**Embedded Credit Certificate Template**

This template is to be used for proposals for new University of Alberta embedded credit certificates. Embedded credit certificates are taken concurrently with a degree program of the University of Alberta.

Development process: Faculties and Departments must consult with the Portfolio Initiatives Manager in the Office of the Provost and Vice-President (Academic) ([carley.roth@ualberta.ca](mailto:carley.roth@ualberta.ca)) on the appropriate template and process. Graduate proposers must also consult with the Faculty of Graduate Studies and Research (fgsrgov@ualberta.ca).

Governance: Embedded credit certificates are reviewed by the relevant Program Support Team (Undergraduate or Graduate), and then approved by the following route: Faculty Council > GFC Programs Committee. In the event that the embedded certificate proposal includes significant resource (space, budget) implications, the proposal may also be sent to the GFC Academic Planning Committee for approval.

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| **1: Basics** | | |
| * **Undergraduate** * **Graduate** | | |
| **Embedded Certificate Name** |  | |
| **Faculty/Department** |  | |
| **Contact information** | Name and Title |  |
| Phone |  |
| Email |  |
| **Proposed Effective Date** |  | |
| **Units of Course Weight** |  | |
| **Program Synopsis**  Describe the program. Include curriculum content, target student group, experiential learning opportunities (if applicable). |  | |

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| **2: Rationale, Implications, and Impact** | |
| **Rationale for Introduction of Certificate**  Identify the purpose of the proposal with supporting rationale and evidence of demand. E.g., consultations with students, wider community that demonstrate demand and/or value. |  |
| **Strategic Alignment**  How does the proposed program align with the strategic goals described in *For the Public Good,* *the University of Alberta’s Strategic Plan for Equity, Diversity, and Inclusion, and Braiding Past, Present and Future: University of Alberta Indigenous Strategic Plan?* How does the program further the objectives or align with the other institutional, Faculty, and College strategies? |  |
| **Resource Implications**  Identify the resource implications of the proposed embedded credit certificate. |  |
| **Enrolment**  Outline the expected enrolment for the embedded credit certificate and provide the the rationale and/or evidence this estimate is based on. Also provide any potential impacts on course offerings. |  |
| **Consultation**  Describe the consultation process that occurred with students and other relevant stakeholders and service units of the University, and the feedback received. |  |
| **Indigenous Perspectives**  Describe the outcomes of the consultation with the Vice Provost (Indigenous Programming and Research) regarding how the program will integrate/include indigenous perspectives and content, and any action items that may result. |  |
| **Equity, Diversity and Inclusion Perspectives**  Describe the outcomes of the consultation with the Vice-Provost (Equity, Diversity and Inclusion) regarding how the program will integrate/include EDI perspectives and content, and any action items that may result. |  |

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| **Appendices** | |
| **Appendix A –** letters of support from relevant faculty dean(s) and college(s). |  |
| **Appendix B** – curriculum and program structure. List course names, numbers, and descriptions. Indicate if the courses are new or existing. Include draft content for the University Calendar. |  |
| **Appendix C** - other  Include any additional information in support of the proposal (if relevant) |  |