

Certificate Program Regulations

The University of Alberta offers certificates across a range of disciplines (See [Programs of Study](#)). Certificates are intended to recognize student achievement in particular areas of focus not readily apparent on a student's degree or transcript. Certificates are administered by the host Faculty.

Embedded Credit Certificates

Embedded credit certificates are designed to enable students to complete the requirements of a certificate during the completion of their regular degree program. In some cases students may choose to complete courses extra to their degree in order to receive the certificate. Some certificates have both credit (courses) and non-credit requirements. Some certificates are open to students in all degree programs, whereas others are restricted to students in specific degree programs (See [Programs of Study](#) and [Faculty-specific information](#)). Embedded credit certificate programs may be offered either at the undergraduate or graduate level. Graduate students cannot receive an undergraduate certificate as part of their program of studies.

Normally, a student may receive no more than two embedded certificates in one degree program. No more than half of the courses applied to satisfy the requirements for one certificate may overlap with the courses used to meet the requirements of another certificate. Tuition is assessed at the standard rates for courses in which the students are registered. No additional fees are assessed for courses taken as part of an embedded certificate program. Embedded certificates are awarded at the time of graduation when a student receives their degree parchment.

Freestanding Credit Certificates

Freestanding credit certificates are stand-alone programs, taken independent of a degree program. Freestanding credit certificates may be offered at the undergraduate or graduate level. Students are admitted and registered directly into the free-standing credit certificate program.

Students wishing to complete a freestanding credit certificate must apply using the standard application and admission processes. No more than half of the courses applied to satisfy the requirements for one certificate may overlap with the courses used to meet the requirements of another certificate. Tuition is assessed on a non-standard basis. There is no maximum number of freestanding credit certificates a student may receive.

Residence Requirements

A student proceeding towards a first (bachelor's) degree is expected to complete at least half of the credits required through courses offered by the University of Alberta (either "on" or "off" campus in Fall/Winter or Spring/Summer). Normally, at least half of these "University of Alberta" courses will be taken as the final courses in the program. Credits obtained by special assessment at the University of Alberta may be included in the count of courses used to satisfy the residency requirements. (See [Credit by Special Assessment](#)).

Transfer of Credit

Transfer of credit for students being considered for admission to the University of Alberta is discussed in [Transfer of Credit](#). Under certain circumstances, students registered in a degree program at the University of Alberta may be permitted to take courses at another recognized postsecondary institution for application to their program at the University of Alberta. Normally, this is accomplished by participating in a formal exchange program or by registering as a Visiting Student at the other institution. To be considered for such transfer credit, students must

1. Receive permission in advance from their home Faculty;
2. Be in good standing in their ongoing degree program;
3. Not have exceeded the maximum amount of transfer credit allowed by the Faculty.

Transfer credit is normally awarded only for approved courses in which a grade of C- (or its equivalent) is achieved. Credit for such courses will be considered on a credit/no credit basis only and will not normally be included in any grade point average calculation; Faculties may have other requirements. Students should consult their Faculty section of this Calendar.

Attendance

Since presence at lectures, participation in classroom discussions and projects, and the completion of assignments are important components of most courses, students will serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved. In connection to this students should review the following sections.

The University recognizes that occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating mental and/or physical illness, severe domestic affliction, or for circumstances as described in the University's [Discrimination, Harassment and Duty to Accommodate Policy](#) (including religious belief). This policy is available on the [University of Alberta Policies and Procedures Online \(UAPPOL\) website](#). An interfaith calendar is available on the [Office of the Registrar University Calendar](#) page.

Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the [Student Academic Integrity Policy](#). Students should consult their Faculty for detailed information and requirements.

Failure to follow the policies outlined below may result in denial of a student's request. Students with concerns should see [Procedures for Registering Complaints about Marking, Grading, and Related Issues](#) (below). Students should also review individual Faculty appeal policies posted on Faculty websites.

