



MEMORANDUM

To: Executive Committee of Faculty Council

From: Dr. Graeme Norval
Chair, Undergraduate Curriculum Committee

Date: April 4, 2012 for April 26, 2012 Faculty Council Meeting

Re: **Proposed Addition of Certification Notations on Student Transcripts**

REPORT CLASSIFICATION

This is a *Major Policy Matter: Regular Motion* that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members voting to carry).

BACKGROUND

The Faculty of Applied Science and Engineering has had Minors in place for a number of years. In addition, a set of Certificates have been created: Undergraduate Engineering Business, Entrepreneurship, Global Engineering, Preventive Engineering and Social Development, and Mineral Engineering. In order to complete a certificate, a student must successfully complete a pre-defined set of courses. Currently, the student transcript includes the notation of the Minor, but does not record completion of a certificate.

On January 26, 2012, the Academic Board of the University of Toronto, approved the revised Grading Practices and Transcript policies. The policy allows for:

“Completion of a coherent cluster of for-credit courses that are less than a minor but provide the student with a degree of proficiency in a discrete area of study. This transcript notion would recognize the completion of a specified amount of for-credit work that is distinct from a major or minor but has academic integrity. It is intended to indicate that the student has some working knowledge of or proficiency within the area cited.

Example that would fall under this category: The existing Undergraduate Language Citation offered by the Faculty of Arts and Science which recognizes the completion of two full courses or the equivalent in one of a wide variety of languages beyond the introductory University-level course with a minimum grade of at least B- in each course. (This results in the transcript notation: “Language citation in x”).”

STRUCTURE

The current Engineering Certificates meet the definition of a Transcript Notation. The Undergraduate Curriculum Committee agreed that it was reasonable for the notations to be added to student transcripts. The Associate Dean (acting), Cross-Disciplinary Programs sent a letter to the Vice-President, Academic Programs, requesting approval of the transcript notation. The Vice-President, Academic Programs agreed (March 13, 2012) that such a notation is in keeping with University guidelines, and may be added to student transcripts, subject to the requirement of approval from the Faculty Council.

The transcript notation will be “Completed – *Month Year* – Certificate in ...”

The Committee recommends a slight modification to the calendar text regarding the Certificates and Minors. The calendar entries will be modified to indicate that no course counted for degree credit, can also be counted for more than one minor or certificate. Also, with regards to the Engineering Business Certificate, Entrepreneurship Certificate and Engineering Business Minors, the calendar indicates that a student can receive only one of the 2 certificates – when they complete the second certificate – they obtain a Minor. The calendar entries will be modified to indicate that a student can hold only one of the Engineering Business Certificate, the Entrepreneurship Certificate and the Engineering Business Minor.

PROCESS

The Undergraduate Curriculum Committee is composed of representatives from each program; the Vice-Dean, Undergraduate Studies; the Chair, First Year; the Associate Dean, Cross-Disciplinary Programs; and the Registrar’s Office. The Committee meets regularly, and reviews changes to the curriculum.

PROGRAM

All programs are involved in these changes, and the impact on students in the various programs has been considered.

RECOMMENDATION AND MOTION FOR FACULTY COUNCIL

“THAT the successful completion of an Engineering Certificate be included on transcripts beginning in the 2012 - 2013 academic year, with the requisite changes to the calendar text indicating that no course counted for degree credit, can also be counted for more than one minor or certificate and that only one of the notations: Engineering Business Certificate, Entrepreneurship Certificate or Engineering Business Minor may appear on a transcript.”