

# University of Alberta Handbook on Credit Certificate Development

Updated June 16, 2021

## Background

This handbook was developed to assist Faculties and Departments with the creation and enhancement of credit certificates at the University of Alberta; it covers undergraduate and graduate-level freestanding and embedded certificates. Certificates are intended to recognize student achievement in particular areas of academic focus that are not otherwise readily apparent on a student's degree parchment or transcript.

## Credit Certificates: Embedded and Freestanding

Embedded certificates are completed by students during the course of their degree program. In some cases, students may choose to complete courses extra to their degree to receive a certificate. Embedded credit certificate programs may be offered at either the undergraduate or graduate level; however, graduate students cannot receive an undergraduate certificate as part of their program of study.

Freestanding credit certificates are stand-alone programs taken independent of a degree program. They may be offered at the undergraduate or graduate level.

### *Elements for Consideration in the Development of Credit Certificates*

Please see the table for a summary of the elements for embedded and freestanding certificates:

	<b>Embedded Credit Certificate</b>	<b>Freestanding Credit Certificate</b>
<b>Approval by Ministry of Advanced Education</b>	No	Yes
<b>Admission Requirements</b>	As outlined in the University Calendar for the student's degree program.	As determined by the unit offering the certificate. Included as part of the proposal and approval process.
<b>University Calendar</b>	A proposed Calendar entry is required.	A proposed Calendar entry is required.
<b>Admission Process</b>	Where required, a clear admission point and process should be included in the proposal. If a student is admitted to a certificate	Apply using the standard application and admission process.

	outside their Faculty, the student should be advised to notify their Faculty immediately. Note: not all embedded certificates are available to all students in all faculties.	
<b>Units of Course Weight</b>	Undergraduate: Normally, *12 -*30 units of course weight (primarily at the 300 and 400 level). Certificates requiring fewer academic credits should include significant experiential components and/or a capstone course or project.  Graduate: Normally *12 units of course weight.	As per the <a href="#">Alberta Credentials Framework</a>
<b>Overlap</b>	No more than half of the course requirements for one certificate may overlap with the requirements of another certificate.	No more than half of the course requirements for one certificate may overlap with the requirements of another certificate.
<b>Course Registration</b>	Through Bear Tracks.	Through Bear Tracks.
<b>Start / End dates</b>	Normally adhere to standard term structure of the University.	Normally adhere to standard term structure of the University; however, the Ministry requires a start date of July 1 for each academic year.
<b>Assessment / Grading</b>	Follows relevant University and Faculty regulations.	Follows relevant University and Faculty regulations.
<b>Tuition Fees</b>	Tuition is 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.	Tuition is set for each new certificate based on the funding model for the certificate. No new funds are provided for new certificates. assessed on a cost-recovery fee basis. Students are also required to submit an

		application fee when they apply.
<b>Provider and Program Registry System (PaPRS)</b>	Embedded certificates do not appear in the Provincial Government's Provider and Program Registry System.	Freestanding certificates are proposed to the Minister of AE via the Provider and Program Registry System. Once approved, certificates are assigned a program code.
<b>Loans</b>	Loan eligibility is based on the student's degree program.	Students may be able to apply for loans.
<b>Transcripts / Parchments</b>	The student receives a separate parchment for the embedded certificate. This parchment is produced by Office of the Registrar. The certificate is noted on the transcript.	The student receives a separate document certifying certificate completion. This document is produced by the Office of the Registrar. The certificate is noted on the transcript. Production of these certificates will occur in January, May and September upon written confirmation from the Dean of the Faculty or College Dean offering the certificate.
<b>Graduation Ceremony</b>	Students may attend the University's Convocation ceremonies according to the degree being received.	Students do not attend the University's Convocation Ceremonies. A Faculty or Department may conduct their own event.
<b>Codes of Behaviour</b>	Applicable.	Applicable.
<b>Proposal Template</b>	The Embedded Certificate Template is available at the <a href="#">Office of the Provost and Vice-President (Academic) website</a> .	The Ministry template for freestanding credit certificates is available at the <a href="#">Office of the Provost and Vice-President (Academic) website</a> .
<b>Consultation</b>	At a minimum, consultation should include students (student groups, potential	At a minimum, consultation should include students (student groups, potential

