

# SIMON FRASER UNIVERSITY

S76-126

## MEMORANDUM

Senate

From Senate Committee on

Undergraduate Studies

Subject Guidelines for the Establishment  
of Certificate and Diploma  
Programs

Date September 23, 1976

### MOTION:

That Senate approve (and recommend approval by the Board of Governors) the guidelines for the establishment of certificate and diploma programs as contained in paper S.76-126 with the exception of section IV.2.

### Note

With the exception of section IV.2. which requires further consideration, these guidelines were discussed, amended and approved by Senate Committee on Academic Planning and Senate Committee on Undergraduate Studies prior to June 15, 1976. On June 17, 1976 they were forwarded to Deans of Faculties and to Chairmen of Faculty Undergraduate Curriculum Committees for Faculty response (response requested by July 15, 1976). No formal response has been received from any Faculty.

The Guidelines for Diploma Programs (section IV.2.) will be considered separately prior to consideration of specific diploma programs.

*Wank Birch*

GUIDELINES FOR THE ESTABLISHMENT OF  
CERTIFICATE AND DIPLOMA PROGRAMSI. 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 Program1. 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) There was preliminary discussion on the question of denying the use of credits applied to a Diploma also being applied to other Certificates, Diplomas, Degrees, but this matter was left for discussion at a subsequent meeting. The paper is now silent on this question.