be registered in both a degree and certificate program concurrently; the relevant faculties and schools are responsible for their own

policies and practices regarding transfer credits between degree and certificate programs;

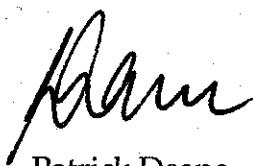
- non-credit certificates are not regulated by Senate and are not eligible for funding from the MTCU; administration of non-credit certificates falls within the jurisdiction of the individual faculties which are also responsible for the quality of the programs they deliver;
- the Office of the Vice-Principal (Academic) will monitor the number and character of non-credit certificate programs being developed; it may be necessary for the University to develop a framework around non-credit certificate programs to ensure accountability and quality;
- non-credit continuing education courses offered by the Faculty of Education will continue to be listed on the official transcript.

### **Conclusions/Recommendation**

Recommendation:

**that Senate approve the Addendum to the Senate Policy on *Certificate Programs at Queen's University*.**

Respectfully submitted,



Patrick Deane  
Chair, Senate Committee on Academic Development

### **Committee Members:**

#### **Members**

N. Chesterley  
P. Deane (Chair)  
J. Emrich  
P. Fachinger  
N. Fulford  
A. Jack-Davies  
P. Oosthuizen  
T. Shearer  
D. Stockley  
R. Ware  
P. Watkin (Secretary)

## **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.