	<p>students or alumni), the Office of the Dean of the home Faculty for the certificate, Vice-Provost (Programs) (acting on behalf of the Provost and Vice-President (Academic) who is also the responsible party for all programs at the University of Alberta), the Vice-Provost (Indigenous Programming and Research), and the Office of the Registrar.</p> <p>For graduate certificates, the Faculty of Graduate Studies and Research (FGSR) must be consulted, and is listed as the Proposing Faculty.</p> <p>Any Faculty who could be impacted from an enrollment or disciplinary perspective should also be consulted.</p> <p>In addition, the Ministry Regulator and/or accreditation bodies, employers and professional associations and community organizations should all be consulted as relevant. Consultation should be noted in the Governance Executive Summary and letters of support are an asset.</p>	<p>students or alumni),the Office of the Dean of the home Faculty for the certificate, Vice-Provost (Programs) (acting on behalf of the Provost and Vice-President (Academic) who is also the responsible party for all programs at the University of Alberta), the Vice-Provost (Indigenous Programming and Research), and the Office of the Registrar.</p> <p>For graduate certificates, FGSR must be consulted, and is listed as the Proposing Faculty.</p> <p>Any Faculty who could be impacted from an enrollment or disciplinary perspective should also be consulted.</p> <p>In addition, the Ministry Regulator and/or accreditation bodies, employers and professional associations and community organizations should all be consulted as relevant. Consultation should be noted in the Governance Executive Summary and letters of support are an asset.</p>
<p><b>Consultation, Administrative/Governance Approval, Ministry Approval</b></p>	<p>1)Consult with the Vice-Provost (Indigenous Programming &amp; Research) 2)Program Support Team (PST) or Graduate Program Support Team (GPST) (discuss with the Vice-Provost (Programs)</p>	<p>1) Consult with the Vice-Provost (Indigenous Programming &amp; Research) 2)Program Support Team (PST) or Graduate Program Support Team (GPST) (discuss with the Vice-Provost (Programs)</p>

	<p>2) Proposing Faculty Council<sup>1</sup>  3) GFC Programs Committee  - final approval</p>	<p>2) Proposing Faculty Council<sup>2</sup>  3) GFC Programs Committee  4) Ministry of Advanced Education - final approval</p> <p>A draft budget and proposed tuition model are presented to the Registrar's Advisory Committee on Fees (RACF) - coordinated by the Office of the Registrar)</p>
<b>Transfer / Laddering</b>	<p>If applicable to other programs, as determined by admitting Faculty.  Graduate</p> <p>Embedded Certificates cannot be laddered into another graduate degree program.</p>	<p>If applicable to other programs, as determined by admitting Faculty.</p>
<b>Institutional Reporting</b>	<p>Students would be counted within their degree program.</p>	<p>Contribute to overall institutional reporting.</p>
<b>Scholarship</b>	<p>Eligibility determined by the student's degree program.</p>	<p>Not eligible, unless scholarships or awards have been created specifically for the freestanding certificate.</p>
<b>Maximum Number of Certificates</b>	<p>Normally, a student may receive no more than two embedded certificates in one degree program.</p>	<p>No maximum.</p>
<b>Examples</b>	<ul style="list-style-type: none"> <li>● Certificate in Peace and Post-Conflict Studies (Arts)</li> <li>● Graduate Embedded Certificate in Teaching and Learning in</li> </ul>	<ul style="list-style-type: none"> <li>● Certificate in Advancing Adolescent Literacy (Education)</li> <li>● Certificate in Aboriginal Governance and</li> </ul>

<sup>1</sup> The proposing Faculty for all graduate embedded or freestanding certificates is the Faculty of Graduate Studies and Research. Approval is required by both the teaching Faculty Council and the Faculty of Graduate Studies and Research Council.

