

The University of Alabama Certificates and Extensions Approval Processes and Definitions

	Approval Process	Transcript/ Diploma	UA System	ACHE	SACSCOC
Graduate Certificate*	<ul style="list-style-type: none"> • Internal curriculum review process (college) • Graduate Dean submits to PDR Committee for review • Graduate Council reviews & votes • Provost approval • Submission of notification to UA System and ACHE 	Appears on transcript; Not diploma	Requires Board action if 18 or more hours; notification if less	Requires notification.	Requires approval with prospectus 6 months prior to implementation only if significant departure from approved program or offered at new off-campus site. Must complete UA, UA System, and ACHE approval processes prior to submission of prospectus.
ALL Extensions <ul style="list-style-type: none"> • Concentration (preferred) • Specialization • Track • Option • Focus • Emphasis 	<ul style="list-style-type: none"> • Internal curriculum review process (college) • Extensions must also go through PDR and Graduate Studies Council or Undergraduate Council. • Provost approval • Form and letters submitted to UA System and then to ACHE 	Appears on transcript as a concentration, no matter how department identifies it; Not diploma	No Board action, but must be submitted to ACHE by UA System. Use Form C with resolution and letters from Provost and President.	Information item; use Form C.	No reporting required.

* Not to be confused with a professional certification or licensure issued by an external organization, e.g. teacher certification, Microsoft Office certification. ACHE requires notification of teacher certification programs after ALSDE approval.

Definitions

Degree	Major	Minor	Concentration	Certificate	Designation
Bachelor's (Undergraduate)	Primary field (discipline) of study; must require at least 30 hours in the major discipline.	A secondary area of study outside of the major; requires fewer courses than a major. Min: 15 ch Max: 21 ch	Specific area of emphasis within a major that informs types of classes to be taken; credits for courses in concentration must total less than 1/3 of the major. Min: 9 ch Max: 18 ch	NA	A set of courses and/or experiences in a related area for a special classification. May be interdisciplinary and co-curricular; often associated with core curriculum, e.g. writing, global, diversity.
Master's, Educational Specialist, Doctorate (Graduate)	NA...field of study is used for graduate degree programs; must require at least 30 hours total.	NA	Specific area of emphasis within a field of study that informs types of classes to be taken; credits for courses in concentration must total less than 1/3 of the field of study. Min: 9 ch Max: 18 ch	A structured set of courses at the master's degree level with a specific professional focus and taking less time to complete than a master's degree. Post-baccalaureate certificates require a bachelor's degree. Students do not have to be enrolled in the degree program (non-degree seeking) for many post-baccalaureate certificates, but courses may be used to complete a master's degree program. Min: 15 ch Max: 21 ch	NA