

Purpose

Embedded undergraduate certificates are institutional credentials that are completed concurrently with an undergraduate degree program, prior to graduation. They provide students with the opportunity to enhance their educational experience through engagement with interdisciplinary concepts and topics that transcend individual programs, departments, faculties or colleges. Topics respond to broad societal interests and/or address strategic interests of the University.

Principles

Accessible	Accessible to students from multiple units or facilities and locations, and include consideration of course scheduling and delivery mode.	Strategic Alignment	Promote the University's strategic initiatives, enhance graduate attributes, and/or respond to societal interests
Interdisciplinary Focus	Provide an opportunity to engage with interdisciplinary topics or problems that incorporate and integrate different disciplinary perspectives.	Thoughtful Program Design	Consideration of overlap with other program requirements and other embedded certificates, mode of delivery; balance of junior and senior courses, meaningful experiential component
Indigenization	Contribute to the weaving of Indigenous worldviews, histories, and perspectives, recognition of the validity of Indigenous knowledge systems, remediation of the knowledge gap on Indigenous historical and lived experiences and strengthening academic rigour across disciplines (Braiding Past, Present and Future: University of Alberta Indigenous Strategic Plan)	Demonstrated Demand	Evidence of interest by students and the community
Sustainable	Consideration of administrative load, consistent delivery of courses, course enrollment limits.		

Elements

Proposal Template	The Embedded Certificate Template is available on the website of the Provost and Vice-President (Academic).
Stakeholder Consultation Requirements	<ol style="list-style-type: none"> 1. The Dean of the home faculty (or Deans of collaborating faculties) and relevant College(s) Office(s) of Education must confirm support for the embedded certificate. 2. Vice-Provost (Programs) to discuss the suitability of an embedded certificate for the proponent's purpose, and for advice and feedback related to certificate development according to the related principles and policies. 3. Vice-Provost (Indigenous Programming and Research) for advice and feedback related to embedding Indigenous content in the certificate curriculum. 4. Stakeholders (e.g., students and student groups, employers, accreditation bodies, professional associations, community organizations, alumni) to demonstrate demand and garner feedback regarding design principles. 5. Faculties that may be impacted from an enrollment (e.g., access and course capacity courses to courses for the certificate) or disciplinary perspective to confirm understanding and support. 6. Office of the Registrar for advice on Calendar language (Calendar Editor). <p>Consultation will be noted in the Governance Executive Summary, and letters of support are an asset.</p>
Administrative Responsibility	All proposals will identify a lead proposing faculty or college that will assume administrative responsibility from among those collaborating in the development and delivery of the embedded certificate.
Entrance Requirements	Enrolment in a University of Alberta undergraduate degree program.
Admission Process	A clear statement of admission requirements will be included in the proposal. Students will register via online application. Note: not all embedded certificates are available to all students in all faculties.
Credit Weight	12 - 18 credit units (maximum of 6 units at 100-level and minimum of 6 units at the 300- or 400-level), including an experiential component and/or capstone project/activity completed within, or in addition to, the course requirements.
Laddering / Transfer	Embedded undergraduate certificates are integrated into undergraduate degree programs and cannot be laddered into other for-credit programs.
Overlap	Students complete embedded certificates primarily using electives or limited choice opportunities in their programs; normally, there will be no more than 3 credit units overlap with required courses. Coursework may only be applied to one embedded certificate.
Maximum Number Permitted	While there is no limit to the number of embedded certificates permitted, limits on overlap as indicated above must be strictly adhered to. If extra credits are required to complete an embedded certificate (over and above those required for degree completion), students must consult their home faculty to determine if additional course credits beyond those required for the degree (or extra-to-degree credits) are permitted in their program.
Tuition	Assessed at the standard rates for courses in which the students are registered. No additional tuition fees are assessed for courses taken as a part of the embedded certificate program, regardless of student's home Faculty.
Awarding Process	In order for the embedded certificate to be awarded at the time of degree program completion, the lead administering Faculty or College Office of Education administering the embedded certificate must provide the Office of the Registrar with the names and ID numbers of those students who have completed the requirements for their embedded certificate. This list must also include verification that the student has completed their degree program. Faculties must work with each other to reconcile lists and share information about such students.
Transcript	Embedded certificates are noted on the transcript.

Approval	Approval Pathway: Program Support Team (PST) > Proposing Faculty Council* > GFC Programs Committee (PC)
Review	Embedded certificates will be reviewed every 5 to 7 years by the Office of the Provost and the faculties and/or colleges involved. An annual report of current embedded certificates and corresponding number of graduates will be compiled by the Office of the Provost each year, and embedded certificates may be included in scheduled curriculum reviews by the offering unit(s).
Termination	Termination Approval Pathway: Program Support Team (PST) > Proposing Faculty Council* > GFC Programs Committee (PC) At a minimum, consultation should include the existing students currently enrolled in the embedded certificate to ensure they are informed and can complete the embedded certificate; Office of the Dean of the home Faculty, collaborating Faculty (ies), and College Office of Education for the embedded certificate to ensure support; Vice-Provost (Programs) for advice on completing required templates; and the Office of the Registrar. In addition, accreditation bodies and professional associations may be consulted as relevant. Consultation will be noted in the Governance Executive Summary .

*** An embedded certificate offered jointly by two or more Faculties will be approved by each of the Faculty Councils involved.**