



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

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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10/28/09 (admin)

Policy Statement

Certificate programs consistent with the mission of the Medical College of Georgia 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, school, 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 the Medical College of Georgia and the University System Office.

Entities Affected By This Policy

All faculty and administration who oversee approved programs at the Medical College of Georgia are covered by this policy.

Who Should Read This Policy

All faculty and departments that offer certificate programs at the Medical College of Georgia are affected by this policy.

Contacts

Contact	Phone	e-mail/URL
Senior Vice President for Academic Affairs & Provost	706-721-4014	http://www.mcg.edu/aaffairs/index
Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs	706-721-3096	http://www.mcg.edu/aaffairs/

Website Address For This Policy

<http://www.mcg.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

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 the Medical College of Georgia. Satisfactory completion of requirements is awarded by a “stand-alone” certificate with value and meaning.

Overview

The Medical College of Georgia 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 the Medical College of Georgia.
- 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)

Process/Procedures

Certificate program proposals shall be developed and approved by the appropriate program, curriculum committee, and school at the Medical College of Georgia. 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 school 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 School 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 school 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:

Schools 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 attached and on sidebar of <http://www.mcg.edu/aaffairs/associate/>)

Certificate Proposal Form

Date _____
Institution _____
Name of Proposed Certificate _____
CIP Code _____
Certificate Acronym _____
Number of Credit Hours of Core Curriculum Courses _____
Total Credit Hours of Certificate _____
Starting Date _____

- I. Briefly describe the certificate program. List the course requirements for the certificate, including all prerequisites. Clearly distinguish between existing courses and newly developed courses. Specify the admission/placement requirements for entry into the certificate program.
- II. Is the certificate program consistent with the mission of the institution?
- III. Provide evidence of the need for and interest in this certificate program. Estimate the number of students who will complete this certificate annually. Briefly explain the method used to estimate this number.
- IV. Estimate the annual cost of the certificate program and indicate the percentages from reallocation, student fees, grants, and outside dollars.
- V. Are there any special facilities needs to support the certificate program?
- VI. If other postsecondary institutions offer similar programs in your service area, how will the proposed program affect them? How will it affect your program? Do you plan a collaborative arrangement with another institution or entity?
- VII. If admission requirements are not the same as those for entry into degree programs, how will you ensure that students are not enrolling in this certificate program as a way of circumventing admission requirements and HOPE?
- VIII. Has this certificate program met the institution's criteria for approval of certificates and been reviewed and approved by faculty committee(s) responsible for the curriculum?
- IX. Please include any other information you want considered.