New Certificate Program 24 SCH or less

1. APSU Seeks approval of Intake Form from Provost/VPAA

2. APSU prepares New Undergraduate or Graduate Certificate 24 SCH or less form

Certificate Form reviewed by:
1) Department Curriculum Committee
2) Department Chair
3) College Curriculum Committee
4) College Dean
5) Teacher Education Council (if applicable)
6) Graduate Academic Council (if applicable)
7) University Curriculum Committee
8) Provost and Senior Vice President for Academic Affairs
9) University President

4. If Certificate is deemed a substantive change, a prospectus must be submitted to and approved by SACSCOC before implementing the program.

5. If Certificate is not considered a substantive change, APSU President is final approval.

6. THEC notified and Certificate is added to THEC Academic Program Inventory. Notifications are sent to THEC in January, August and May.

*SACSCOC approval may be required.*