
USG Certificate Guidelines:

- Certificates proposed and offered by an institution should be consistent with the mission of the institution.
- Certificates shall be consistent with degree programs offered by the institution.
- The institution offering the certificate will maintain enrollment and completion data as part of the students' record.
- Certificates should be greater than 9 hours, but no more than 59 semester-credit hours.
- Certificates require that students meet the admission requirements of the institution and that the courses offered will not exceed the level of courses offered by the institution (e.g., a two-year institution may not award a graduate certificate).

The following definitions listed below describe the types of certificate programs in the USG. In the definitions, pre-baccalaureate (undergraduate), post-baccalaureate (graduate), post-master's, and post-first professional, refer to the level of the courses in the curriculum, not the qualifications or background of the student.

Pre-Baccalaureate (Undergraduate Certificates)

- Fewer than 30 semester credit hours (less than one year). The degree acronym is CERO.
- From 30 to 59 semester credit hours (at least one year, but less than two). The degree is CER1.

Post-Baccalaureate (Graduate Certificates)

- A certificate beyond the bachelor's degree that does not meet the requirements for a master's degree. The degree acronym is CERG.
- Post-Master's Certificate- a certificate beyond the master's degree that does not meet the requirements for a doctoral degree. The degree acronym is CERM.
- Post-First Professional Certificate- a certificate beyond the first professional degree. The degree acronym is CERP.

University System institutions are required to notify the Office of Academic Programs when a new certificate is established. Notification will be provided using the certificate notification form at the link below. Changes in the certificate name should also be sent to the Office of Academic Programs as notification. Embedded certificates, those certificates that are only awarded to a student upon completion of a degree and are a self-contained set of courses embedded in a major or stand-alone degree, do not require notification, and are listed separately on the Degrees and Majors inventory (BOR Academic Affairs policy 2.3.8).

More information on certificates can be found on the USG Academic Programs webpage (http://www.usg.edu/academic_programs/changes/).

USG Minor Guidelines:

A minor must contain 15 to 18 semester hours of coursework with at least 9 hours of upper-division coursework. Courses taken to satisfy Core Areas A through E may not be counted as coursework in the minor. Core Area F courses may be counted as coursework in the minor. University System institutions are required to notify the Office of Academic Programs when a new minor is established. Notification will be provided using the minor notification form at the link below. Upon notification, minors will be listed on the Office of Academic Programs website. Changes in the name of a minor should also be sent to the Office of Academic programs (BOR Academic Affairs policy 2.3.1).

More information on minors can be found on the USG Academic Programs webpage (http://www.usg.edu/academic_programs/changes/).