ALABAMA COMMISSION ON HIGHER EDUCATION
PLANNING AND COORDINATION
ADMINISTRATIVE CODE

CHAPTER 300-2-2
PROGRAM VIABILITY REVIEW

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300-2-2-.01 Implementation Policy, Process, And Procedures For Program Viability Legislation.

(1) Purpose Statement: Through the implementation of Act 96-557, the Alabama Commission on Higher Education will work with institutions to examine academic programs which do not produce minimum levels of graduates as established by the Alabama legislature. The goal of this effort will be to evaluate priorities, eliminate unnecessary duplication, and focus existing resources to enhance the overall quality of academic offerings.

(2) Policy: The Alabama Commission on Higher Education will review the productivity of programs listed in its academic program inventory using a two-1evel review process. In year one, programs will be identified as viable or non-viable. This identification process will be followed by a three-year monitoring period. Any programs which do not meet the standards or receive a waiver of non-viability at the end of the three-year monitoring period will be phased out over a three-year period. Consistent with the statutory mandate to base productivity standards primarily, but not exclusively, on the annual average number of degrees conferred, the Commission will use three factors in evaluating the productivity of a program: IPEDS (Integrated Postsecondary Education Data System) completions data as required by Act 96-557, double majors, and the number of students previously enrolled in vocational/technical programs who meet certain standards and can be counted as graduates for purposes of program viability.

Although one outcome of this process may be program terminations, the Commission recognizes that closing programs will not necessarily lead to cost savings because programs often share facilities, faculty, and resources.

(3) Review Process: The review process will consist of an Identification Year Review and a Three-Year Monitoring Period.

(a) Identification Year Review:

1. Level I Review: Programs whose average annual graduation rate meets the viability standard annual graduation rate established by Act 96-557 will be deemed viable. This rate will be calculated using IPEDS completions data only.

2. Level II Review: The remaining programs will be subjected to a Level II review based on double majors and the certification of students previously enrolled in vocational/technical programs as graduates if the institution can document that the student successfully completed a minimum of 20 quarter hours or 15 semester hours of technical skills courses during the reporting period and left the program for purposes of gainful employment. All data will be subject to audit as directed by the Alabama Commission on Higher Education. Programs which meet the viability standard annual graduation rate as a result of the Level II review will be placed on the viable program list, and the remaining programs will be considered non-viable, with the exception of the core liberal arts programs (see b.2. in this section and 300-2-2-.02.).

(b) Three-Year Monitoring Period: During the three-year monitoring period, the graduation rates of non-viable programs will be compiled. At the end of the three-year monitoring period, any non-viable program which does not meet the standard may request a waiver of non-viability due to unique and extraordinary characteristics of that program. The request for a waiver must be based on the seven factors outlined in Act 96-557. The Commission will grant or deny the waiver on a case-by-case basis based on the strength of the justification offered by the institution. If there are any fields in which no programs in the state are viable, the Commission will undertake a statewide review of the disciplines. Any non-viable program which has not been granted a waiver and does not meet the viability standard annual graduation rate at the end of the three-year monitoring period will be terminated by the Commission with a three-year phaseout.

(4) Review Procedures: The following procedures apply to all academic programs at public institutions, including programs recognized by the Commission as core liberal arts programs (for an

explanation and listing of core liberal arts programs recognized by the Commission, see 300-2-2-.02).

(a) Identification Year (1997)

1. The Commission will calculate the annual graduation rate for each program listed in its academic program inventory as of January 15, 1997 using the designated reporting periods for implementation from the Integrated Postsecondary Education Data System (IPEDS) annual completions survey. Where more than one program at a degree level is listed at a six-digit CIP code, the staff may request that the institution separate the completions for each program. Note: The asterisk sign in the Commission's academic program inventory denotes separate programs.

2. The annual graduation rate for each program will be compared to the viability standard annual graduation rate listed in Act 96-557. All programs whose annual graduation rate equals or exceeds the viability standard annual graduation rate will be deemed viable for the four-year period. The remaining programs will be subjected to a second level of analysis based on double majors, and the certification of students previously enrolled in vocational/technical programs as graduates in combination with the annual graduation rate.