<sup>2</sup> The proposing Faculty for all graduate embedded or freestanding certificates is the Faculty of Graduate Studies and Research. Approval is required by both the teaching Faculty Council and the Faculty of Graduate Studies and Research Council.

	Nursing Education (FGSR and Nursing)	Partnership (Native Studies) ● Graduate Certificate in Pain Management
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### ***Awarding of Embedded Certificates***

For an undergraduate embedded certificate to be awarded at the time of degree program completion, the home Faculty for 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.

For graduate level certificates, Departments/Faculties must submit a completed Report of Completion for Embedded Certificate form to FGSR.

In instances where students complete an embedded certificate offered by a Faculty that is not the student's home Faculty, the student will appear on the convocation list for both Faculties but will convocate at the ceremony of the home Faculty. For example, a student earning a BEd degree from the Faculty of Education and an embedded certificate from the Faculty of Arts will appear on the convocation list of both Faculties but will convocate with the Faculty of Education ceremony. Faculties must work with each other to reconcile lists and share information about such students.

### ***Interdisciplinary Certificates***

All certificates can offer an interdisciplinary area of focus for students through collaboration across Faculties. In these cases, the Faculty in which the certificate is being initiated would be considered the proposing Faculty; all certificates must have one proposing Faculty. An embedded or freestanding certificate that is being offered jointly by two or more Faculties would be reviewed by both Faculty Councils. Certificate proposals affecting another Faculty (i.e. courses required for the certificate, course capacity) should be developed in consultation with the appropriate Vice-Dean or Associate Dean responsible for programs in the impacted Faculty. Evidence of consultation will be required for final approval.

### ***Suspension and Elimination of Credit Certificate***

The suspension and elimination of credit certificates reflects normal program evolution. When considering suspensions or eliminations, proponents are encouraged to consider impacts to students currently enrolled and those who may wish to return to study to complete program requirements. In the case of embedded certificates, how to communicate with students who may be working on program requirements without having signalled to the Faculty their intention to validate the program requirements must be considered. The following table outlines requirements for the process of suspending and eliminating for-credit and embedded certificates.

	<b>Embedded Credit Certificate</b>	<b>Freestanding Credit Certificate</b>
<b>Approval required by Ministry of Advanced Education</b>	No	Yes
<b>University Calendar</b>	A proposed Calendar entry is required.	
<b>Start / End dates</b>	Normally adhere to standard term structure of the University. Consult with the RO on potential convocation conflicts.	Must begin and end on July 1 to June 30.
<b>Provider and Program Registry System (PaPRS)</b>	Suspension and elimination proposals are not tracked in PaPRS.	Suspension and elimination proposals must be submitted through PaPRS by the Office of the Provost. Normally, a five-year timeline is set for suspension proposals; however, a shorter time span may be considered if enrollment allows. Note that suspensions expire in PaPRS if not terminated before the termination period has expired and the program will become active once more.
<b>Proposal Template</b>	The Internal Program Proposal template is available at the <a href="#">Office of the Provost and Vice-President (Academic) website</a> .	The Ministry Program Suspension template is available at the <a href="#">Office of the Provost and Vice-President (Academic) website</a> .
<b>Consultation</b>	<p>At a minimum, consultation should include the existing students, Office of the Dean of the home Faculty for the certificate, Vice-Provost (Programs), Vice-Provost (Indigenous Programming &amp; Research), and the Office of the Registrar.</p> <p>For graduate certificates, the Faculty of Graduate Studies and Research (FGSR) must be consulted, and is listed as the Proposing Faculty. Any Faculty who could be impacted from an enrollment or disciplinary perspective should also be</p>	

