*Alabama Commission on Higher Education*

# Submission of a New Non-Degree Certificate

# (Part 1: Description and Rationale)

1. **Institution: The University of Alabama**
2. **Date of Certificate Submission:**

**Contact Person and Title:**

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# Program Identification:

# Award Level (Graduate, Post-baccalaureate (Level 6), Post-Master’s (Level 8)):

Title:

6-digit CIP:

# Program Administration and Implementation:

Name of College/ School:

Name of Dean:

Name of Department:

Name of Chairperson:

Proposed program implementation date:

Anticipated ACHE meeting for notification:

Other considerations for timing and approval (e.g., upcoming SACSCOC review):

# Program Design:

Brief Description of Program and Objectives:

**Need/Rationale: Briefly describe why this certificate is needed at UA.**

**Projected Enrollment: Use the fields below to indicated projected total enrollment in years 1 - 5 of the certificate program.**

**Year 1:**

**Year 2:**

**Year 3:**

**Year 4:**

**Year 5:**

**Projected Completions: Use the fields below to indicated projected total completions in years 1 - 5 of the certificate program.**

**Year 1:**

**Year 2:**

**Year 3:**

**Year 4:**

**Year 5:**

**Projection Rationale: Please provide a rationale for the enrollment and completion projections listed above. The narrative should briefly explain how the projections were determined. List and describe any surveys done of local/regional/national target students. Also, describe any national data that exists on the need for this type of certificate.**

**Resources: Briefly describe personnel, physical facilities, equipment, library holdings, etc. needed for this program. Explain whether these are new or existing resources.**

Proposed delivery format (100% in-person, 100% online, hybrid, multiple formats):

If hybrid, what % of program will be delivered online?

If multiple formats, which ones?

Total Credit Hours required to complete the program (if range, enter minimum):

**Please identify any specialized accreditation that may apply to this certificate. Will you seek accreditation?**

**Will the curriculum require work-based or experiential learning (internship, practicum, etc.)? If yes, please explain (if no, enter N/A). Definitions and examples of different types of work-based learning are available on the Alabama Office of Apprenticeship website. Click the help icon for a link to the site.**

**Will the program be designed to meet educational requirements licensure and/or certification required for entry-level employment? If yes, please list the license and/or certifications(s). If no, enter N/A.**

1. Employment Occupational Alignment

**Using the federal Standard Occupational Code (SOC) System, please indicate the top three occupational codes related to post-graduation employment from the program. A full list of SOCs can be found on the U.S. Bureau of Labor Statistics website and a list of Alabama’s “In-Demand Occupations” is available on ACHE’s Policy/Guidance website.**

**SOC 1 (Required) - Click the Help icon for a link to SOC Classification System and ACHE's Policy/Guidance site.**

**SOC 2 (Required) - Click the Help icon for a link to SOC Classification System and ACHE's Policy/Guidance site.**

**SOC 3 (Required) - Click the Help icon for a link to SOC Classification System and ACHE's Policy/Guidance site.**

# Relationship to other programs within the institution:

**Is the proposed program associated with any existing offerings, including options within current degree programs? If yes, please explain (if no, enter N/A). If this is a graduate program, please list any existing undergraduate programs which are directly or indirectly related. If this is a graduate program, please list any existing undergraduate programs which are directly or indirectly related. If this is a doctoral program, also list related master's programs.**

1. Evaluation

**Student Learning Outcomes: What do you expect students to be able to do after completing the certificate program? Succinctly list at least three (3) learning outcomes, but no more than five (5).**

***Attach* Assessment Plan for the proposed program to include the student learning outcomes (professional skills), assessment measures, and a curriculum map.**

# Submission of a New Non-Degree Certificate (Part 2: Course Information)

# Application, Admission, General Requirements, and Curriculum

1. Intended program duration in semesters for full-time students:

1. Intended program duration in semesters for part-time students:
2. Minimum Required Hours:
   1. **How many hours, if any, does this certificate have in common with existing degree programs or concentrations? Most of the hours should be unique as this makes the certificate program special, with a focus not typically achieved by "regular" degree recipients.**
3. **Transfer Credit - Is transfer credit accepted? If yes, please explain.**
4. **Awarding the Certificate - If multiple institutions are involved, does only UA confer?**
5. How many hours (if any) of the Certificate can be counted towards a degree program? Which degree program(s), be specific? If possible, list the specific courses from the Certificate than can be counted towards the degree program?

## **Application - What type of application is required for admission to the certificate program? Typically "non-degree" if a 12 hour certificate, or "special non-degree" if the student is permitted to take more than the maximum of 12 hours allowed for non-certificate non-degree students.**

## **Curricular Requirements**

Please complete the table below indicating all coursework for the proposed program, specifying any new courses developed for the program, along with courses associated with each option as applicable. Include the course number and number of credits. The coursework listed should total the number of hours required to complete the program.

|  |  |
| --- | --- |
| Course Name and Number | Credit Hours |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Number of Hours |  |

* 1. List any prerequisites required for the courses in the Certificate.

1. Describe any other special admissions or curricular requirements for the program:

**Additional Graduate School Policies**

## **Time Limits for Degree Completion**

## **Awarding the Certificate**

Students are awarded the Graduate Certificate upon completion of the required hours of coursework. (additional information can be added)

## **Academic Misconduct Information**

Student academic misconduct is not permitted. In the event of perceived academic misconduct, the University's Academic Misconduct Policy will be followed. More information is available [here.](http://courseinventory.ua.edu/graduate/about/academic-policies/misconduct/)

## **Withdrawal or Leave of Absence Information**

Students who need to withdraw from a course, at the university or take a leave of absence should contact their academic advisor and the SLIS director. Additional information is available on the [Graduate School website](http://courseinventory.ua.edu/graduate/about/academic-policies/withdrawals-leave-of-absence/) related to withdrawals and leaves of absence.

## **Academic Grievances Information**

Academic grievances are addressed according to the "University-Wide Academic Grievance Procedures" outlined in the University of Alabama [Faculty Handbook](https://facultyhandbook.ua.edu/).

## **Grades and Academic Standing**

[See here for Graduate School Policy information](http://courseinventory.ua.edu/graduate/about/academic-policies/grades-academic-standing/)

**Required Attachments:**

* Semester Curriculum Plan (Word document)
* Paragraph Resolution (Word document) or standard Resolution (Certificates 18 hours or more) (Word document), see OIE website for example
* Faculty Vote
* Faculty Roster Form, see OIE website for form
* Letter of Support from the Dean
* Any other supporting documents