3. The Commission will issue a Level I review report which lists viable programs by institution based on the IPEDS completions survey data.

4. Programs which meet the viability standard annual graduation rate as a result of the second level of analysis will be placed on the viable program list, and the remaining programs will be considered non-viable, with the exception of the core liberal arts programs. The Commission will issue a Level II review report which adjusts the viable program list to reflect those programs so designated as a result of the second level review, a list of non-viable programs, and a list of core liberal arts programs on the exemption list.

5. The Commission will report to the Governor, the State Board of Education and the Council of College and University Presidents on the status of programs determined to be viable, non-viable, and on the exemption list. This report shall include information for each institution.

(b) Three-Year Monitoring Period (1998-2000)

1. Non-Viable Programs: The viability standard annual graduation rates of non-viable programs will be monitored for three years.

2. Exempt Core Liberal Arts Programs (For a desciption and list of core liberal arts programs recognized by the Commission, see 300-2-2-.02):

(i) Each institution with exempt core liberal arts programs will conduct an assessment of those programs during the three-year monitoring period. The purpose of this assessment is for institutions to develop innovative, high quality approaches to offering core liberal arts education which also meet viability standards. At a minimum, the assessment should address the following questions for each exempt core liberal arts program.

(I) Should the institution continue to offer all of its existing core liberal arts programs, or is there a better way to provide the necessary educational experience to the student?

(II) In what ways can the institution cooperate or collaborate with other institutions to offer quality core liberal arts programs?

(III) Can the institution more narrowly focus it liberal arts programs and improve quality through consortia, resource sharing among institutions, distance education, joint and cooperative programs, etc.?

(IV) What are the barriers to cooperative efforts?

(ii) The institution will provide an annual report to the Commission each December during the three-year monitoring period which summarizes activity during the year devoted to the assessment and improvement of the exempt core liberal arts programs.

(iii) At the end of the three-year monitoring period, the institution will present a final report to the Commission outlining the efforts and outcomes of the assessment. For any core liberal arts programs which still do not meet the viability standard annual graduation rate at the end of the three-year monitoring period, the Commission will continue monitoring the productivity for a final, additional three-year monitoring period (2000-01, 2001-02, 2002-03). At the conclusion of the final three-year monitoring cycle, institutions will phase out any

remaining non-viable core liberal arts programs for which a waiver of non-viability is not sought and granted by the Commission.

(5) Process for Submitting and Reviewing Requests for Waivers of Non-Viability for Academic Programs:

(a) Any non-viable program that fails to meet the minimum productivity standard at the end of the three-year monitoring period must submit a waiver request, that may or may not be approved by the Commission, or phase-out the program within three years. In the case of core liberal arts programs that remain non-viable at the end of the three-year monitoring period, the institution may request that the Commission continue monitoring the program for three additional years or phase-out the the program within three years. (For a description and list of core liberal arts programs recognized by the Commission, see 300-2-2-.02)

(b) The Commission will grant or deny the waiver on a case-by-case basis based on the strength of the justification offered by the institution. A waiver request must include a description of efforts the institution has taken to increase productivity.

(c) Duration of Granted Waivers: Generally, waivers approved by the Commission will extend from the date of approval until the next statewide viability review is completed. This means that any program granted a waiver is subject to the next statewide viability review. However, the Commission may approve a waiver for a specific time period with conditions and reporting requirements if circumstances so dictate.

(d) Time Lines/Process:

1. ACHE notification to institutions regarding remaining non-viable programs (to include a copy of the process adopted by the Commission for submission and review of requests for waivers of non-viability for academic programs – June 1, 2001)

2. 90 days (3 months) - After receipt of notification, submission by institution of waiver request(s) (Due date: August 31, 2001). Request(s) must be signed by the president of the institution.

