

Certificates may be awarded with or without academic credit, subject to appropriate internal and external approvals

Certificates

education program. Proposals for new certificates must be reviewed and approved by the appropriate college or school committees, the Graduate or Undergraduate University Curriculum committee (depending on the certificate level), the Office of Institutional Effectiveness, the Office of Academic Affairs, and the Provost. After University approval has been obtained, the certificate proposal is submitted to ACHE and SACSCOC (when applicable) for approval.

Certificates for which 25% or more of the credit hours are new content are subject to review as outlined in the Substantive Change Policy of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The University of South Alabama Policy and Procedure for Monitoring and Reporting Substantive Changes can be found at

<https://www.southalabama.edu/departments/academicaffairs/resources/revisedsubchangepolicy/2021final.pdf>

Once approved by ACHE, an Academic Program Request Form should be completed by the College and submitted to the Office of Academic Affairs for review. The Academic Program Request Form can be found at

https://www.southalabama.edu/departments/efoms/academicaffairs/academic_program_request_form.pdf

Once all approvals are in place, the certificate program will be created in Banner by the Registrar.

Financial Aid Eligibility

Academic certificate programs eligible for federal financial aid are subject to the United States Department of Education (DOE) Gainful Employment regulations. To be eligible for financial aid

Certificates must be designed to prepare students for gainful employment in a recognized occupation using the Standard Occupational Classification

Undergraduate certificate programs must consist of 36 credit hours (minimum one year in length).

Graduate certificate programs must consist of at least 18 credit hours (minimum one year in length).

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DOE must approve certificate programs for which students are eligible for federal aid 90 days in advance of advertising the program or enrolling students. The notification to DOE must explain the institution's determination that the new program will meet employment market needs and describe how the program was reviewed or approved by, or developed in conjunction with external groups and its accrediting agency.

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