

## **Guidelines for Certificate Programs**

### **Definition**

A certificate program is a sequence, pattern, or group of academic credit courses that focus upon an area of specialized knowledge or information and have specifically defined outcomes.

### **Content**

1. Typically includes only previously approved courses. Any exceptions must be justified.
2. Consists of 9-12 credit hours including prerequisites. Any exceptions must be justified.
3. May include undergraduate and/or graduate courses.
4. May include courses offered through a collaborative arrangement with another Regental university.

### **Process for Approval**

1. The VPAA will review the proposed certificate program with the Senior Administrator.
2. The VPAA will place the proposal on her/his university web site for three weeks for review and comment by other AAC members. The VPAA will notify (email and fax) the Senior Administrator and AAC members when the material is available for review. AAC comments will be sent to the VPAA and Senior Administrator.
3. The proposed certificate program will be placed on the AAC agenda for recommendation and will be discussed as needed.
4. Programs recommended for approval will be forwarded to the Executive Director for consideration.
5. The Executive Director's action will be included in the Interim Report to the Board of Regents.