

*Alabama Commission on Higher Education*

**GUIDELINES FOR APPROVAL OF CERTIFICATE PROGRAMS  
IN EXISTING ASSOCIATE IN APPLIED SCIENCE (AAS)  
&  
ASSOCIATE IN APPLIED TECHNOLOGY (AAT) PROGRAMS**

Two-year colleges may add a certificate award (>26 semester hours) to an existing AAS or AAT program upon Commission approval as a reasonable extension/alteration of an existing program.

To propose such an addition for approval as a reasonable extension/alteration of an existing program, the Alabama Department of Postsecondary Education (ADPE) and the two-year college must submit a proposal to the Commission that documents that the following criteria have been met:

1. The corresponding AAS or AAT must be an active program in the Commission's Academic Program Inventory.
2. The proposed certificate must be offered under the same six-digit CIP Code and program title as the existing AAS or AAT.
3. The institution must not add new courses to offer the certificate.
4. A recipient of the certificate must be qualified to practice the relevant occupation without completing a full degree program.

The Commission staff will review the documentation and make a recommendation to the Commission for consideration.

Adopted on 10/12/01