

The following is information for Committee Review:

- What is the new Certificate Code? (Provided by Calendar Officer):
- A full proposal is required for the submission of a proposed new certificate. Is the program proposal attached? (see link above)
- Department Name:
- Calendar Start Term. When this should be displayed in the Calendar, e.g. 2016-17:
- Academic Level:
- Certificate Type:
 - Non-Credit Certificate
 - Credit Certificate
- Learning Outcomes:

- Include clear rationale for the specific course requirements. If courses are offered by other academic units, attach confirmation of their support:

- Student Enrolment: Indicate who this program is open to and if there are any restrictions:

- Is this program offered by other institutions? If yes, and if possible, include weblinks:

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?

- Will this program impact student enrolment in another program in a different faculty/unit?

- Will additional resources be required (space, staff, equipment, etc.)?

- How will this impact existing teaching loads within this faculty/unit?

- What is the impact on the demand for teaching support services (library, computers, staff, etc.)?

- Will this require outside support? If yes, please outline the amount and timing of the funding:

Additional Dean Stage

Will this request affect another faculty other than your own? If you would like another faculty Dean to review this request, select all that apply below.

Do not select your own faculty.

Dean of Business Administration

Dean of Education

Dean of Engineering

Dean of Health & Behavioural Sciences

Dean of Natural Resources Management

Dean of Science & Environmental Studies

Dean of Social Sciences & Humanities