University of Toronto

Proposal to Create a Certificate in Conjunction With an

Undergraduate Program

Certificates offered in conjunction with an undergraduate program are 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 these certificates follow the protocols for minor modifications; are reviewed with the relevant undergraduate program; 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 must be enrolled in a specific undergraduate program. **Please consult with VPAP on the certificate’s name ahead of governance.**

This template (last updated by VPAP on April 5, 2021) should be used to bring forward all proposals for new undergraduate, for-credit, certificates that will be offered in conjunction with an existing undergraduate degree program. The creation of the certificate follows a minor modification process and is reported to the VPAP Office after approval.

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| Proposed certificate name:  E.g., Certificate in Human Resources Management (Faculty of Arts & Science) | Certificate in….. (Faculty name) |
| Undergraduate degree(s) the certificate will be offered in conjuction with: |  |
| Academic unit: |  |
| Faculty/academic division: |  |
| Dean’s Office contact: |  |
| 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 unit/division’s academic plans
    - any important or distinctive elements.

# 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

* 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 related to an identified topic or theme that may complement the degree program.
* Describe the academic requirements of the certificate and mechanism for the assessment of student performance.
* Clarify the certificate program length.
* Is this certificate linked to a particular undergraduate program or degree? Please explain the relationship.
* Please provide a calendar copy in Appendix B.

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# Consultation

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

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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](mailto:vp.academicprograms@utoronto.ca)) regarding any implications to existing or new agreements.

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# Oversight & Accountability: Review

* Category 2 certificates are subject to periodic reviews with the relevant undergraduate program. Please provide details. This will be tracked by the VPAP Office.

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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 VPAP |  |
| Unit-level approval as appropriate |  |
| Faculty/divisional council as appropriate |  |
| Submission to VPAP upon approval |  |
| Reported by VPAP to AP&P |  |

Appendix A: Proposed Learning Outcomes

Certificates offered in conjunction with an undergraduate program will have a subset of complementary learning outcomes in relation to the program. 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