	<p>consulted.</p> <p>In addition, the Ministry Regulator and/or accreditation bodies, employers and professional associations and community organizations should all be consulted as relevant. Consultation should be noted in the Governance Executive Summary.</p>	
<b>Approval / Governance (normally)</b>	Suspension	
	<ol style="list-style-type: none"> <li>1) Program Support Team (PST) or Graduate Program Support Team (GPST) (discuss with the Vice-Provost (Programs))</li> <li>2) Proposing Faculty Council</li> <li>3) GFC Programs Committee</li> </ol>	<ol style="list-style-type: none"> <li>1) Program Support Team (PST) or Graduate Program Support Team (GPST) (discuss with the Vice-Provost (Programs))</li> <li>2) Proposing Faculty Council</li> <li>3) GFC Programs Committee</li> <li>4) GFC Academic Planning Committee</li> <li>5) GFC</li> <li>6) Board Learning, Research, and Student Experience Committee (BLRSEC)</li> <li>7) Board of Governors</li> <li>8) Ministry of Advanced Education</li> </ol>
	Termination: Freestanding Certificates Only	
	<ol style="list-style-type: none"> <li>1) Program Support Team (PST) or Graduate Program Support Team (GPST) (discuss with the Vice-Provost (Programs))</li> <li>2) Proposing Faculty Council</li> <li>3) GFC Programs Committee</li> <li>4) Ministry of Advanced Education</li> </ol>	



## **Appendices**

The following pages contain documents relevant to the creation of various certificates at the University of Alberta.

### **Appendix A – Sample Calendar Entries**

### **Appendix B – Sample Transcript Entries and Parchments**

## **Appendix A – Sample Calendar Entries**

### ***Embedded Undergraduate Certificate in One Faculty***

#### **Certificate in Globalization and Governance**

Globalization has brought fundamental changes to the conduct and study of local, national, international and transnational politics. This Certificate in Globalization and Governance includes undergraduate POL S lecture and seminar courses that focus on the dynamics of globalization and the challenges it presents to politics, governance and public policy throughout the North and South.

This Certificate will be awarded only at the same time as a student receives a BA with a major, Honors, or minor in POL S (or a BSc with a POL S minor).

Students may pursue this Certificate in Globalization and Governance by fulfilling existing requirements for majors, minors or Honors in Political Science and by completing a minimum of 27 from the following:

POL S 235 - Introduction to Comparative Politics OR  
POL S 230 OR POL S 240  
POL S 261 - International Relations OR  
POL S 260  
POL S 266  
POL S 333 - Ecology and Politics  
POL S 334 - North American Politics  
POL S 364 - Introduction to International Political Economy  
POL S 370 - Politics of the European Union  
POL S 374 - Politics and Society of Postcolonial Africa  
POL S 375 - Politics of East Asia  
POL S 380 - Politics in the Middle East  
POL S 443 - Globalization, Ethnic Politics and the Nation-State  
POL S 444 - Global Critical Race Theory  
POL S 445 - Topics in Globalization and Governance  
POL S 460 - Global Security  
POL S 462 - Political Economy of Global Governance  
POL S 468 - International Organization  
POL S 469 - Ethics in International Relations

Note:

No more than ★6 from POL S 230, POL S 235, POL S 240, POLS 260 and POL S 261 may be counted towards the Certificate.

### ***Embedded Undergraduate Certificate shared by two Faculties***

#### **Certificate in Engaged Leadership and Citizenship in Arts and Science**

The Certificate in Engaged Leadership and Citizenship in Arts and Science is a joint certificate offered by the Faculties of Arts and Science and is open to any undergraduate student at the University of Alberta.

Students wishing to pursue the Certificate in Engaged Leadership and Citizenship in Arts and Science must apply through Undergraduate Student Services in the Faculty of Arts or through Undergraduate Student Services in the Faculty of Science by the application deadline for convocation (see Academic Schedule).

Students may pursue the Certificate in Engaged Leadership and Citizenship in Arts and Science by fulfilling existing requirements in their respective disciplines and by completing:

\*12 total

\*6 selected from

INT D 240

INT D 241

\*3 selected from

INT D 440 **OR**

INT D 441

\*3 selected from

CSL 350 - Selected Topics in Community Service-Learning

CSL 370 - Topics in Community Issues

Certain courses in Arts and Science with a CSL component may also be used to satisfy this requirement. See website for information.

