York University

Self-Study Review Template

Undergraduate Certificates and Graduate Diplomas

# Note

This template is used for the review of undergraduate certificates and graduate diplomas.

These programs are usually reviewed in conjunction with their parent programs or related undergraduate and/or graduate degree programs. As such, this template can be included in the program brief of the parent program(s).

For more information and to access all the templates visit: <https://yuqap.info.yorku.ca/cyclical-program-review/>

[Name of undergraduate certificate/graduate diploma]

Review Period: [E.G., 2012-2021]

**Submitted**: [Date]

# 1. Overview

* 1. Briefly introduce the undergraduate certificate/graduate diploma, including their type(s):
  2. How long has the certificate/diploma been in existence?
  3. Describe the general focus and objectives of the certificate/diploma:
  4. Provide the URL of the certificate/diploma’s website:
  5. Briefly describe how the certificate/diploma is managed.

This description should include an assessment of its impact on the program(s) involved.

# 2. Curriculum and Learning Outcomes

* 1. Describe the requirements for the certificate/diploma.
  2. List the Learning Outcomes*[[1]](#footnote-1)* for the certificate/diploma.
  3. Describe how the certificate/diploma's Learning Outcomes are achieved through the curriculum and structure of the certificate/diploma.
  4. For graduate diplomas, indicate how the Learning Outcomes align with the relevant [Degree Level Expectations](https://oucqa.ca/framework/appendix-1/).
  5. Provide a list of courses required for completion of the certificate/diploma. Indicate the unit responsible for offering the courses, the course numbers, credit values, course titles, as well as brief course descriptions.

# 3. Faculty

* 1. Identify all full-time faculty, retired faculty and contract instructors who are active in delivering the certificate/diploma at the time of the review.

The list should include name, rank, home unit, and area(s) of specialization.

# 4. Students

* 1. Indicate the number of students who have graduated with the certificate/diploma in each of the previous eight years.

For certificates/diplomas completed concurrently with a degree program, indicate the major and degree also received by students for the previous eight years.

Provide commentary as appropriate.

* 1. For graduate diplomas, indicate the average time-to-completion of students who have graduated with the diploma in each of the previous eight years.

For graduate diplomas completed concurrently with a degree program, time-to-completion should be calculated starting from students’ initial registration in the degree program.

Provide commentary as appropriate.

1. Ideally, a certificate/diploma would have 5-8 [Learning Outcomes](https://www.yorku.ca/unit/vpacad/program-development-and-curriculum-innovation/learning-outcomes/) (LOs) that reflect the goals and outcomes of students’ learning experiences. Support for visioning, defining, and mapping your LOs can be found in the [Office of the Vice Provost Academic](https://www.yorku.ca/unit/vpacad/program-development-and-curriculum-innovation/). We invite you take advantage of this resource if needed. [↑](#footnote-ref-1)