

Augusta University

Policy Library

Certificate Program Approval Policy

Policy Owner: Office of Academic and Faculty Affairs

POLICY STATEMENT

Certificate programs consistent with the mission of Augusta University can be offered according to Board of Regents guidelines. The certificate award shows satisfactory completion of a prescribed program of study. Certificate programs shall be developed and approved by the appropriate program, curriculum committee, college, and institution. This policy outlines the procedures by which a new certificate program is proposed and approved.

In accordance with a University System of Georgia policy approved by the Board of Regents (BoR Academic and Student Affairs Handbook), all certificate programs require review and approval by both Augusta University and the University System Office.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

- **Certificate Program**-- A prescribed program of study, not leading to an academic degree (bachelors, masters, or doctoral), that is consistent with the mission of Augusta University. Satisfactory completion of requirements is awarded by a "stand-alone" certificate with value and meaning.

PROCESS & PROCEDURES

Augusta University offers certificate programs consistent with its mission. This policy describes the process and procedures used to develop, review, and approve certificate programs. The following criteria must be met:

- Certificate programs are consistent with the mission of the institution and with the degree programs offered by the institution.
- Certificate programs meet the State of Georgia needs and utilize state resources wisely.
- The certificate is a "stand-alone" award with its completion having value and meaning for students.
- Certificate programs shall require that students meet the admission requirements of Augusta University.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 458

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 06/27/2016

Last Review: 06/13/2017

- Certificate programs will not be a "backdoor" to admission in accordance with BOR policy. (See http://www.usg.edu/academic_affairs_handbook/section2/2.03/2.03.02.phtml)

Certificate program proposals shall be developed and approved by the appropriate program, curriculum committee, and school at Augusta University. The certificate program proposal should be developed in the format of the Certificate Program Proposal Form (see attached). The Vice President for Academic and Faculty Affairs and the Office of Decision Support will be available for consultation or assistance during the development of the program proposal. Additional justification for approvals will be required for certificate programs requiring fewer than 9 or greater than 59 semester credit hours.

After the certificate program proposal is approved at the school level, it should be forwarded to the Office of the Vice President for Academic Affairs and Faculty Affairs with a cover letter from the Dean of the School to the VP for Academic and Faculty Affairs supporting the proposal. The proposal will be reviewed by the Office of the VP for Academic and Faculty Affairs. The program's alignment to the mission and its fiscal impact will be assessed and either returned to the school with recommendations or will be forwarded to the Provost. The Provost will also assess the program proposal and either approve it, disapprove it, or return it to the college with recommendations. If approved by the Provost, it will be forwarded to President for approval or disapproval.

Once approved at the institutional level, the certificate program proposal, along with any appended documentation, will be forwarded to the University System of Georgia Office of Academic Affairs for approval.

REFERENCES & SUPPORTING DOCUMENTS

http://www.usg.edu/academic_programs/changes/certificates_guidelines

http://www.usg.edu/academic_programs/documents/Certificate_Notification_Form.docx

Appendices

http://www.usg.edu/academic_affairs_handbook/section2/handbook/C731/#p2.3.8_certificates

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017