

The Graduate Certificate Program

Overview:

Graduate certificates are designed to use existing departmental graduate resources to serve a professional clientele which is seeking an upgrading and advanced graduate training over a short time frame. The normal academic base for graduate certificates is the graduate courses presently offered by an academic department, configured in a way to serve the needs of the clientele. The focus of the certificate program should be directed to the needs of the professional clientele; it will be specialized in scope rather than being of a general nature.

In the spring of 1996, the university approved a Graduate Certificate in Building Studies, the first of its kind at Concordia. What follows uses this program as the model for others.

Proposals for graduate certificate programs will provide:

1. a rationale for the proposed program;
2. a short outline of the general nature and objectives of the program;
3. a description of the student market it will most likely serve and reasons for thinking this student market actually exists;
4. the curriculum, admission and graduation requirements of the program; and
5. fields of faculty expertise which will be profiled in the program. The relation between the proposed program and the other graduate programs in the department should be made clear in a brief statement.

Each proposal must outline the program in detail, including all academic regulations, admission, graduation and course requirements, course descriptions, etc.

Each proposal must outline all resource implications.

Program Content and Structure:

A graduate certificate program is a courses only, 15 credit, professionally oriented graduate program. The number of courses offered is deliberately limited to ensure resource viability for the department and focus for the students.

Applicants must possess a first cycle (Bachelor's) degree with above average standing to be admitted. The departmental (Faculty) Graduate Studies Committee determines acceptability of candidates, and may require qualifying course work to meet program entrance requirements.

The department must establish a consistent GPA throughout the program: a minimum GPA (or equivalent) as an admission requirement; the same minimum GPA for good

standing (based on a regular evaluation of the student's record; students who have completed 6 or more credits will be assessed); and the same minimum GPA for graduation. This value should be at least the same as that for Graduate Diploma Programs (i.e. 2.70).

The program will consist of a set of core course work (e.g., 9 credits) and a number of electives (e.g., 6 credits) in the field, or in cognate fields.

Procedures for Approval:

Proposals are first approved at the departmental level and subsequently by Faculty Curriculum Committee and Faculty Council, then by the Graduate Curriculum Committee and the Council of the School of Graduate Studies, and finally by the Academic Programs Committee and Senate.