



MEMORANDUM

Office of the Provost and Vice-Principal (Academic)

To: Associate Deans, Academic and Teaching & Learning
Heads of Academic Units offering Certificate Programs

From: Gavan Watson, Vice Provost (Teaching & Learning)

Copy: Tim Almeida, Executive Director, Budget and Financial Analysis
Chris Coupland, Executive Director, Undergraduate Admissions and Recruitment
Karen Logan, Associate Secretary, Senate
Sarah Lublink, Queen's University Quality Assurance Processes, Provost's Office
Krisha Marshall, University Registrar
Nevena Martinović, Educational Developer, Centre for Teaching and Learning
Claire O'Brien, Manager, Academic Initiatives, Provost's Office

Date: August 21, 2026

Subject: Updated Policy on Certificates and Diplomas

The [Senate Policy on Certificate and Diploma Programs](#) was revised in November 2025. As the new academic year begins, I'm writing to highlight the implications of the revised policy.

1. Undergraduate certificates are no longer subject to cyclical program review. An internal certificate review process has been developed to replace it. Certificate programs will be reviewed once every five years and the review will be lighter-touch than cyclical program review. The process is described in the [Review Procedure for Undergraduate Certificates and Diplomas](#).

The current review schedule and submission template are attached to this memo for information. The review schedule will be published and kept

updated on the Provost's Office website. My office will notify the relevant Faculty Dean and Department Head when an undergraduate certificate program is due for review.

2. New undergraduate certificate and undergraduate diploma programs will be approved on a time-limited basis, for a maximum of 5 years from the first enrolment of students. Senate approval is required. The development and approval process is outlined in the [*Approval Procedure for Undergraduate Certificates and Diplomas*](#).
3. Continued approval will be contingent on satisfactory regular review by the Faculty Dean, Faculty Board and the Senate Committee on Academic Development and Procedures (SCADP). Re-approval depends on indicators of success including academic quality, enrolment numbers and financial sustainability.
4. Changes to undergraduate certificates and undergraduate diplomas can now be approved by Faculty Boards. They are no longer considered major modifications and do not require Senate approval¹.

Please contact the secretary of SCADP, Claire O'Brien, with any questions at claire.obrien@queensu.ca.

Attachments:

1. Certificate review schedule
2. Certificate review template

¹ N.B. The Diploma in Education will not follow these new processes. Due to its similarity to the Bachelor of Education, the Diploma will continue to be subject to cyclical program review, and major modifications to the program will continue to require Senate approval.