3. 120 days (4 months) – Comparative review by ACHE staff of all waiver requests, generation of preliminary staff recommendations. Note: This time line for review is tentative and may be extended depending on the number of waiver requests that are submitted and staff resources available to assign to the review.

4. Transmittal of preliminary staff recommendations to institutions.

5. Thirty days (1 month) – Institutional review of preliminary staff recommendations and institutional response to preliminary recommendations.

6. Ninety days (3 months) – Development of final ACHE staff recommendations. Note: Again, the time line for development of final staff recommendations is tentative and may be extended depending on the number of waiver requests that are submitted and staff resources available to assign to the review.

7. Commission hearings and final Commission action on waiver requests.

8. Programs denied a waiver will be closed effective with the date of the waiver denial and removed from the Commission's academic program inventory. During the subsequent three-year phase-out period, institutions will concentrate their efforts to assist students enrolled in the program to complete their degrees. However, students enrolled in the program will be allowed to complete the program as per individual institutional policies.

(e) Instructions: A separate request must be submitted for each program for which the institution is requesting a waiver. If waiver requests are being submitted for programs in the same field at more than one level (example, a waiver request for master's and doctoral programs in engineering), two separate waiver requests must be provided. There are three components to each waiver request: Form A: Waiver Request Data Form; Form B: Course Listing for Program Submitting Waiver Request, and Rationale for Waiver Request. Each of these components must be completed in full for the waiver request to be considered by the Commission. However, submission of all information required in the waiver request does not guarantee a recommendation for approval. Note: All data submitted to the Commission as part of a waiver request is subject to audit. Form A and Form B, along with definitions, are available upon request.

(f) Rationale for Waiver Request: There are 10 possible factors upon which to base the rationale for the waiver request, listed below. Note: Each waiver request must address Factor 1. In addition, each waiver request should address one or more of Factors 2-10.

1. Institutional commitment to elevate the non-viable program to viable status (Note: This factor must be included in all waiver requests.): The institution must provide documentation that a plan to move the program

toward viable status has been developed and implemented. The plan must contain strategies and reasonable objectives to improve viability, and the institution must document progress toward those objectives. (Note: See also Market Demand factor. If relevant, the institution must demonstrate that meeting or exceeding the viability standard would exceed market demand.)

2. Transfer: Students who transfer into a higher degree program prior to completion of a lower degree program may be considered in issues of non-viability if an institution maintains that such transfers contribute to the non-viability of the lower degree program. An institution basing a viability waiver request on this factor must provide a verifiable number of students who transferred to higher degree programs at other institutions for the three-year period 1997-98, 1998-99, and 1999-2000. (Other years may also be used at the option of the institution.) Students must have completed at least 24 semester hours prior to transfer to be included in that number.

3. Lack of Duplication of the Program Within the State: The institution must demonstrate that the program does not duplicate others at the same CIP code and level within the State and indeed that it does not perform the same function as similar programs within the State. An institution requesting a waiver based on this factor must also provide evidence of the need for the program. Thus, a waiver request based on this factor must also address the factor of Market Demand.

4. Market Demand: The institution must demonstrate current and/or projected market demand for program graduates and such demand must be validated with external data, including evidence of demand from employers.

(i) The institution must provide placement data for program graduates for the years 1997-98, 1998-99, and 1999-2000. Other years may also be used at the option of the institution.

(ii) If the institution maintains that although market demand is small, the program is nevertheless critical, then the criticality of the demand must be validated with external data. If relevant, the institution must also address the premise that meeting or exceeding the viability standard would in turn exceed market demand.

5. Employment/Placement: Students enrolled in a non-viable baccalaureate or graduate program who in turn accepted in-field employment prior to completion of the

degree may be considered in issues of non-viability. The interpretation is that accepting employment prior to degree completion contributed to the non-viable status of the degree program.

(i) An institution basing a waiver request on this factor should provide a verifiable number of individuals leaving the program prior to completion and documentation of in-field employment for the three-year period 1997-98, 1998-99, and 1999-2000. For undergraduate programs, each individual must have completed at least 50% of the required course hours in the major beyond the basic curriculum as defined in the AGSC program template. For graduate programs, each individual must have completed at least 50% of the hours required for the degree. Data from additional years may be used at the option of the institution.

