

# Augusta University

## Policy Library

### Certificate Program Approval Policy

**Policy Manager: Office of the Vice Provost**

#### **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.
- 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) )

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**Executive Sponsor: Vice Provost**  
**Next Review: 8/2030**

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 Provost and Office of Institutional Effectiveness 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 Provost with a cover letter from the Dean of the School to the EVP for Academic Affairs and Provost supporting the proposal. 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 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**

Certificate Guidelines ([https://www.usg.edu/academic\\_programs/certificate\\_guidelines](https://www.usg.edu/academic_programs/certificate_guidelines))

## **RELATED POLICIES**

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## **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 8/19/2025

President, Augusta University

Date: 8/20/2025