

LAKEHEAD UNIVERSITY

**FACULTY OF SOCIAL SCIENCES AND HUMANITIES
ENGLISH**

CHANGE REQUEST REPORT

Change Request Tracking Number: 2016-SOC-6015

Title of Change Request: Certificate - Writing

Status of Change Request: In Workflow

Change Request can't be split

CHANGE REQUEST CONTENTS

#	Type	Title
1.	New Program	Certificate in Writing

CHANGE REQUEST HISTORY

Workflow Stage	Action Type	Action Taken By	Change Made	Action Rationale	Date
Initiator	Approved	Cindy Haggerty	No	Submitted to workflow	12/09/2016, 11:21 AM
Submission Review (Academic & Curriculum Development Coordinator)	Approved	Submission Review	Yes	Approved	12/10/2016, 06:03 PM

SUPPORTING DOCUMENTS

None.

SUPPORTING DOCUMENTS AUDIT TRAIL

None.

CHANGE REQUEST COMMENTS

None.

1.	New Program	Certificate in Writing
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DEGREE DETAILS

NEW CERTIFICATE FORM

	NOTE TO USER about Quality Assurance requirements:
	Visit this link to learn about the proposal requirements and the process for review and approval.

The following is information that will be displayed in the University Calendar

Title of Certificate:	Certificate in Writing
Certificate Description:	Open to all undergraduate students, the certificate in writing develops students' ability to write well (grammatically correct, clear, effective prose) and to communicate ideas effectively and coherently, in both the essay and a variety of other forms.
Program Requirements for	

Calendar: An overall average of at least 60% is required in 3 FCEs in English:
a) One FCE in English at the first-year level, including at least one of English 1015 and English 1016
b) English 2817 and English 2818
c) One FCE selected from English 3017, English 3031, English 3035, English 3036, and English 3011

The following is information for Committee Review:

What is the new Certificate Code? (Provided by Academic & Curriculum Development Coordinator):	CERT.WRIT Contact Academic & Curriculum Development Coordinator for a New code or use a Temporary Code.
A full proposal is required for the submission of a proposed new certificate. Is the program proposal attached? (see link above):	In Progress (Note: do not submit without attachment)
Faculty or Institution Unit:	• Lakehead University
Department Name:	English
Calendar Start Term. When this should be displayed in the Calendar:	2017-18
Calendar End Term. When is the last calendar year this should be displayed?:	No Specified End Date Use No Specified End date unless you are removing it from the calendar.
Academic Level:	Undergraduate
Certificate Type:	Credit Certificate
Learning Outcomes:	Upon completion of the certificate, students will be able to write well (grammatically correct, clear, effective prose) and to communicate ideas effectively and coherently, in both the persuasive essay and a variety of other forms.
Include clear rationale for the specific course requirements. If courses are offered by other academic units, attach confirmation of their support:	This certificate consists of 3FCE in the writing courses that cover a variety of modes and genres of writing, progressing from first to third year. Include a clear rationale for the proposed certificate program and indicate how this certificate is likely to advance the university's Strategic Plan. Its alignment with the home Academic Unit's or Academic Units' goals/objectives should be included here as well.
Student Enrolment: Indicate who this program is open to and if there are any restrictions:	This program is designed to target adult learners who want to develop their skills, and earn a qualification in writing, but who do not wish to commit to three full years of university study. Students who complete the certificate will have completed half of the major requirement for a BA in English and can, if they wish, proceed to degree study. Students may not hold both a specialization and a certificate in writing.

Is this program offered by other institutions? If yes, and if possible, include weblinks:	Western has a similar program: http://www.uwo.ca/writing/undergraduate/certificates/writing.html Note that in order to achieve the certificate at UWO, a 70% average is required.
Length of the program (e.g., 3-terms): Indicate if there is a maximum time and/or sequencing for students to complete this program:	minimum 3 terms.
Mode(s) of Delivery. Select all that apply:	<ul style="list-style-type: none"> • Online • Videoconference • Lecture
Rationale for Modes of Delivery:	CEDL offered to capture part-time student enrolment for those interested in a writing certificate.
Location and Rationale (e.g. specify on-campus or off-campus):	on-campus or CEDL delivery; depending on the course, may be offered via telepresence

The following is information for Senate Budget Committee Consideration

	NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.
Will this program impact student enrolment in another program within the same faculty/unit?:	no
Will this program impact student enrolment in another program in a different faculty/unit?:	no
Will additional resources be required (space, staff, equipment, etc.)?:	no
How will this impact existing teaching loads within this faculty/unit?:	no impact
What is the impact on the demand for teaching support services (library, computers, staff, etc.)? :	general administrative support
Will this course require outside support? If yes	

outside support? if yes,
please outline the amount
and timing of the funding:

no

