

## 2.06 Certificate Program Approval Policy

*Policy 2.06*

*Volume 2: Academic Affairs*

*Chapter 6: Certificate Program Approval Policy*

*Responsible Office: Senior Vice President for Academic Affairs & Provost*

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### Policy Statement

Certificate programs consistent with the mission of Georgia Health Sciences 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.

### Reason For Policy

In accordance with a University System of Georgia policy approved by the Board of Regents (May 19, 2004), all certificate programs require review and approval by both Georgia Health Sciences University and the University System Office.

### Entities Affected By This Policy

All faculty and administration who oversee approved programs at Georgia Health Sciences University are covered by this policy.

### Who Should Read This Policy

All faculty and departments that offer certificate programs at Georgia Health Sciences University are affected by this policy.

### Contacts

Contact	Phone	e-mail/URL
Senior Vice President for Academic Affairs & Provost	706-721-4014	<a href="http://www.georgiahealth.edu/aaffairs/index">http://www.georgiahealth.edu/aaffairs/index</a>
Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs	706-721-3096	<a href="http://www.georgiahealth.edu/aaffairs/associate/">http://www.georgiahealth.edu/aaffairs/associate/</a>

<http://www.georgiahealth.edu/aaffairs/policies/pdfs/p206.pdf>

### Related Documents

Admission requirements for undergraduate programs not leading to baccalaureate degree, University System of Georgia Academic Affairs Handbook: [http://www.usg.edu/academic\\_affairs\\_handbook/section3/301-310/301-310.phtml#n3.02](http://www.usg.edu/academic_affairs_handbook/section3/301-310/301-310.phtml#n3.02)

### Definitions

These definitions apply to these terms as they are used in this policy:

**Certificate program**

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

**Overview**

The Georgia Health Sciences 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 Georgia Health Sciences University.
- 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](http://www.usg.edu/academic_affairs_handbook/section2/2.03/2.03.02.phtml) )

**Process/Procedures**

Certificate program proposals shall be developed and approved by the appropriate program, curriculum committee, and college at Georgia Health Sciences University. The certificate program proposal should be developed in the format of the Certificate Program Proposal Form (see attached). The Vice President for Instruction and Enrollment Management & Associate Provost for Academic 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 college level, it should be forwarded to the Office of the Vice President for Instruction and Enrollment Management and Associate Provost of Academic Affairs with a cover letter from the Dean of the College to the Senior Vice President for Academic Affairs & Provost supporting the proposal. The proposal will be reviewed by the Office of Academic Affairs. The program's alignment to the mission and its fiscal impact will be assessed and either returned to the college with recommendations or will be approved by the Senior Vice President for Academic Affairs & Provost and President.

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.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.06, Certificate Program Approval Policy, are:

Colleges and respective Curriculum Committees	Develop proposal for certificate program and submit to Vice President for Instruction and Enrollment Management and Associate Provost for Academic Affairs.
Vice President for Instruction and Enrollment Management and Associate Provost for Academic Affairs	Review proposals, review with Academic Affairs staff, develop recommendations and submit to Senior Vice President for Academic Affairs & Provost and President for final approval.
Senior Vice President for Academic Affairs & Provost and President	Review for final approval and submit to University System Office.

**Forms**

**Certificate Program Proposal Form**

(see on sidebar of <http://www.georgiahealth.edu/aaffairs/associate/> )

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