(ii) Certifications of employment/placement in field prior to completion of the degree have already been included in the viability calculation for vocational/ technical programs. Data are included in the information provided by ACHE in the shaded cells of Form A.

6. Knight v. Alabama: An institution basing a waiver on this factor must clearly demonstrate how the program contributes to the objectives of Knight v. Alabama and/or how the program has been impacted by Knight v. Alabama.

7. Unique and Extraordinary Aspects/Characteristics of the Program: The institution basing a waiver on this factor must demonstrate unique and extraordinary aspects of the program. Examples of these aspects could include but not be limited to:

(i) Programs offered in association with the legislatively mandated mission of the institution.

(ii) Graduate programs closely related to extramurally funded research programs, the elimination of which would curtail the level of extramural funding.

(iii) Programs that have recently become priorities and based upon that have moved from few or no completions to projected completions that will meet viability standards within a reasonable period.

(iv) Career/technical programs taught in correctional facilities and authorized by the Alabama State Board of Education.

(v) Non-degree creditable programs in career/ technical fields that serve persons with disabilities.

(vi) Other unique and extraordinary aspects/ characteristics.

8. Relationship of the non-viable program to other viable programs, including programs in the same discipline at other levels: The institution basing a waiver on this factor must demonstrate that faculty and resources allocated to the non-viable program contribute a significant service function to other viable programs in other disciplines or to viable programs at other levels within the same discipline. For example, an institution with a non-viable baccalaureate program must demonstrate that the majority of courses offered in the program are also required for successful completion of one or more other viable baccalaureate programs. Similarly, if an institution has a non-viable program in a given discipline at one level (baccalaureate, master's, doctoral) but viable program(s) at another level or levels, the institution must demonstrate that the faculty/resources required by the non-viable program are also required by the viable program(s). The institution is encouraged to provide specific cost data in addressing this factor.

9. Teacher Certification Requirements:

(i) A teacher certification program and a parallel program in the discipline may be considered together in waiver requests. For instance, the course of study and enrollments/completions in a history baccalaureate program housed in a College of Arts and Sciences may be considered along with the course of study and enrollments/completions in a history education baccalaureate program housed in a College of Education, and vice-versa.

(ii) Add-on certification enrollments and completions may also be considered in determining whether to grant a waiver request in a particular degree program, whether the program is undergraduate or graduate and whether it is housed in a College of Education or elsewhere. For instance, a graduate student who already holds certification in another area but is seeking or has completed a certificate in Library Media will be considered in conjunction with students who are enrolled in or have completed a degree program in Library Media.

10. Success of Program Graduates: This factor, which is named in the legislation, is not one on which a viability waiver may be solely based. However, success may be included as additional information in waiver requests based on the factor of demonstration of institutional commitment and at least one other factor.

(6) Annual Report: The Commission will continue to make an annual report to the Governor, the State Board of Education and the Council of College and University Presidents. This report shall continue to include information for each institution and its respective viable, non-viable, and exempt program offerings. In addition, the annual report will list any programs granted waivers of non-viability by the Commission along with the commission's rationale for granting the waiver.

Author: Kitty C. Collier

Statutory Authority: Code of Ala. 1975, §§6-5-1, et.seq., and in implementation of Act 96-557.

History: Filed April 10, 1989. **Amended:** Filed October 19, 1989; December 5, 1990. **Repealed:** Filed March 12, 1996; effective April 16, 1996. **New Rule:** Filed August 4, 1997; effective September 8, 1997. **Amended:** Filed March 7, 2001; effective April 11, 2001. **Repealed and New Rule:** Filed July 6, 2001; effective August 10, 2001.

300-2-2-.02 Policy Regarding Core Liberal Arts Programs.

(1) The Commission recognizes that liberal arts are essential to quality academic offerings at all universities. At the same time, the Commission believes that if the liberal arts are an important component of the university experience, then liberal arts programs should meet viability standards. All institutions do not have to offer a wide array of programs in the liberal arts fields.

