Academic Affairs Policy Statement No. 2
Certificates

1. References
   b. Bylaws of the University Council of the University of Georgia, 1988.
   c. Academic Affairs Policy Statement No.1 on New Degree or Major Programs, the University of Georgia, 1989.
   d. Last updated April 2019.

2. Policy
   a. Effective this date and until rescinded, certificate programs of academic work shall not be added to the curriculum of the University of Georgia unless approved in accordance with the Bylaws of the University Council of the University of Georgia and submitted by the President of the University of Georgia to the Office of the Chancellor, Board of Regents, for information.

   Policy and implementing guidance outlined herein are applicable to all certificate programs. Excluded from this policy are the certification activities of schools and colleges involving professional associations and state governments. No provisions stated herein are intended to conflict with the Bylaws of the University of Georgia or the Academic Affairs Handbook of the Board of Regents.

   For purposes of this policy, certificates may be offered by one existing academic unit or by multiple academic units.

   b. Formal Proposals
      i. Formal Proposal for Certificates Offered by One Academic Unit:

         A formal proposal is required when an academic unit contemplates adding a new certificate to the institution's curricula. The formal proposal will include the following:

         a. Purpose and Educational Objectives
         b. Need
         c. Student Demand
         d. Program of Study
         e. Student Learning Outcomes
         f. Assessment

      ii. Formal Proposal for Certificates Offered by Multiple Academic Units:
A formal proposal is required when multiple academic units contemplate adding a new certificate to the institution's curricula. The formal proposal will include the following:

a. Purpose and Educational Objectives
b. Need
c. Student Demand
d. Program of Study
e. Student Learning Outcomes
f. Assessment
g. Faculty
h. Facilities and Resources
i. Budget
j. Administration

Board of Regents' approval is not required to establish a certificate program; however, prior notification to the Chancellor of the Board of Regents is necessary.

c. Certificates are viewed as a complement or addition to an existing degree, rather than a free standing credential. Thus, to preclude certificates from usurping the traditional role of degrees, the following guidance is strongly suggested:

i. Undergraduate certificates should be completed only by students who are making progress toward an undergraduate degree or by students who already have an undergraduate degree and wish to return for the sole purpose of securing a particular certificate.

ii. Graduate certificates should be completed only by graduate students who are either prospective candidates for a degree or non-degree candidates who hold a master's or a doctoral degree.

3. Responsibility

a. Faculty
The responsibility for developing a new certificate program resides with the faculty.

b. Administrative
i. For Certificates Offered by One Academic Unit:

The department head or director of the academic unit offering the certificate program will be responsible for ensuring the proposal receives the appropriate faculty review.

ii. For Certificates Offered by Multiple Academic Units:

The dean(s) of the school(s)/college(s) participating in offering the certificate program will be responsible for ensuring the proposal receives the appropriate faculty review.
4. Administration of the Certificate Program

a. For Certificates Offered By One Academic Unit:

The department head, director, or dean of the academic unit offering the certificate program will be responsible for administering the program.

b. For Certificates Offered By Multiple Academic Units:

i. Director

Each certificate offered by multiple units shall be administered by a director. The director shall possess a scholarly record of achievements and a reputation befitting the position. He/she shall carry an academic appointment in a relevant department. The administrators appointing the director should consult with the interdisciplinary faculty and steering committee of the certificate, as well as other appropriate University officials before the appointment is made.

In addition to managing the day-to-day operation of the program, the director will:

a. Coordinate course offerings and maintain student records. He/she will act as a department head on curriculum matters (course proposals, changes, deletions, etc.).

b. Coordinate and promote activities (seminars, speakers, receptions, etc.) associated with the program and do whatever is appropriate to secure extramural funding lines to support program activities.

c. Consult with Steering Committee on matters of policy, planning, and resource requirements.

ii. Steering Committee

In general, the Steering Committee will comprise senior faculty whose wisdom and experience are viewed to be valuable in assisting the director of the certificate. Here, faculty governance should not be restricted to specific problems but should involve the basic values associated with teaching, learning, and research.

iii. Faculty

Any University of Georgia faculty may affiliate as members of a certificate program under procedures approved by the Steering Committee.

