New Certificate Program Development Workflow

Department / School or College

- **Board Agenda Item Form** with signatures of all involved/collaborating department heads prior to UCC / GCC meeting
- **Board Resolution or Information Item**
- Vetted and reviewed by school/college level curriculum committees
- Submitted to SharePoint by appropriate School/College Representative

Graduate or Undergraduate Curriculum Committee

- Fully vetted and reviewed by GCC / UCC
- Feedback provided
- (If support is necessary, please contact the Associate Vice Provost prior to submission to UCC or GCC)

Faculty Senate Curriculum Committee

- Presented to FSCC by Chairs of the Undergraduate or Graduate Curriculum Committee
- If approved, forwarded to Faculty Senate & Provost for official approval to forward to the Board of Trustees

Associate Vice Provost

- Resolution, Agenda Item Form, and supporting documents prepared and reviewed for submission to UAB Legal, Board Liaison, and President

UAB Board Liaison

- Presidential & Legal Signatures acquired
- Uploaded to the UAS System

Board of Trustees

- Reviewed by UAS Vice Chancellor
- Reviewed by UAS Academic & Student Affairs Committee
- Certificates requiring approval are presented to the full Board of Trustees for a vote
- Certificates requiring notification are presented as "Information Items"

UAB AVP Assessment, Accreditation, & Academic Planning

- Approval notice from UAS Board of Trustees
- Approved items and information items uploaded into ACHE Portal

ACHE

- Reviews all Action Items
- Recognizes Information items
- Sends notice to UAB