(2) Core liberal arts programs as recognized by the Commission are subject to the same review policy, process, and procedures described in 300-2-2-.01.

(3) To allow institutions an appropriate time period to assess their existing core liberal arts programs, as defined in List A below, the Commission establishes the following process.

(a) All core liberal arts programs will undergo the Level I and Level II reviews. Any core liberal arts program which does not appear on the viable program list as a result of the Level I and Level II reviews will be placed on an exemption list for the three-year monitoring period.

(b) During these three years, the Commission encourages institutions to develop creative and innovative approaches to offering core liberal arts education which also will meet

viability standards. It is expected that all possible alternatives will be explored, including but not limited to distance education and technology, resource sharing among institutions, and cooperative and joint offerings.

(c) Each institution with exempt core liberal arts programs will provide an annual report to the Commission which summarizes activity during the year devoted to the assessment and improvement of its exempt core liberal arts programs.

(d) At the end of the three-year monitoring period, the president of each institution with core liberal arts programs on the exemption list will provide a final report to the Commission which outlines what efforts have been made and what outcomes achieved in quality and productivity of the core liberal arts programs. The Commission will evaluate the reports from each institution.

(e) In the case of any core liberal arts programs which still do not meet the viability standard at the end of the three-year monitoring period, the Commission will continue monitoring the productivity for a final, additional three-year monitoring period (2000-01, 2001-02, 2002-03). At the conclusion of the final three-year monitoring cycle, institutions will phase out any remaining non-viable core liberal arts programs for which a waiver of non-viability is not sought out granted by the Commission.

(4) Below are listed baccalaureate core liberal arts programs in public four-year institutions recognized by the Commission for the purpose of this policy.

CIP Code	**Program Title**
16.0402	Russian Lang. & Literature
16.0501	German Lang. & Literature
16.0901	French Lang. & Literature
16.0905	Spanish Lang. & Literature
16.1201	Classical & Ancient Near Eastern Lang & Lit
23.0101	English Lang. & Literature
23.1001	Speech & Rhetorical Studies
26.0101	Biology, General
27.0101	Mathematics
38.0101	Philosophy
40.0501	Chemistry, General
40.0601	Geology
40.0801	Physics, General
42.0101	Psychology, General

45.0201	Anthropology
45.0601	Economics, General
45.0701	Geography
45.0801	History
45.1001	Political Science & Gov't
45.1101	Sociology
50.0101/ 50.0501	Drama/Theater Arts
50.0701/ 50.0702	Art
50.0901/ 50.9999	Music, General

Author: Kitty C. Collier
Statutory Authority: Code of Ala. 1975, §§16-5-1, et.seq., and in implementation of Act 96-557.
History: **New Rule:** Filed August 4, 1997; effective September 8, 1997. **Amended:** Filed March 7, 2001; effective April 11, 2001.

300-2-2-.03 Certification Of Previously Enrolled Vocational/ Technical Students As Graduates For Purposes Of Program Viability.

(1) Background: Act 96-557 provides that in vocational and technical programs, a student who leaves the program for purposes of gainful employment, in the same field of study as the program, having obtained the skills in said program, shall be counted as a graduate. However, the act states that it is the responsibility of the institution to document and verify to the reasonable satisfaction of the Alabama Commission on Higher Education that the student should be counted as a graduate as provided in this section. The act further states that the documentation shall include the name of the specific employer and the point in said program that student obtained said employment. Note: A sample certification form is filed as an attachment to this rule.

(2) Policy: The Commission will count a student previously enrolled in vocational/technical programs as a graduate for purposes of program viability if the institution can document that the student successfully completed a minimum of 20 quarter hours or 15 semester hours of technical skills courses during the reporting period and left the program for purposes of gainful employment in-field. The Alabama Commission on Higher Education will audit institutions at its discretion for compliance with this policy. For purposes of such audits, the institutions will retain detailed official documentation of the information submitted on the Certification of Alternate Completions form (refer to attachment 1). If an audit finds falsified information has been reported for a student on the alternate completions form, that student will not be counted as a graduate of the program which could affect the program's designation as viable or non-viable.

