October 10, 2019

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University of Alaska Anchorage
Non-Credit and CEU
Curriculum Form

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Date:_____

Required for all Non-credit Professional Development/Training, Personal Enrichment, University Access/College Success, and CEU Courses (Personal Enrichment offerings only need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title:_____

2. Category and PREFIX: (Select one of the following)

> _____**PEN - Personal Enrichment** (Art, culture, music, fitness, languages, gardening, etc.)
> _____**PDT - Professional Development and Training** (professionally oriented offerings, workforce credentials, workshops, conferences, etc.)
> _____**UCS - University Access and College Success** (Youth Camps, writing, math, reading, ESL, test prep, etc.)

3. Submitted by:

> _____   _____
> Faculty or Designee   College/Campus

4. Type of Activity: (Select one of the following)

> _____**Summer Camp** *(youth programs)*
> _____**Bridging Program** *(students advance between two education institutions)*
> _____**Workshop** *(participants engage in intensive group discussion on a specific subject)*
> _____**Seminar** *(small group setting facilitated by an instructor)*
> _____**Conference** *(formal meeting setting to discuss professional topic)*
> _____**Class** *(one or more gatherings of students who are taught together)*
> _____**Webinar** *(conducted over the internet)*
> _____**Other:**_____

5. Type of offering:

> _____**CEU:** CEU courses are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential learning where the student's

investigation and discovery are largely independent. Fractional CEUS may be awarded. Participants may receive a certificate of completion from the offering unit.

_____**Non-Credit**: Non-credit courses are offered as professional development/training, continuing education, or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). Participants may receive a certificate of attendance or participation from the offering unit, except for personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may also check the below:

_____ **CE -eligible event by participant choice:** These courses meet the standards of an outside agency and participants may request Continuing Education credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method (brief paragraph):

PERSONAL ENRICHMENT WITH CERTIFICATE OF ATTENDANCE OR PARTICIPATION/PROFESSIONAL DEVELOPMENT/TRAINING NON-CREDIT AND CEU PROPOSALS ARE REQUIRED TO COMPLETE THE FOLLOWING:

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance, and the department should have the opportunity to respond. List the name of the person with whom you coordinated, note any issues that came up, and how they were resolved.)

_____   _____Not Applicable
                    Name of Coordination POC

8. Recommended Minimum Instructor Qualifications:

9. Suggested Texts or Materials, if any:

10. If CEU Offering, Indicate Number of CEUs:_____

        Contact Hours ___ (Directed Learning) and/or _____ (Laboratory/Experiential Learning)
11. If CEU Offering, Complete the Following Table:

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Upon completion of this course, the student will be able to:

Student Learning Outcomes and Assessment Measures	
Student Learning Outcomes	Assessment Measures
Add more rows as needed	

Approvals: (By signing, the dean/director has confirmed that appropriate consultation with faculty and coordination across units as needed has occurred.) 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.

_____

Dean or Director (Printed Name) and Date

_____

Academic Affairs (Printed Name) and Date

_____

Dean or Director (Signature) and Date

_____

Academic Affairs (Signature) and Date