# OEC Catalog Template – Updated 8-28-2023

**Based on baccalaureate template approved by Undergraduate Academic Board 9/13/19**

*Note: This template provides guidance for the Catalog content that should be entered directly in the appropriate sections in the* [*CIM*](mailto:https://nextcatalog.uaa.alaska.edu/programadmin/) *system.*

| **Catalog Content Template** |
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| The Occupational Endorsement Certificate in <Major> prepares students for < >. Describe the program and the post-graduation opportunities/careers/professions for which it prepares students. About 3 sentences. |
| **Licensure and/or Certification** (if applicable)  Licensure or certification information. Must indicate whether or not the licensure or certification is required for entry into the profession. Must indicate if the licensure or certification is required to enter the profession in the State of Alaska. If it is required in the State of Alaska, must include the statement below.  Please go to UAA's [Authorization by State](https://www.uaa.alaska.edu/academics/office-of-academic-affairs/uaa-state-authorization/authorization.cshtml)   website for information about licensure or certification in a state other than Alaska. |
| **Admission Requirements**   * Complete the Admission Requirements for Occupational Endorsement Certificates. * If there are program specific admission requirements, add a bullet for each. Start with “Complete…” when possible.   Guidance: If there is an admissions requirement that applies across more than one program in a college, use the same wording for all programs. |
| **Special Considerations**   * If there are special considerations, such as a requirement for health insurance, background checks, field placements, etc., add a bullet for each. Start with a verb.   Guidance: If there is a special consideration that applies across more than one program in a college, use the same wording for all programs. |
| **Graduation Requirements**   * Complete the General University Requirements for Occupational Endorsement Certificates. * Complete the following major requirements. (If want to specify a grade, use the phrase “with a minimum grade of X.”) * If there are other general program requirements, add a bullet for each.   \*Use the footnotes function for course-specific information.  Code Title Credits  Prefix # Course Title #  List all courses by Prefix Title and Number of Credits. Avoid using headings. If you have a category, such as “select 6 credits from the following,” UAA will be working on standard language, and suggestions are welcome.  **Total Credits**  #  \*Footnotes for course-specific requirements will automatically appear here.  **A minimum of # credits is required for the degree.** |
| **Program Student Learning Outcomes**  Students graduating with an Occupational Endorsement Certificate in <Major> will be able to:   * Start with a verb… |