*Alabama Commission on Higher Education*

# Submission of a New Non-Degree Certificate

# UNDERGRADUATE CERTIFICATE

# (Part 1: Description and Rationale)

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

**Contact Person and Title:**

Ginger Bishop, Assistant Provost/SACSCOC Liaison

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# Program Identification:

# Award Level (Undergraduate, Graduate, Post-Master’s): Undergraduate

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):

An **undergraduate certificate is a formal academic award that demonstrates a student is competent in specific skills or knowledge that enhances their professional preparation. An undergraduate certificate is conferred as the result of the successful completion of an approved academic program of study at the baccalaureate level with an applied focus. Completion of the certificate program appears on the official University transcript.**

**Unlike a major (or a minor), students may enroll in a certificate program without also being enrolled in a bachelor’s degree program.**

***Students who are only enrolled in certificate programs are not eligible for federal financial aid.***

Certificate programs will undergo periodic five-year reviews to judge their continued viability, curriculum, relevance, faculty qualifications and sufficiency, and course availability. These reviews will be conducted by a subcommittee of the Undergraduate Council Curriculum Committee. A mandatory review will also be triggered if changes are made to more than 25% of the curriculum or if any of the certificate’s required courses are changed. In addition, Certificate programs must be assessed annually, like degree programs, and they will be included in the department’s academic program review.

# Program Design:

**Brief Description of Program and Objectives. Explicitly identify the professional or applied focus of the program.**

**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 (9-21 credit hours):**

**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. Include the number and title of the SOC Code.**

**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 (concentrations, minors) within current degree programs? If yes, please explain (if no, enter N/A).**

1. **Evaluation**

**Student Learning Outcomes or Professional Competencies: What professional skills are students expected to achieve with this certificate? As with student learning outcomes, these skills must be observable. Completion of the certificate authenticates that the student has mastered the skills.**

**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:
2. Intended program duration in semesters for part-time students:
3. How many hours (if any) of the Certificate can be counted towards a degree program, concentration, or minor? Which degree program(s), concentration(s), and/or minor(s), be specific? If possible, list the specific courses from the Certificate than can be counted towards the degree program?"
4. **Transfer Credit – No transfer credit is allowed from another institution to meet the Certificate requirements.**
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?
6. **Admission Criteria/Process**
	1. **Please list any special admission criteria or admission process.**
	2. **State whether the Certificate is available to students who are not currently seeking a bachelor’s degree at UA.**

## 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.

1. **List the courses required for the program. Explicitly list at least 50% of the Certificate coursework as “required courses,” with no more than 50% of the courses being electives of support courses. Any changes to the curriculum will trigger a formal review of the program.**
2. **Only allow choices from lists of explicit courses, and not generally types of courses (for example, any 200 level MATH course, is not acceptable).**
3. **Provide justification for required hours beyond 21 credit hours.**
4. **At least 50% of the required coursework at the 300 or 400 level. If 50% of the coursework is not at the 300/400 level, please explain how intended professional competence requires the deviation.**
5. **List all prerequisites**

| **Course Number and Title** | **Hours** |
| --- | --- |
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Hours |  |

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

**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