

Academic Council Policy

Postgraduate Certificate Programs

1016

Description:

Policy offers graduates the opportunity to return to OCAD to complete certificate programs.

Approvals:

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Approval Authority: Academic Council

Signature: Archie Graham, Chair

Policy:

The Ontario College of Art & Design (OCAD) offers its graduates the opportunity to return to OCAD to complete certificate programs.

Adding a certificate in a secondary field of study provides graduates with multidisciplinary breadth in addition to the disciplinary depth they gained in their undergraduate studies. Many employers are looking for graduates with multidisciplinary backgrounds. Students considering graduate school will also find a certificate a valuable asset.

A certificate program will consist of a sequence of courses comprising no fewer than 3.0 full credits and up to 5.0 full credits in a single field of study (disciplinary certificate) or in a thematically based cross-departmental or cross-Faculty area of study (interdisciplinary certificate). All minor programs offered to OCAD undergraduates are available as certificate programs.

Certificate Requirements

Certificate programs require completion of from 3.0 to 5.0 full credits as outlined in the certificate program guides

If completed within 5 years of admission to a certificate program, up to 1.0 combined credit of Faculty of Art electives and/or Faculty of Design expansion studios and/or Faculty of Liberal Studies distribution credits may be applied to the certificate requirements. Courses required for program major may not be applied to certificate requirements.

No 100-level courses may be used toward a certificate; no less than 1.0 full credit of the certificate program must be at the 300 or 400 level.

All credits for the post-graduate certificate must be completed at OCAD. Alumni admitted to a certificate program who require 5.0 credits must complete all of these requirements within a maximum of 6.5 credit attempts. The number of credit attempts will be prorated for students who require fewer credits. For example, students requiring 3.0 credits will have a maximum of 4.0 credit attempts.

Alumni in certificate programs may normally only register for courses required for the certificate. Exceptions may be made by special approval from a Dean or designate and will be included in the total credit attempts.

Certificate programs must be completed within 5 years of admission.

Eligibility and Application Process

All OCAD alumni are eligible to register for a certificate program.

An *Application to Certificate Program for Alumni* (PDF) must be submitted to the Office of the Registrar, along with a non-refundable application fee.

Applications must be submitted at least six weeks before the first day of classes in a semester.

Academic Progression

All students are subject to the academic policies and procedures established by the university. To ensure satisfactory academic progress, students are encouraged to familiarize themselves with the requirements of the certificate program in which they are registered, as outlined in OCAD's on-line *Undergraduate Course Calendar*.

Full-time and part-time status and registration restrictions are outlined on-line under Academic Regulations and Procedures.

Certificate Completion

Students who have completed the requirements for a certificate must notify the Office of the Registrar. After verification that they have met the requirements, the certificate will be mailed to their current address.