(3) For definitions which apply to this policy, see "Definitions Related to the Certification of Alternate Completions in Two-Year Programs," 300-2-2-.04, (2), (a)-(g).
Author: Kitty C. Collier
Statutory Authority: Code of Alabama, 1975, 16-5-1, et.seq., and in implementation of Act 96-557.
History: New Rule: Filed August 4, 1997; effective September 8, 1997.

300-2-2-.04 Definitions Related To The Implementation Of Act 96-557.

(1) General Definitions

(a) Average Annual Graduation Rate: The average number of graduates reported on the Integrated Postsecondary Education Data System (IPEDS) completions survey. A five-year average will be calculated for four-year institutions and a three-year average for two-year institutions.

(b) Designated Reporting Period For Implementation: For four-year institutions, IPEDS completions data from 1991-92 through 1995-96 will be used. For two-year institutions, IPEDS completions data from 1993-94 through 1995-96 will be used.

(c) Viability Standard Annual Graduation Rate: Standard graduation rates based on annual completions reported to IPEDS, double majors and the certification of previously enrolled vocational/technical students who obtained gainful employment as a result of skills earned in the program: Diploma & Certificate Programs (45-90 quarter hours in length), Associate, Baccalaureate, 7.5 graduates per year; Master's, 3.75 graduates per year; Education Specialist, 3 graduates per year; Doctoral, 2.25 graduates per year.

(d) Programs Listed in the Academic Program Inventory as of January 15, 1997: All programs in the academic program inventory will be included with the following exceptions:

1. Any program deletion which occurs on or before the June 6, 1997 Commission meeting.

2. Programs on inactive status as of June 6, 1997.

3. Joint programs approved by the Commission as such and reflected in the Commission's academic program inventory will be removed from the inventory and reflected in a separate report (refer to Commission's operational definition of joint program). Although these programs will be subject to the viability analysis, they will be treated as single programs for purposes of calculating

program viability averages. All graduates in all participating institutions will be factored into the total average for the single joint program. These joint programs include: 13.0401 Education Leadership, Ed.D, Ph.D. (UA & UAB); 14.0801 Materials/Metal Eng, Ph.D. (UA & UAB); 26.0101 Biology, MS (AAMU & UAH); 27.0301 Applied Mathematics, Ph.D. (UA, UAB, UAH); 30.9999 Materials Science, Ph.D. (UA, UAB, UAH); 31.0599 Health Education/ Promotion, Ph.D. (UA & UAB); 44.0401 Public Administration, Ph.D. (AU & AUM); and 50.0703 Art History, M.A. (UA & UAB).

4. Formal consortia recognized by the Commission will be removed from the inventory and treated in a separate report (refer to Commission's operational definition of consortium). Although these programs will be subject to the viability analysis, they will be treated as single programs for purposes of calculating program viability averages. All graduates in all participating institutions will be factored into the total average for the consortia. These formal consortia include 26.0607 Marine Biology, BA, BS (Marine Environmental Sciences Consortium); 15.0506 Water & Wastewater Technology Linkage, AAS; and 43.0201 Fire Science Linkage, AAS.

5. New programs approved from 1986 to 1996 and reinstated inactive programs will be excluded from the program viability review based on the following schedule:

Level	Max. Yrs. to Become Fully Productive	Average Required by Act 96-557	Total Years from Date of Implementation
Baccalaureate	5 Years	5 Years	10 Years
Master's	3 Years	5 Years	8 Years
Ed.S.	2 Years	5 Years	7 Years
Doctoral	5 Years	5 Years	10 Years
AAS/AAT/AA/AS	2 Years	3 Years	5 Years
Diploma/Cert.	1-2 Years*	3 Years	4 Years

*Depends on length of the certificate or diploma program.

