# The University of Alabama Approval Processes and Definitions

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|  | **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 on  transcript as a concentration, no  matter 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

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| **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 ch  Max: 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 ch  Max: 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 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: 12 ch  Max: 21 ch |