

**SIMON FRASER UNIVERSITY**  
**Senate Committee on University Priorities**  
**Memorandum**

**S.03-111**

**TO:** Senate

**FROM:** John Waterhouse  
Chair, SCUP  
Vice President, Academic

**RE:** Proposal for the Development of  
Graduate Certificate Programs

**DATE:** November 6, 2003

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At its November 5, 2003 meeting SCUP reviewed the proposal from the Dean of Graduate Studies for the development of Graduate Certificate Programs and recommended the following motion:

**Motion**

That Senate approve and recommend to the Board of Governors the proposal for the development of Graduate Certificate Programs as outlined in S.03-111

SCUP unanimously approved the proposal for the Development of Graduate Certificate Programs.

encl.

c: J. Driver  
J. Pierce  
B. Lewis  
E. Love  
P. Shaker  
M. Plischke  
R. Heath

# **Proposal for the development of graduate certificate programs**

Jon Driver, Dean of Graduate Studies, September 2003

With revisions suggested at 5<sup>th</sup> November 2003 SCUP meeting

## Introduction

Currently graduate students are registered in a single program leading to a degree or diploma. SFU does not offer minor programs at the graduate level, and there is no formal way of recognizing increased breadth or interdisciplinarity. This document proposes the creation of graduate level certificate programs, analogous to undergraduate certificates, that will be awarded for taking certain combinations of graduate courses. As with undergraduate certificates, courses may be counted both towards a degree and a certificate, and only students already in degree programs will be eligible for certificates. Certificates will be presented when the degree is awarded.

## Structure of certificate programs

Certificate programs must include the following:

1. a minimum of four graduate level courses from a designated set of courses
2. a minimum of 12 credits
3. courses must be from at least two different departments or schools (or non-departmentalized faculties)
4. courses must be taken for credit, and not graded S/U
5. courses may not be selected from a diploma program

## Administration

Following approval by Senate (see below) a certificate program is administered by a steering committee (minimum two people), reporting to the Dean of Graduate Studies.

The steering committee will:

1. Review on a regular basis the structure of the program, and recommend to SGSC adding and dropping courses approved for inclusion in the program.
2. Decide whether particular special topics courses are suitable for inclusion in the program.

## Development of certificate programs

Proposals for certificate programs should be submitted to SGSC, and should include the following information.

1. Certificate name
2. Justification for the certificate
3. Agreement from departments to admit students from other programs to courses designated as certificate courses
4. Approval by relevant faculty graduate program committee(s)
5. Calendar entry
6. Steering committee composition for first two years

Following approval by SGSC the proposal will be forwarded to SCUP and Senate for approval.

Proposed calendar entry for Graduate General Regulations

**1.3.13 Certificate programs**

A certificate program consists of approved combinations of graduate courses taken from at least two different departments. Graduate certificate programs are intended to be both thematic and interdisciplinary.

Courses taken for credit in a graduate degree program may be applied to certificate programs. A certificate program must include a minimum of four courses and a minimum of 12 credits.

Certificate programs may be taken only by students already registered in a masters or doctoral program at SFU.

Certificates are awarded at the time of convocation.