



Academic Programs Committee of Council

Guidelines for Certificate and Diploma Programs at the University of Saskatchewan

Based on the guidelines as approved in the May 2000 [Report to Council](#) and updated to reflect subsequent committee and organizational changes.

Since 1998, the Academic Programs Committee has reviewed and updated several policies and procedures for programs at the University of Saskatchewan under the new Council structure. This spring the committee completed its review of the policy on certificates and diplomas.

The most significant change in the revised policy is the inclusion of the Diploma in Agriculture as a program which will be subject to approval by Council. Such a change is endorsed by the College of Agriculture. A draft version of the policy was circulated last fall to the colleges and departments which offer the other certificate programs, so that the list of certificates could be updated.

Guidelines for Certificate and Diploma Programs at the University of Saskatchewan

As approved by the Academic Affairs Committee of Council in June, 1988 and revised by the Academic Programs Committee in May, 2000

Following are guidelines developed by the Academic Programs Committee to provide a framework for diplomas and for certificate programs. Three types of certificates are identified: Certificate of Proficiency; Certificate of Successful Completion; and Certificate of Attendance. Each is described by its principal characteristics and by example, and the final steps for approval are outlined.

1. Certificates of Proficiency and post-graduate diplomas

- Approved by Council on the recommendation of the Academic Programs Committee
- Used to signify the completion of a recognized program of degree-level courses
- Implies the attainment of a degree-level standard of proficiency, achievement, or promotion.
- Certificates and Diplomas: listed [here](#)

2. Diploma in Agriculture

- Approved by Council on the recommendation of the Academic Programs Committee.
- The program includes university-level courses, and completion implies the attainment of a university-level standard of achievement.

Rationale:

The Diploma in Agriculture program is a unique case at the University of Saskatchewan. It is a program covering more than a hundred students and drawing on College of Agriculture resources. Some of its courses transfer to the degree programs. However, in the past revisions in the program had been approved by the Vice-President (Academic), not by Council. In the policy previously followed by the Academic Affairs Committee, the Diploma in Agriculture had been "grandfathered" to continue this procedure.

The Academic Programs Committee agreed that considering the number of students involved in the program and, in particular, its reliance on College of Agriculture resources, there did not appear to be a rationale to continue to handle this program outside of the usual Council approval procedures for academic programs. The College of Agriculture supported this change.

3. Certificate of Successful Completion

- Approved by the Vice-President (Academic) on recommendation of an appropriate Dean, following consultation with the Office of the Registrar and the Academic Programs Committee (where such consultation is appropriate).
- Used to signify the successful completion of a course or program of courses appropriate for post-secondary training but not classified as degree-level courses. The topics covered in these courses may be similar to topics covered in degree-level courses, but the distinguishing features are normally differences in the breadth and depth of understanding required for successful completion.
- Implies the attainment of a standard of proficiency, achievement or promotion appropriate for post-secondary training.
- Certificates: listed [here](#)

Rationale:

As was noted in the Report of the Committee to Review the Role and Mandate of the Extension Division (May, 1996), these post-secondary programs present issues about transfer credit to university programs and "laddering" (where students expect they will be able to move from certificate to degree programs). Therefore it is appropriate that the Academic Programs Committee would play a role in the approval of the certificate programs. Advice to the Vice-President (Academic) would allow potential issues in this area to be identified.

4. Certificate of Attendance

- Approved by the Dean of a college, after consultation with the Vice-President (Academic).
- Used to certify satisfactory attendance at a course or program of courses sponsored by the Centre for Continuing and Distance Education or a college at the University of Saskatchewan.
- Does not imply attainment of a standard of proficiency, achievement or promotion.
- Certificates: listed [here](#)