1. Absence from Term Work

Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, or term examinations) is at the discretion of the instructor.

- a. To apply for an excused absence where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must inform the instructor(s) within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
- b. For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
- c. All other accommodation requests covered by the [Duty to Accommodate Procedure](#) should be discussed with the instructor(s) as soon as the student is able, having regard to the underlying circumstance.

In all cases, instructors may request adequate documentation to substantiate the reason for the absence at their discretion such as a form from the student's Faculty or a statutory declaration. Medical notes cannot be required. For more information, contact your faculty or visit [What to do when you are sick \(students\)](#) on the office of the Registrar website.

2. Absence from Final Exams: A student who has missed a final exam because of incapacitating mental and/or physical illness, severe domestic affliction or for circumstances as described in the University's [Discrimination, Harassment and Duty to Accommodate Policy](#) (including religious belief) may apply for a deferred exam.

- a. To apply for a deferred exam where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
- b. To apply for a deferred exam where the cause is religious belief, students must inform their Faculty office within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
- c. All other accommodation requests covered by the [Discrimination, Harassment and Duty to Accommodate Policy](#) should be discussed with the student's Faculty within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
- d. In all cases, Faculties may request adequate documentation to substantiate the reason for the absence at their discretion such as a Faculty specific form or a statutory declaration. Medical notes cannot be required. For more information, contact your faculty or visit [What to do when you are sick \(students\)](#) on the office of the Registrar website.
- e. A deferred exam will not be approved if a student
 - i. has not been in regular attendance where attendance and/or participation are required, and/or,
 - ii. excluding the final exam, has completed less than half of the assigned work.

- f. Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.
- g. The student must seek the approval of the dean or designate of the student's Faculty on the application for a deferred final exam. If approved, students should refer to Deferred Final Exams for details on writing deferred exams.
- h. In the case of an approved application for deferred final exam, the student's Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor.

Evaluation Procedures and Grading System

1. **Weighting of Term Work and Final Examinations:** In each course in which a final examination is held, a weight of not less than 30 percent and not more than 70 percent will be assigned to the final examination, except where a departure from this arrangement has been authorized by the council of the Faculty in which the department offering the course is situated. The remaining weight for the course will be assigned to term work.
2. **Course Requirements, Evaluation Procedures and Grading:** The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline, as set out here in Course Requirements, Evaluation Procedures and Grading, made sense to all concerned. Such changes shall only occur with fair warning or general class consent. Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.
 - a. At the beginning of each course, instructors are required by GFC to provide a course outline to students and their Department (or Faculty in non-Departmentalized Faculties) that includes the following:
 - i. a statement of the course objectives and general content
 - ii. a list of the required textbooks and other major course materials
 - iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs
 - iv. an indication of how and when students have access to the instructor
 - v. the distribution of weight between term work and final examination
 - vi. the relative weight of all term work contributing to the course grade
 - vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation
 - viii. dates of any examination and course assignments with a weight of 10% or more of the overall course grade
 - ix. the process by which the term marks will be translated into a final letter grade for the course. The process must be consistent with the University of Alberta Assessment Policy and accompanying Grading Procedure, found at the University of Alberta Policies and Principles Online (UAPPOL) website.
 - x. an indication of how students will be given access to past or representative evaluative course material, consistent with the Access to Evaluative Material Procedure of the Assessment Policy, found at the University of Alberta Policies and Procedures Online (UAPPOL) website.
 - xi. the statement: "Policy about course outlines can be found in Course Requirements, Evaluation Procedures and Grading of the University Calendar."
 - xii. the statement: "The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Student Academic Integrity Policy, (on the University of Alberta Policies and Procedures Online (UAPPOL) website) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation, and/or unauthorised collaboration. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University."
 - b. Nothing in any course outline, syllabus or course website can override or contravene any Calendar regulation or University policy. In resolving any discrepancy, University policy and Calendar regulations take precedence.
 - c. Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See Deferred Final Exams.