

**Faculty of Arts and Science**  
**Policy for Senate-Conferred Certificates and Diplomas,**  
**and Certificates of Language Competence**  
**June 2014**

**Types of Certificate and Diploma Programs in Arts and Science**

The Faculty of Arts and Science offers three types of Certificate and Diploma Programs:

1. *Senate-Conferred Certificate and Diploma Programs,*
2. *Certificates of Language Competence* - not conferred by Senate,
3. *Professional Certificate and Diploma Programs* - not conferred by Senate.

This document presents the policies for *Senate-Conferred Certificates and Diplomas*, and for *Certificates of Language Competence*, both of which are comprised of degree-credit courses.

**Existing Certificates**

The Faculty of Arts and Science currently offers three Senate-Conferred Certificate Programs: *International Studies Certificate*, *Certificate in Sexual and Gender Diversity* and the *Certificate in Geographic Information Science*. In addition, non-Senate Conferred Certificates of Language Competence in Chinese, French, German, Italian, Japanese and Spanish are also currently offered by departments within Arts and Science. The structure and status of the three existing Senate-Conferred Certificate Programs will remain exempt from the policies described below unless changes are proposed to the programs, in which case they are expected to be restructured to be consistent with these policies.

**A. Senate-Conferred Certificate and Diploma Programs**

On February 12, 2013, Queen's Senate approved a new policy for Certificate and Diploma Programs that superseded earlier policies.

The policy applies to all Senate-approved Undergraduate (UG) and Graduate (GRAD) Certificates and Diploma Programs, which have full academic status and when successfully completed will be noted on a student's academic transcript as an academic credential.

An Undergraduate Certificate is a program of study coherently organized around clear learning objectives and outcomes, and typically having academic content equivalent to a minimum of half a year of full-time undergraduate study at Queen's (15.0 units of degree-credit courses or equivalent).

An Undergraduate Diploma is a program of study that involves a significant body of academic work coherently organized around clear learning objectives and outcomes, and typically having academic content equivalent to a minimum of one year of full-time undergraduate study at Queen's (30.0 units of degree-credit courses or equivalent).

Undergraduate Certificate and Diploma programs may be focused primarily upon academic or professional development objectives, but typically should meet these minimum criteria of academic content.

Senate-Conferred Certificate and Diploma Programs in the Faculty of Arts and Science shall adhere to all the principles of the 2013 Senate document, in addition to meeting the following requirements:

1. Certificate and Diploma Programs must be structured around a focused or coherent theme.
2. All proposed Senate-Conferred Certificate and Diploma Programs shall follow the standard academic program approval processes within the Faculty of Arts and Science and the University, in accordance with the *Queen's University Quality Assurance Processes (QUQAPs)*. All Senate-approved Certificates and Diplomas will be reported to the Ministry of Training, Colleges and Universities for approval or information.
3. Certificate and Diploma Programs must be able to demonstrate their financial and academic viability, and will be reviewed 3 years after first being offered.
4. It shall be stipulated at the approval stage whether the Certificate or Diploma can be registered for independently of a Degree Program, or whether the Certificate must be taken together with an Arts and Science Degree Program (and conferred concurrently with or after the degree).
5. All *online* Certificate and Diploma Programs, including the online components of Certificate and Diploma Programs offered in part through face-to-face delivery, shall be developed and offered in partnership with Continuing and Distance Studies, in accordance with the Faculty's Quality Assurance standards for online learning.
6. Senate-Conferred Certificate Programs in the Faculty of Arts and Science shall typically consist of 15.0 units, but may comprise between 12.0 and 18.0 units. Senate-Conferred Diplomas shall typically consist of 30.0 units, but may comprise between 27.0 and 33.0 units. No more than 50% of the units required for a Certificate or Diploma Program can also be used towards the requirements of any other academic Program or for the requirements of any Plan that is a constituent part of the Program. Similarly, no more than 50% of the units required for an academic Program or its constituent Plan(s) can be used towards a Certificate or Diploma Program.
7. All courses created to support Senate-Conferred Certificate and Diploma Programs shall be assessed and shall follow the same approval process within the Faculty of Arts and Science as courses supporting a Degree Program.
8. Students admitted to a Senate-Conferred Certificate or Diploma Program must meet the criteria for funding eligibility from the Ministry of Training, Colleges and Universities.

9. The minimum admission requirements for Certificate or Diploma Programs shall be set by the Faculty of Arts and Science at the time of their approval.
10. Students will apply for admission to a Certificate or Diploma Program through a process determined by the Faculty of Arts and Science. Students will register in the program and courses through established registration procedures. Acceptance to a Certificate or Diploma Program does not entitle a student to acceptance into a Degree Program in the Faculty of Arts and Science.
11. Tuition fees, as approved by the Board of Trustees, will be assessed and collected by the Office of the University Registrar.
12. The University will maintain the academic record for all students enrolled in Senate-Conferred Certificate and Diploma Programs. The Office of the University Registrar will issue official transcripts for such students, and graduates will be invited to receive their Certificate or Diploma at convocation.

#### **B. Certificates in Language Competence (not conferred by Senate)**

*Note: Language Competence Certificates appear on the transcript as “Academic Milestone” designations.*

Certificates in Language Competence are designed to acknowledge students’ functional competence in a single language at an intermediate or advanced level.

Certificates in Language Competence in the Faculty of Arts and Science shall adhere to the following requirements:

1. Certificate Programs in Arts and Science cannot utilize departmental resources or spaces in courses that would otherwise be apportioned to undergraduate or graduate students registered in regular Degree Programs.
2. Certificates Programs in Language Competence must be focused on a single language.
3. All Language Competence Certificate Programs shall be initiated and shall follow the standard academic program approval process within the Faculty of Arts and Science.
4. No Certificate Program shall be approved without a demonstration of the long-term academic and financial viability.

5. All *online* Certificate Programs, including the online components of Certificate Programs offered in part through face-to-face delivery, shall be developed and offered in partnership with Continuing and Distance Studies.
6. A Certificate in Language Competence must be taken together with an Arts and Science Degree Program and awarded concurrently with the degree. A Certificate in a particular language can only be awarded to students who are not registered in or have not completed a Plan in the same language.
7. All Language Competence Certificate Programs shall consist of 18.0 units focused on the study of a single language. In order to qualify for an intermediate-level Certificate, students must normally achieve a minimum B grade in a 300-level course(s) specified by the Department coordinating the program. All of the courses required for the certificate shall be degree-credit courses and may be double-counted towards the Plan or elective requirements for another academic program, provided it is not a Plan in the same language.
8. The Department in which the language studies are offered will be responsible for coordinating all administrative aspects of Certificates of Language Competence, including admission, registration, assessment and the awarding of the Certificate.