University of Toronto
Proposal to Create a

Post-Baccalaureate Certificate

Post-baccalaureate certificates are stand-alone, for-credit undergraduate certificates governed by the [Policy for Certificates (For-Credit and Not-For-Credit](https://governingcouncil.utoronto.ca/secretariat/policies/certificates-credit-and-not-credit-policy-february-25-2016))*.*

Creation and closure of post-baccalaureate certificates follow the protocols for major modifications; are subject to periodic reviews; and are reported to the Provost through the Office of the Vice-Dean, Academic Programs (VPAP). Successful completion of the certificate is recorded on the academic transcript. Students are registered as University of Toronto undergraduate students and receive a parchment at Convocation.

This template (last updated by VPAP on April 5, 2021) is used to bring forward all proposals for new undergraduate, for-credit, post-baccalaureate, certificates. Please submit the proposal to VPAP prior to governance.

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| Proposed certificate name: The names of certificates in these two categories should be simple, consistent and specific to the area of study  | Certificate in…. |
| Academic unit: |  |
| Faculty/academic division: |  |
| Dean’s Office contact: |  |
| Proponent: |   |
| Version date:(Please change as you edit this proposal.) |  |

# Summary

* Please provide a brief summary of the certificate, including:
	+ - academic rationale for certificate
		- impetus for its development (including interest and demand)
		- how the certificate fits with the Unit/Division’s academic plans
		- any important or distinctive elements.

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# Effective Date

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# Academic Rationale

* What are the academic reasons for the certificate, and how does it fit with the Unit/Division’s academic plans?

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# Need and Demand

* Provide a brief description of the projected interest in and demand for the proposed certificate*.*
* Provide details regarding the anticipated yearly in-take*.*

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# Admission Requirements

* Post-baccalaureate certificates normally require completion of an undergraduate degree or equivalent, as a condition of admission.
* Provide the admission requirements for the certificate.

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# Program Requirements

* This certificate will consist of a coherent sequence of for-credit undergraduate courses which may be eligible for credit towards a subsequent undergraduate degree program.
* Describe the academic requirements of the certificate and mechanism for the assessment of student performance.
* Clarify the certificate program length.
* Please provide a calendar copy in Appendix B.

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# Consultation

* Outline any consultation undertaken with the Dean and chair/director of relevant academic units.

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# Resources

* Describe any resource requirements including, but not limited to, faculty complement, space, libraries and enrolment/admissions.
* Indicate if the certificate will affect any existing agreements with other institutions, or will require the creation of a new agreement to facilitate the certificate (e.g., Memorandum of Understanding, Memorandum of Agreement, etc.). Please consult with the Provost’s Office. (vp.academicprograms@utoronto.ca) regarding any implications to existing or new agreements.
* Is a request for BIU funding needed (MCU submission will be required)?

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# Oversight & Accountability: Review

* Category 1 certificates are subject to periodic reviews following the cyclical review protocol. Please indicate if the review will be aligned with an existing program or department. This will be tracked by VPAP.

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# Process Steps & Approvals

The pathway is summarized in the table below.

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| Steps | Dates of consultation and approvals |
| Development/consultation within unit |  |
| Consultation with Dean’s Office |  |
| Consultation with VPAP |  |
| Unit-level approval as appropriate |  |
| Faculty/divisional council |  |
| Submission to VPAP upon approval |  |
| Submission to MCU if WGU funding requested |  |
| Reported by VPAP to AP&P |  |

Appendix A: Proposed Learning Outcomes

Divisions are responsible for developing the outcomes and expectations for certificates in the context of divisional norms. Please outline in the table below how the design, structure, requirements and delivery of the certificate support the certificate learning outcomes and expectations.

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| Certificate Expectations | Certificate Learning Outcomes | How the Design/Structure Supports the Certificate Expectations  |
| 1. **Depth and Breadth of Knowledge**
 | Depth and breadth of knowledge is understood in [CERTIFICATE] as…This is reflected in students who are able to: | The design and requirement elements that ensure these student outcomes for depth and breadth of knowledge are: |
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Appendix B: Proposed Calendar Copy