Career/Reward Structure

At least annually, the director of the certificate shall provide a report to the department chairperson of each faculty member who makes a significant contribution to the program. The department chairperson is encouraged to use the
input from such reports for faculty salary recommendations and tenure promotion decisions.

iv. Reporting Lines
Certificates shall be administratively attached to a defined academic unit (e.g., institute, department, division, school, or college). Reporting lines shall be specified by the head of the unit and with the approval of the Senior Vice President for Academic Affairs and Provost. Where no single pertinent knowledge base can be readily identified for a certificate, the mission or role of the certificate program may be used as criteria in establishing the reporting line of the director.

v. Budget Lines
With the approval of the Senior Vice President for Academic Affairs and Provost, a certificate program may be authorized specific budget lines by the parent unit. Where no parent unit is determined to exist, budget lines may be secured directly from the Senior Vice President for Academic Affairs and Provost. Under no circumstances will a certificate program serve as promotion or tenure-initiating units. However, the certificate director may assist the head of the academic unit (where the rank of the certificate faculty member resides) in securing evaluations or letters of recommendation.

vi. Funding
Funding sources for the certificate may be totally internal or extramural, or a mix of internal and extramural funds. The director of the certificate shall have fiscal responsibility and accountability for the program budget.

5. Procedure
Proposals for a new certificate program offered by one academic unit should be routed through the following approval sequence:

a. Faculty of the academic unit proposing certificate program
b. Department Head or Director of academic unit proposing certificate program
c. Dean or Vice President of academic unit proposing certificate program
d. Graduate School Program Committee, if the certificate program contains graduate courses
e. Graduate Council, if the certificate program contains graduate courses
f. Dean of the Graduate School, if the certificate program contains graduate courses
g. Office of Instruction (for review)
h. Senior Vice President for Academic Affairs and Provost
i. University Curriculum Committee
j. Executive Committee of the University Council
k. University Council
l. President
m. Board of Regents (for notification)

Proposals for a new certificate program offered by multiple academic units should be routed through the following approval sequence:

a. Faculty of the academic units proposing certificate program
b. Department Head(s) or Director(s) of academic units proposing certificate program
c. Dean(s) or Vice President(s) of academic units proposing certificate program
d. Graduate School Program Committee, if the certificate program contains graduate courses
e. Graduate Council, if the certificate program contains graduate courses
f. Dean of the Graduate School, if the certificate program contains graduate courses
g. Office of Instruction (for review)
h. Senior Vice President for Academic Affairs and Provost
i. University Curriculum Committee
j. Executive Committee of the University Council
k. University Council
l. President
m. Board of Regents (for notification)

Substantive Change Review: The Office of Accreditation and Institutional Effectiveness will evaluate the new certificate for substantive change as it moves through the approval sequence. If it is determined that the new certificate is a substantive change as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), additional approval will be required.

6. Review and Termination

a. A certificate is viewed to be an academic enterprise and, hence, subject to the program review process as defined in Academic Affairs Policy 4.12-2, UGA Program Review Policy. The Office of Accreditation and Institutional Effectiveness, in consultation with the Dean or Vice President of the academic unit which offers the certificate program, will determine when the certificate is to be reviewed. For certificates offered by multiple academic units, the dean(s) participating in the program will determine when the certificate is to be reviewed.

b. Certificate programs which have no enrollment for a period of three years will be administratively terminated. The Office of Assessment will notify any program with no enrollment for a period of two years that the program will be terminated at the end of the third year. At the end of the third year with no enrollment, the Office of Assessment will notify the Office of Instruction to administratively process the termination of the certificate program.