**Program Approval Template**

**Non-Credit Certificates and Diplomas**

This template is to be used for proposals for non-credit certificates and diplomas offered and administered by a Faculty or Department for professional development or life-long learning.

Faculties and Departments pursuing such program proposals must consult with the Vice-Provost (Programs) on the content and process early in the development stage.

All program proponents must also consult with the Vice-Provost (Indigenous Programming & Research) during the early development stage of a program proposal.

Administrative and Governance Approval: Non-credit certificates and diplomas are reviewed by the Program Support Team (Undergraduate), the appropriate Faculty Council, and GFC Programs Committee.

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| **Section A: Basics** | | |
| **Credential Type** | Non-Credit Certificate  Non-Credit Diploma | |
| **Certificate/Diploma Name** |  | |
| **Sponsoring Faculty/Academic Unit** |  | |
| **Contact information** | Name and Title |  |
| Phone |  |
| Email |  |
| **Program description**  Provide a brief description of the learning outcomes, proposed length of program in hours, delivery format, potential for laddering or transfer, and type of assessment if relevant. |  | |

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| **Section B: Rationale, Implications and Impacts** | |
| **Rationale for Introduction of Certificate/Diploma**  Outline the rationale for the proposed non-credit certificate/diploma. Indicate support in faculty or unit level strategic plans, as well as university strategic plans including For the Public Good and the Strategic Plan for EDI. |  |
| **Resource Implications**  Identify the resource implications of the proposed non-credit certificate/diploma. Indicate proposed fees, and a budget which clearly indicates overhead costs including admissions, registration, space, and program administration. |  |
| **Internal Consultation**  Describe consultation and potential impacts on other units of the University, including the Office of the Registrar, University Library, Facilities and Operations, Vice-Provost (Indigenous Programs and Research), the Centre for Teaching and Learning, and the Dean of Students. |  |
| **External Consultation**  Describe consultation and potential impacts to external stakeholders including employers and professional associations, regulatory bodies etc. |  |