Note: The Commission staff will evaluate all academic programs approved or reinstated since 1986 and develop a list of expected viability dates based upon implementation dates of the programs. In cases where a Diploma or Certificate has been upgraded to an AAT or AAS degree, the upgrade is not considered a new program approval. Completions at the award level prior to the upgrade will be added to the completions at the new award level for purposes of calculating the program viability averages.

(e) Waiver of Non-Viability of a Program: Formal action taken by the Alabama Commission on Higher Education which permits a program to continue for some defined period of time even though the program does not meet the viability standard annual graduation rate.

(2) Definitions Related to the Certification of Alternate Completions in Two-Year Programs

(a) Reporting Period: There are three reporting periods of the Certification of Alternate Completions: Spring, Summer, Fall 1996; Winter 1997; Spring, Summer, Fall 1995, Winter, 1996; Spring, Summer, Fall 1994, Winter, 1995. Each period is four quarters and includes the Spring Quarter of one academic year and the Summer, Fall, and Winter Quarters of the following academic year. Certification forms are due on October 1, 1997. Each reporting period will be regarded as discrete. If a student leaves a program for the purpose of gainful full-time employment in one reporting period and in a subsequent reporting period returns to school and completes 20 additional quarter hours or 15 additional semester hours of appropriate courses, that student may be counted as a "graduate" in both reporting periods for purposes of program viability.

Note: A sample certification form is filed as an attachment to 300-2-2-.03, “Certification of Previously Enrolled Vocational/ Technical Students as Graduates for Purposes of Program Viability.”

(b) Student Who Leaves a Program: A previously enrolled student who meets the definitions of this policy during a defined reporting period and who is not re-admitted to the college in that program during the spring quarter or semester following certification. No student will be counted as a graduate for purposes of program viability if he (or she) is enrolled in the program during the Spring Quarter following the reporting period.

(c) Gainful Employment: New full-time employment (40 hours per week) gained as the result of completing at least 20 quarter hours or 15 semester hours in vocational/technical skills courses in a single academic program listed in the Commission's academic program inventory or existing full-time employment in which the student maintained, retained, or enhanced his/her job skills as a result of completing at least 20 quarter hours or 15 semester hours in vocational/technical skills courses in a single academic program listed in the Commission's academic program inventory.

(d) Same Field of Study as the Program: Program title and CIP (Classification of Instructional Programs Taxonomy) code which are directly linked to a previously enrolled student's position title, position description, and employer. By

providing this information on the certification form, the two-year institution is asserting that the full-time employment is in the same field of study as the program. Information is subject to audit by the Commission. If any part of the "Certification for Alternate Completions" form is left blank, the student will not be counted as a graduate for purposes of program viability. The Commission staff will not follow-up with institutions to obtain missing information.

(e) Obtained the Skills in the Program: Previously enrolled student must have completed at least 20 quarter hours or 15 semester hours in skills courses in the same field of study as the program before student is eligible for certification. Courses in general education and/or courses in "related" technical/vocational skills will not count toward this requirement. Information is subject to a transcript audit by Commission to evaluate course numbers, names, and descriptions as compared to the student's employment.

(f) Vocational/Technical Program Eligible to Certify Previously Enrolled Students As Graduates for Purposes of Program Viability: Associate in Applied Science (AAS), Associate in Applied Technology (AAT), and Diploma and Certificate programs (45-90 qh) in the following fields have been defined as the vocational/technical programs eligible to certify previously enrolled students as graduates for purposes of program viability. Note that the list does not include AA or AS transfer programs or programs which train students for specific professions or jobs where state licensure or certification is required to practice.

