

## MEMORANDUM

**Date:** May 7, 2009.

**To:** Dr. David Tranter, Chair, Senate Academic Committee

**From:** Professor P. Sevean, Chair, Senate Continuing Education & Distributed Learning Committee

**Subject:** Guidelines for Certificates

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At the Senate Continuing Education & Distributed Learning Committee meeting on May 7<sup>th</sup>, 2009, the following revised guidelines for certificates were approved. Senate Academic Committee's consideration of these guidelines is appreciated.

A certificate is defined as an approved course of study which will have a professional or an applied focus and will provide learning outcomes that are distinct from any other program. A certificate course of study will consist of a minimum of two FCEs, and normally a maximum of three FCEs, or the equivalent in non-credit programming, offered by one or several academic units. These courses must be different from, and in addition to, the required courses in the student's major; only courses outside the major can be counted towards a certificate. Students must be registered in the certificate prior to the completion of 50% of the course requirements for the course of study.

Certificates will be given as evidence of satisfactory completion of a series of credit-bearing courses and/or non-credit workshops or seminars. For certificates consisting of credit courses, a minimum overall average of 60% is required. All courses for the certificate must be taken from Lakehead University. A maximum of .5 credit may be applied to more than one certificate