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|  | **Approval Process** | Transcript/Diploma | UA System/Board | ACHE | SACSCOC |
| Graduate Certificate\* | * Internal department/college review process * Graduate Curriculum Committee * Graduate Council * Provost Approval * Submission to UA System/Board Notification/Approval * Submission to ACHE | Appears on transcript; Not diploma | Board notification; Requires Board approval if 18 hours or more | 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. |
| Undergraduate Certificate\* | * Internal department/college review process * Undergraduate Curriculum Committee * Undergraduate Council * Provost Approval * Submission to UA System/Board Notification/Approval   Submission to ACHE | Appears on transcript; Not diploma | Board notification; Requires Board approval if 18 hours or more | 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. |
| Concentrations   * Extension * Specialization * Option * Focus * Emphasis | * Internal department/college review process * Undergraduate or Graduate Curriculum Committee * Undergraduate or Graduate Council * Provost Approval * Submission to UA System/Board Notification   Submission to ACHE | Appears on transcript; Not diploma | Board notification | ACHE notification | No reporting required. |
| Minor | * Internal department/college review process * Undergraduate Curriculum Committee * Undergraduate Council | Appears on transcript; Not diploma | No reporting required. | No reporting required. | No reporting required. |
| Focused Area of Study | * Internal department/college review process | Does not appear on transcript or diploma | No reporting required. | No reporting required. | No reporting required. |

# Definitions

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| **Degree** | **Major/Program** | **Minor** | **Concentration** | **Certificate** | **Focused Area of Study** |
| 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: 24 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 1/2 of the major. Typically, a concentration will be 9-18 hours, depending on the number of hours in the major. | A structured set of courses at the master’s degree level with a specific professional focus and taking less time to complete than a Bachelor’s degree. Students do not have to be enrolled in the degree program (non-degree seeking) for many certificates.  Min: 9 ch  Max: 21 ch | 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.  No designation on transcript/does not require approval. |
| 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 1/2 of the field of study. This will generally be 9-15 credit hours. | 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.  Micro-certificate: 6-11 ch  Min: 12 ch;  Max: 21 ch | 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.  No designation on transcript/does not require approval. |