New Certificate Program 24 SCH or less

APSU Seeks approval of Intake Form from Provost/VPAA 1 APSU prepares New Undergraduate or Graduate Certificate 24 SCH or less form 2 *Certificate Form* reviewed by: 1) Department Curriculum Committee 2) Department Chair 3) College Curriculum Committee 4) College Dean 3 5) Teacher Education Council (if applicable) 6) Graduate Academic Council (if applicable) 7) University Curriculum Committee Provost and Senior Vice President for Academic Affairs **University President** 4 If Certificate is deemed a substantive change a prospectus must be submitted to and approved by If Certificate is not SACSCOC before implementing the program. considered a substantive Note: APSU will notify THEC after SACSCOC has change, APSU President is 5 approved the program. final approval. THEC notified and Certificate is added to THEC Academic Program 6 Inventory. Notifications are sent to THEC in January, August and May.