



## **Policy on the Establishment of Non-degree Certificates or Diplomas**

[Senate: Approved December 14, 1999]

### **Definitions of Non-degree Certificate and Non-degree Diploma Programs**

#### Non-degree Certificate Program

- A non-degree certificate program is defined as a course of study (normally a collection of courses) resulting in a non-degree University Guelph credential (a certificate). A non-degree certificate program entails a minimum of 120 instructional hours, and each course offered in the program must include an evaluation component. Normally non-degree certificate programs are comprised of non-credit courses, but could be comprised of a combination of degree-credit and non-degree credit courses.

#### Non-degree Diploma Program\*

- A non-degree diploma program is defined as a course of study (normally a collection of courses) resulting in a non-degree University of Guelph credential (a diploma). A non-degree diploma program entails a minimum of ten (10) courses, each of which must include an evaluation component. Normally non-degree diploma programs are comprised of non-credit courses, but could be comprised of a combination of degree-credit and non-degree credit courses.

\* Non-degree Diploma Programs are different from Associate Diploma Programs, which are University of Guelph diploma credit programs and require the approval of the Board of Undergraduate Studies. Graduate diplomas are degree level diplomas and require the approval of the Board of Graduate Studies.

[Senate: Approved March 29, 2010]

### **Requirements for the Establishment of Non-degree Certificate or Non-degree Diploma**

All non-degree certificate and diploma programs must be developed, reviewed and recommended for approval by a Program Advisory Committee. The Chair or Head of the unit sponsoring the development of the non-degree program is responsible for the appointment of a Program Advisory Committee.

The role of the Program Advisory Committee is to:

- develop and forward new non-degree certificate and diploma program proposals to the Senate Committee on Non-degree Studies for approval
- during development, advise the sponsoring unit/department on program/partner/client needs – i.e., legislative and industry requirements/needs of professional organizations, competency requirements
- advise the sponsoring unit/department regarding market viability of the program
- undertake an annual review of the program(s) that includes consideration of learner and industry and/or professional organization needs
- recommend program changes, as appropriate, to the sponsoring unit/department (for example, changes due to the introduction of new legislation, changing industry requirements, or student program evaluations)