*This template is to be used for proposals for non-credit certificates and diplomas. Proponents must consult with the Programs Team in the Office of the Provost and Vice-President (Academic) (*[*vprov.programs@ualberta.ca*](mailto:vprov.programs@ualberta.ca)*) on the conceptual plans, appropriate template, and process. Please visit the* [*Programs website*](https://www.ualberta.ca/provost/policies-and-procedures/academic-programs.html) *for more information.*

|  |  |  |
| --- | --- | --- |
| **Section A: Basics** | | |
| **Credential Type** | Non-Credit Certificate  Non-Credit Diploma | |
| **Certificate/Diploma Name** |  | |
| **Administrative Responsibility**  Identify the Faculty/Academic Unit/College and academic lead. |  | |
| **Contact information** | **Name and Title** |  |
| **Email** |  |
| **Proposed Effective Date** |  | |
| **Program Synopsis**  Include the objective/purpose for the new program, learning outcomes/competencies and skills acquired, courses included, overall length of program in hours, delivery format (online, on-site, hybrid), potential for laddering or transfer, and type of assessment. |  | |

|  |  |
| --- | --- |
| **Section B: Rationale, Implications and Impacts** | |
| **Rationale for Introduction of Certificate/Diploma**  Identify the target market and labour market demand. |  |
| **Strategic Alignment**  How does the proposed program align with the institutional strategic plan (and other relevant strategic initiatives)? |  |
| **Resource Implications**  Identify the resource implications. Include a budget that clearly indicates overhead costs including admissions, registration, space, and program administration. |  |
| **Consultation**  Describe internal and external consultations. Attach letters of support. |  |
| **Indigenous Perspectives**  How does the proposed program align with the commitment to weave Indigenous knowledge systems, experiences and perspectives in all continuing professional education programs, as outlined in [*Braiding Past, Present and Future: The University of Alberta Indigenous Strategic Plan*](https://www.ualberta.ca/indigenous/strategic-plan/index.html)? Please consult with the Vice-Provost (Indigenous Programming and Research). |  |
| **Equity, Diversity and Inclusion Perspectives**  How does the proposed non-credit program align with the University of Alberta's commitment to the advancement of equity, diversity, inclusion, and accessibility (e.g., gender diversity, inclusion of persons experiencing disability, inclusion of racialized people/visible minorities, etc.)? Please refer to the [*Strategic Plan for EDI*](https://www.ualberta.ca/equity-diversity-inclusion/strategic-plan-for-edi/index.html) and consult with the Vice-Provost (Equity, Diversity and Inclusion) for guidance. |  |