

SIMON FRASER UNIVERSITY

S-77-77

MEMORANDUM

To SENATE

From SENATE COMMITTEE ON
UNDERGRADUATE STUDIES

Subject ITEM IV, 2.(d) OF GUIDELINES
FOR THE ESTABLISHMENT OF
CERTIFICATE AND DIPLOMA PROGRAMS

Date JUNE 16, 1977

MOTION: "That Senate approve Item IV, 2.(d) of Guidelines for the Establishment of Certificate and Diploma Programs, as set forth in S.77-77."

(Note: All of the guidelines in the attached paper were approved earlier by SCAP, SCUS and Senate, with the exception of Item IV 2.(d) which was held in abeyance for further development and discussion. That item has been approved by SCAP and SCUS and is recommended to Senate for approval.)



D. Birch

Guidelines for Certificates already approved by SCAP, SCUS and Senate.
For Diplomas, Guidelines as approved by SCAP and SCUS as at Dec.14, 1976.

**GUIDELINES FOR THE ESTABLISHMENT OF
CERTIFICATE AND DIPLOMA PROGRAMS**

I. Criteria for the Establishment of Certificate and Diploma Programs

1. A program should be initiated only if the subject matter is such that the University appears to be the most appropriate body to offer the instruction.
2. A program must have a clearly defined educational objective and rationale.
3. A program would normally be based on the courses already offered in the University curriculum although provision for special courses and field work might be required to fulfil the objectives of the program.

II. Administration

For each certificate or diploma program there should be a program steering committee which includes representatives of the departments concerned.

III. Supplementary Recommendations

1. That all proposals for the initiation of new programs or for significant changes in existing certificate and diploma programs be considered by the Senate Committee on Academic Planning before going to Senate.
2. Once each year the Senate Committee on Continuing Studies report on certificate and diploma programs, giving enrolment in each program and numbers of students completing studies during the current year.

IV. Types of Program

1. Certificate

- (a) A certificate program should, in the main, consist of regular lower division university courses. Upper division courses may be included.
- (b) The study program should be the equivalent of between one-half and one full year of university study (18-30 credit hours).
- (c) Admission to the University is required.
- (d) Credits applied to one certificate may be applied also to major programs or minor programs and to a Bachelor's degree under the normal regulations governing these programs but cannot be applied to another Simon Fraser University certificate (or diploma).

2. Diploma

- (a) A diploma program should, in general, consist of regular upper division university courses; graduate courses may be included.
- (b) The study program should be the equivalent of one full year or more of university study (30 or more semester hours).
- (c) A first university degree or the equivalent normally is a prerequisite but mature applicants particularly suited because of experience may also be admitted.
- (d) Semester hour credits applied to one diploma cannot be applied to another Simon Fraser University certificate or diploma or degree, and vice versa.