# The University of Alabama Approval Processes and Definitions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  **Approval Process** |  **Transcript/ Diploma** |  **UA System** |  **ACHE** | **SACSCOC** |
| **Graduate Certificate\*** | * Internal curriculum review process (college)
* Submitted into CIM
* Graduate Dean submits to Graduate Curriculum Committee for review
* Graduate Council reviews & votes
* Provost approval
* Submission 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*** Concentration

(preferred)* Specialization
* Track
* Option
* Focus
* Emphasis
 | * Internal curriculum review process (college)
* Submitted into CIM
* Approval of Graduate Curriculum Committee and Graduate Studies Council or Undergraduate Curriculum Committee and Undergraduate Council.
* Provost approval
* Form and letters submitted to UA System and then to ACHE
 | Appears ontranscript as a concentration, nomatter how department identifies it; Not diploma | Reported to Board as information item | Reported as an information item | 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** |
| 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 (degree program); requires fewer courses than a major.Min: 15 chMax: 21 ch | Specific area of emphasis *within* a major (degree program) that informs types of classes to be taken; credits for courses in concentration must total less than 1/3 of the major.Min: 9 chMax: 18 ch | N/A |
| Master’s, Educational Specialist, Doctorate (Graduate) | N/A*Field of study* is term used for graduate degree programs; must require at least 30 hours total in for the degree program. | N/A | 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 chMax: 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 chMax: 21 ch |