University of Toronto   
Proposal to Close a For-Credit Certificate

There are two types of for-credit certificates:

* Post-baccalaureate certificates which are standalone, for-credit, undergraduate certificates (category 1)
* Certificates offered in conjunction with and undergraduate program (category 2)

Both certificate types are governed by the [Policy for Certificates (For-Credit and Not-For-Credit](http://www.governingcouncil.lamp4.utoronto.ca/wp-content/uploads/2016/03/p0302-pocfcanfc-2015-2016pol.pdf)).

The closure of these certificates follow the protocols for major modifications. Please submit this proposal to the VPAP Office for review prior to governance.

This template is used to bring forward all proposals for closures of categories 1 and 2 certificates.

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| --- | --- |
| Certificate name: | Certificate in…. |
| Department/unit: |  |
| Faculty/academic division: |  |
| Dean’s Office contact: |  |
| Proponent: |  |
| Version date:  Please change as you edit this proposal. |  |

# Summary

* Please clarify precisely what is being closed.
* What is the relationship between what is being closed and any remaining offerings?

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# Rationale

* You may wish to speak to when the certificate was first created / how long has it been offered / past success of the certificate.
* What has led to the decision to close the certificate?
* Please provide an academic rationale:
  + - You may wish to refer to changing enrolment; changing disciplinary landscape; shifting expertise of the professoriate; poor quality of the academic offering; overlap with other existing offerings.
    - Where appropriate, you may want to quote from a recent review.
    - Explain alignment with the unit’s academic plan.

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# Impact on Other Academic Offerings

* Please provide evidence of consultation with any academic offerings that will be affected.
* What are the positive and negative implications that need to be considered in the closure.
* Impact on the nature and quality of the division's academic offerings.
* Impact of closure on other inter-divisional and inter-institutional agreements/contracts.
* Please mention if the courses that supported this certificate will continue to be offered.

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# Student Accommodation

Please include:

* Current enrolment showing breakdown by year in the certificate being closed.

Table 1: Undergraduate

|  | Year One | Year Two | Year Three | Year Four |
| --- | --- | --- | --- | --- |
| Current enrolment | # | # | # | # |

* Provide details concerning how students in progress will be accommodated
  + - Will students be allowed to complete their certificate or be transferred to another certificate? (In the latter instance, please comment on the ease with which they can complete the requirements of the new program and show evidence of consultation if relevant.)
    - Deadline by which accommodated students must complete the certificate.
    - Capacity/course availability to accommodate affected students.
    - Can inactive students reactivate to the closed certificate?
* What will the impact of the proposed closure be on the range of academic options available to students in the future?
* Consultation with students
* Please provide details concerning consultation with students around the proposed change including:
  + - How will students be notified of the change following approval?

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# Faculty/Staff Accommodation

* What is the impact, if any, on faculty and staff of the closure?

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# Steps and Approvals

The pathway is summarized in the table below.

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| Steps | Approvals |
| Development/consultation within unit |  |
| Consultation with Dean’s Office and VPAP |  |
|  | Unit-level approval as appropriate |
|  | Faculty/divisional council |
| Submission to VPAP |  |
| Reported by the Provost to AP&P and MCU (if applicable) |  |