

University of Alaska Anchorage
Non-Credit, CEU, and Workforce Credential
Approval Process
Finalized December 21, 2017

- UAA non-credit, CEU, professional development and training offerings will be assigned one of the following prefixes:
 - PEN for Personal Enrichment offerings
 - PDT for Professional Development and Training offerings
 - UCS for University Access and College Success offerings
- Non-credit offerings will be assigned a course title but will not be assigned a course number.
- Curriculum must be initiated with a Non-credit/CEU/Professional Development Curriculum Form (posted on UAA Curriculum website) by a faculty member or designated representative and reviewed and approved by the dean/director of the college/campus. The dean/director must consult with appropriate faculty and may require additional review of the proposal by the college/campus curriculum review committee. NOTE: If a course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance.
- The dean/director is the final approval. Other than Personal Enrichment offerings, all non-credit/CEU proposals must be submitted from the dean/director to the Office of Academic Affairs.
- After review, the Office of Academic Affairs shall inform the dean/director of any issues that it believes need to be addressed. If everything is in order, the Office of Academic Affairs will send an informational item to the Governance Office.
- Each college/campus is responsible for maintaining an archive of all approved documents.
- IR will compile reports and request information as needed.
- The Office of Academic Affairs periodically will review the process and compliance.

NOTE: Before submitting a proposal for a Workforce Credential, the dean/director should consult with the provost. To propose a Workforce Credential, the initiator must complete the Workforce Credential form, outlining the following: description, learning objectives, format/activities, audience, assessment, and how the credential is aligned with national standards, recognized certifications, or industry-specific employment standards. Required template/form is posted on the UAA Curriculum website.