OCAD University
Policies, Procedures & Regulations

Senate Policy

Postgraduate Certificate Programs

2.10

Description:
This policy describes the conditions which allow OCAD University (OCAD U) graduates the opportunity to return to OCAD U to complete certificate program(s).

Approvals:
Approved by Academic Standards Committee: September 2008
Approved by Academic Council: September 2008
Date Effective: January 2009

Revised by Academic Standards Committee: March 2009
Approved by Academic Council: April 2009
Date Effective: May 2009

Revised by Academic Standards Committee: October 2018
Approved by Senate: October 2018
Date Effective: October 29, 2018

Revised by Academic Standards Committee: May 2021
Approved by Senate: May 2021
Date Effective: May 2021

Approval Authority: Senate

Signature: Simone Jones, Chair

Policy:
OCAD University (OCAD U) offers its graduates the opportunity to complete up to two certificate programs.

A certificate program consists of a sequence of courses in a single field of study (disciplinary certificate) or in a thematically based cross-departmental or cross-Faculty area of study (interdisciplinary certificate). All credits taken for a postgraduate certificate program are included in the lifetime total of 7.5 credits permitted to alumni.

Certificate Requirements

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

Up to 1.5 combined credits of studio, studio/seminar and liberal studies electives may be applied to the certificate requirements (the exact number being at the discretion of the relevant program committee) if completed within 7 years of admission to a certificate program. Courses that were required for the student's major/program and minor(s) may not be applied to certificate requirements.

No less than 1.0 full credit of the certificate program must be at the 3000 or 4000 level.

All credits for the post-graduate certificate must be completed at OCAD U.

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 up to 7 years of admission (the exact number being at the discretion of the relevant program committee).

Eligibility and Application Process

All OCAD U alumni are eligible to register for a certificate program, subject to their lifetime limit of 7.5 credits. An *Application for Admission: Postgraduate Certificate Program* and the non-refundable application fee must be submitted to the Office of the Registrar at least six weeks before the first day of classes in a term.

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 U's on-line *Postgraduate Certificate Program Guides*.

Certificate Completion

Students who have completed the requirements for a certificate must notify the Office of the Registrar. The certificate will be issued upon verification that the requirements have been fulfilled.