



### **GENERAL DEFINITIONS OF UNDERGRADUATE CERTIFICATES AND DIPLOMAS**

An undergraduate Certificate should be awarded when the following criteria are met:

1. normally a pre-degree program;
2. normally requiring up to the equivalent of one calendar year or more to complete; and
3. normally consisting of a minimum of 3.0 degree-credit courses, frequently in combination with a certificate-credit component.

An undergraduate Diploma should be awarded when the following criteria are met:

1. normally a post-degree program;
2. normally requiring the equivalent of one calendar year or more to complete; and
3. normally consisting of a minimum of 5.0 degree-credit courses.

### **PROCEDURES AND CRITERIA FOR THE ESTABLISHMENT OF UNDERGRADUATE CERTIFICATE AND DIPLOMA PROGRAMS OFFERED BY WESTERN CONTINUING STUDIES**

#### **General**

1. A Certificate offered through the Continuing Studies at Western is a non-degree credential. It will be awarded to candidates who have successfully completed an approved program with a coordinated curriculum which usually will have a professional or an applied focus. A program normally will require completion of a set of degree-credit courses from the undergraduate offerings of the University combined with a set of specially designed certificate-credit courses, practica and/or workshops. The workload effort required in each certificate program normally will be equivalent to that of at least one academic year of full-time undergraduate study.
2. To be eligible to enter a certificate program, a candidate must be admitted to The University of Western Ontario and must have completed the prerequisites for any degree-credit courses in the program. Any additional requirements for entry into a specific certificate program will be defined in the proposal for the program. Students may be granted advanced standing in a certificate program for university courses already completed.
3. Generally, certificate programs will be designed so that they may be pursued concurrently with a Bachelor's degree.

## Certificates, Diplomas and Micro-credentials

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Any new proposal for the establishment of a certificate program will be considered in light of the following criteria:

- that it is consistent with and promotes the mission of Continuing Studies at Western;
- that it is not in conflict with the mission of any other academic unit of the University;
- that there is an adequate base of expertise and resources to support the proposed program;
- that there is a demonstrated need for the program.

### ***The Role of the Continuing Studies at Western for approved programs:***

Continuing Studies at Western will present to SCAPA for its approval each proposal for a certificate program which will include the structure of the program, an outline of the degree-credit component and descriptions of the certificate-credit components.

When a certificate program is approved, its general administration will rest with Continuing Studies at Western which will be responsible for overall coordination, coordination of the diploma-credit and certificate-credit components, student record-keeping, marketing, providing information to students, and other administrative issues.

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## Certificates, Diplomas and Micro-credentials

Students admitted into a certificate program shall, in addition to their ordinary tuition fee, pay to the Western Centre for Continuing Studies, such other prescribed fees established for each certificate program.

### **CONVOCATION GUIDELINES FOR CERTIFICATE AND DIPLOMA RECIPIENTS**

Recipients of Certificates and Diplomas will be listed in the Convocation Program, and will be permitted to participate in the graduation ceremonies.

All Diplomas and Certificates will be signed by the Registrar, Dean of the relevant Faculty/School or the Vice-Provost (Graduate and Postdoctoral Studies) and the names of graduands from Diploma and Certificate programs will be listed under the heading for that Faculty/School in the Convocation Program.

Candidates who meet the requirements for graduation in Diploma and Certificate programs will be issued a Notification of Eligibility to Graduate (rather than an application to graduate, required of potential degree recipients).

### **UNDERGRADUATE CERTIFICATES AND DIPLOMAS - PROCESS FOR APPROVALS BY SENATE AND ITS COMMITTEES**

- 1) Major changes, i.e., a Diploma or Certificate name change; an exception to the usual definitions of a diploma or a certificate; or the introduction or withdrawal of a diploma or certificate program must be recommended to SCAPA for recommendation to Senate for approval using the process approved by Senate.

See [http://www.uwo.ca/univsec/pdf/academic\\_policies/general/scapaformat.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/scapaformat.pdf)

- 2) Structural changes or changes of calendar copy within a diploma or certificate program or courses within the program must be recommended by the Office

**ADMISSION DEADLINES FOR UNDERGRADUATE DIPLOMA AND  
CERTIFICATE PROGRAMS**

For admission deadlines of diploma and certificate programs offered by Western Continuing Studies, please consult [wcs.uwo.ca](http://wcs.uwo.ca)

**GRADUATE DIPLOMAS (GDip)**

A Graduate Diploma is a complete set and sequence of courses, combinations of courses and/or other units of study prescribed by a university for the fulfillment of the requirements for each particular for-credit graduate diploma

community.

A micro-credential is typically offered through Western Continuing Studies and results in an official Grade Report being available for the student where the evidence of achievement of outcomes will be embedded and visible to employers.

### Guiding Principles

- Micro-credentials can be a complement to traditional credentials (certificate, diploma, degree, or post-graduate certificate) or stand alone, and will be designed to facilitate a continuous pathway for lifelong learning, where possible.
- Micro-credentials are instruments that can deepen equity, diversity, and inclusion (EDI), decolonization and Indigenization efforts at Western University, as [per Western's Indigenous Strategic Plan \(2016\)](#).
- Micro-credentials are subject to a robust and rigorous quality assurance process under the authority of the Subcommittee for Western Approved Micro-credentials (SWAM).
- Micro-credentials should represent competencies identified by employers/industry sectors to meet employer needs while also highlighting competencies needed within the overall workforce.
- Micro-credentials must have a total workload (or study time) of normally 12-24 hours, including completion of a summative assessment that demonstrates evidence of achievement of learning outcomes.
- Micro-credentials may provide clear and seamless pathways across different credentials (both non-credit and credit) and may be stackable. A program leading to an academic qualification may include micro-credentials as components of learning, provided the overall design of the micro-credential(s) is coherent and meets the qualifica