

**Sam Houston State University**  
**A Member of the Texas State University System**

**Finance and Operations Policy FO-69**

**Certification Pricing Authorization Policy**

**Purpose**

This policy applies to Sam Houston State University (SHSU) departments, programs, and organizations (Organizations) that provide or intend to provide certifications, continuing education courses, or programs for non-academic credit that charge a fee to industry partners or the general public, which may incidentally include SHSU students. The intent of this policy is to establish that Organizations must obtain authorization for the pricing of any existing or proposed program offered.

**Policy**

Organizations must obtain initial review from the Provost and Senior Vice President for Academic Affairs for any new or existing certification programs that provide non-academic credit offered by SHSU. Additionally, Organizations must obtain authorization from the Chief Financial Officer and Senior Vice President for Operations to charge a program fee for the non-academic credit. To obtain authorization, Organizations need to complete the Certification Authorization Form to receive approved pricing before advertising or offering the non-credit program.

Programs that provide academic credit must follow the established tuition and fee schedule unless Board Authorization is provided otherwise. This process is initiated through the office of the Chief Financial Officer and Senior Vice President for Operations in coordination with the office of the Senior Vice President for Academic Affairs and Provost.

Finance & Operations will provide pricing guidance that aligns with a centrally administered strategy aimed at ensuring the financial viability of the services provided.

Reviewed by:           Amanda Withers, CFO & Sr. Vice President for Operations

Date:                   November 2023