### ***Embedded Graduate Certificate***

#### Graduate Embedded Certificate in Teaching and Learning in Nursing Education

Nursing education requires educators who are not only proficient in clinical knowledge and skill but who are also knowledgeable and informed about the process of teaching and learning. The completion of this certificate would reflect the acquisition of the relevant knowledge and skills required to teach in the discipline of nursing. At a glance, this certificate would thus allow for instant recognition of formal preparation in teaching and learning.

Students admitted to either the Master of Nursing or PhD (Nursing) Program may choose to focus on the practice of teaching and learning within the context of nursing education. Students will be required to register in, and successfully complete, three graduate level courses focused on teaching and learning in higher education for nursing: NURS 546 (\*4), NURS 556 (\*4), NURS 586 (\*6). Upon successful completion of the graduate program, inclusive of the designated teaching and learning courses, the student will be awarded the embedded Graduate Certificate in Teaching and Learning in Nursing Education, in addition to their graduate degree. The embedded Graduate Certificate in Teaching and Learning in Nursing Education will be noted on the student's transcript.

### ***Freestanding Graduate Certificate***

#### Graduate Certificate in Indigenous Sport and Recreation

The Certificate in Indigenous Sport and Recreation is a Graduate Certificate offered in partnership between the Faculty of Native Studies and the Faculty of Kinesiology, Sport, and Recreation. The focus this certificate is the health and well-being of Indigenous people through sport and recreation. The intended purpose is to serve a demonstrated need in the realm of

community based Indigenous sport and recreation, establish a deep understanding of the cultural context of Indigenous communities and populations and to enhance leadership in the growing field of Indigenous sport and recreation. The program will be delivered in a blended format. Specifically, the curriculum will consist of 3 courses valued at 4 credits each (12 credits total), plus participation at a mandatory, one-week, in-class (i.e. face to face) experiential learning experience. This 10 month certificate is designed around a cohort model so students will work together in this innovative, blended program that can be completed with minimal travel and little disruption to their work and family lives. The online portion of the program will use both synchronous and asynchronous teaching modalities to create interactive, dynamic, and supportive communities of learning whose members will become integral participants in this specific program researching Indigenous Peoples and Recreation best practices.

#### Entrance Requirements

The requirements for admission will include a baccalaureate degree along with a minimum of 2 years of professional experience. Applicants who do not hold a baccalaureate degree but have considerable relevant professional experience may also be admissible. Individuals who feel that this situation applies to them are encouraged to contact admissions to discuss their status. There will be no other routes in which admission will be granted. There will be no opportunity for a residency.

#### Program Requirements

The Graduate Certificate will be granted upon successful completion of the three required courses: PERLS 563 (\*4), PERLS 564 (\*4), & PERLS 565 (\*4) and attendance at the non-credit, mandatory intensive week.

## **Appendix B – Sample Transcript Entries and Parchments**

### **Sample Transcript Entries:**

#### ***Embedded Certificate***

##### Degrees

Confer Date:

Degree: Bachelor of Arts

Political Science with Sociology Minor

In the Name of: Qetek Htovwoqi Uqevwevoe Futqoj

Confer Date:

Degree: Certificate in Peace and Post-Conflict Studies

In the Name of: Qetek Htovwoqi Uqevwevoe Futqoj

Confer Date:

Degree: Certificate in Globalization and Governance

In the Name of: Qetek Htovwoqi Uqevwevoe Futqoj

#### ***Embedded Graduate Certificate***

##### Degrees

Confer Date:

Degree: Doctor of Philosophy

Department of Linguistics

In the Name of: Paowoqi Goe

Confer Date:

Degree: Graduate Embedded Certificate in Community-Based Research and Evaluation

In the Name of: Paowoqi Goe

#### ***Freestanding Graduate Certificate***

##### Degrees

Confer Date:

Degree: Graduate Certificate

Stroke Rehabilitation

Rehabilitation Medicine

In the Name of: Hewkitoqi Upeqge Ceot