

# CERTIFICATES AND DIPLOMAS

---

The University offers certificate and diploma programs for those who want to develop or upgrade skills in one of these areas without necessarily proceeding towards a three- or four-year degree program. These programs may be completed on a part-time basis.

Students currently registered in a degree program or intending to transfer into a degree program, should note double-counting regulations. Up to 50% of the requirements for a degree-credit certificate/diploma may be applied toward a major, minor or area of emphasis. The remaining 50% of the certificate/diploma requirements may be applied to electives, provided the specific courses in the certificate/diploma meet degree program requirements. For more information on double-counting regulations, undergraduate students should consult with the program counsellor for the degree program they seek to complete. Note that the Certificate in Leadership is exempt from this restriction.

It is important to note there is a 70% residency requirement for certificates and diplomas. This means only 1 course can be substituted from another institution to count towards completion of a certificate or 3 courses for the diploma. Please contact the Open Learning Program Counsellor ([counsellor@OpenEd.uoguelph.ca](mailto:counsellor@OpenEd.uoguelph.ca)) for further information.

The Certificate in Indigenous Environmental Governance is exempt from the current Bachelor of Art (BA) degree program regulations regarding double-counting of courses. Students completing the Certificate can count the Certificate towards the fulfillment of another specialization.

Students apply for a certificate or diploma after they have completed all the required courses. Log into the OpenEd Student Portal (<https://courses.opened.uoguelph.ca/portal/logon.do?method=load>) using your UoG credentials and under **My Applications**, choose **Open Learning Certificate/Diploma Application \$40** and complete that application. There is a certificate fee required and an additional courier fee (if requested).

**To see the list of Certificates and Diplomas, see** Areas of Study ([calendar.uoguelph.ca/undergraduate-calendar/programs-majors-minors/#certificatestext](http://calendar.uoguelph.ca/undergraduate-calendar/programs-majors-minors/#certificatestext)).

For more information on the certificates, please contact the Open Learning Program Counsellor ([counsellor@OpenEd.uoguelph.ca](mailto:counsellor@OpenEd.uoguelph.ca)).