CIP Code	Program Title
01.0101	Agriculture
01.0301	Agricultural Production
01.0601	Horticulture Services
01.0603	Horticulture, Ornamental
01.0605	Landscape Operations Management
03.0401	Forestry
08.0705	Retail Merchandising
08.0708	Marketing
08.1001	Insurance Marketing
09.9999	Telecommunications
10.0103	Photography & Film
10.0104	Radio & TV Broadcasting
11.0101	Computer Science
12.0402	Barbering
12.0403	Cosmetology
12.0503	Culinary Arts
15.0201	Civil Engineering Technology

15.0303	Electronic Engineering Technology
15.0304	Electro Optics
15.0399	Electrical Engineering Tech.
15.0401	Biomedical Equipment Technology
15.0403	Electromechanical Technology
15.0404	Instrumentation Technology
15.0501	Air Cond/Refrigeration Tech
15.0603	Industrial Engineering Tech
15.0607	Plastics Technology
15.0699	Industrial Production
15.0702	Quality Control Technology
15.0801	Avionics Technology
15.0803	Automotive Technology
15.0805	Mechanical Design Technology
15.0899	Mechanical Engineering Tech
15.0901	Mining Technology
15.1001	Construction Management Tech
15.1101	Engineering Technology
15.9999	Engineering Technology
20.0102	Child Development
20.0201	Child Development
20.0301	Textile Technology
20.0303	Commercial Sewing
20.0401	Food Service Management
20.0404	Food & Nutrition
20.0409	Commercial Food Service
20.0501	Interior Design
20.0599	Floristry
22.0103	Legal Assistant/Paralegal
25.0301	Library Assistant
30.9999	Nuclear Power Instrumentation Tech
31.0101	Recreation/Recreation Leadership
31.0301	Golf Course Management/Leisure Facilities Management/Parks & Recreation Management
41.0205	Nuclear Power Operations Technology
41.0301	Chemical Technology
43.0107	Criminal Justice
43.0202	Fire Science
44.0201	Community Services, General
44.0701	Social Worker Technician
46.0101	Masonry
46.0201	Carpentry
46.0302	Electrical Technology
46.0401	Building Maintenance
46.0499	Building Construction
46.0501	Plumbing
47.0101	Consumer Electronics
47.0102	Electronic Machine Repair
47.0103	Communications Electronics
47.0105	Industrial Electronics Tech

47.0106	Major Appliance Repair
47.0201	Heating & Air Conditioning
47.0303	Industrial Maintenance Tech
47.0408	Watch & Jewelry Repair
47.0603	Automotive Body Repair
47.0604	Auto Mechanics
47.0605	Diesel Mechanics
47.0606	Small Engine Repair
47.0607	Aviation Maintenance Technology
47.0608	Aircraft Mechanics, Powerplant
47.0699	General Aviation Technology
47.9999	Turf Equipment Management
48.0101	Drafting & Design Technology
48.0201	Graphics & Printing
48.0299	Graphics & Printing
48.0303	Upholstery
48.0304	Shoe & Boot Repair
48.0501	Patternmaking Technology
48.0503	Machine Shop Technology
48.0506	Sheet Metal Worker
48.0507	Machine Tool Technology
48.0508	Welding
48.0599	Computer Numerical Control
48.0702	Furniture Refinishing
48.0703	Cabinet Making
49.0102	Flight Technology (Commercial)
49.0107	Aviation Technology (Private)
49.0202	Heavy Equipment Operator
49.9999	Transportation Management
50.0402	Commercial Art/Visual Comm & Comp Graphics
50.9999	Music Industry Communications
51.0801	Medical Assistant
51.1614	Nursing Assistant
51.1801	Optical Technology
52.0101	Management & Supervision/Business & Management, Gen
52.0204	Office Administration
52.0302	Accounting Technology
52.0401	Office Administration/Secretarial Studies
52.0405	Court Reporting
52.0408	Clerical Technology
52.0803	Banking & Finance/Finance Administration
52.0901	Hospitality Services Management
52.0902	Hotel/Motel & Restaurant Management
52.1501	Real Estate
52.9999	Business & Management, Other

Author: Kitty C. Collier
Statutory Authority: Code of Ala. 1975, 16-5-1, et.seq., and in implementation of Act 96-557.

History: New Rule: Filed August 4, 1997; effective September 8, 1997.

300-2-2-A **Attachments.**

Attachment 1 - Certification of Alternate Completions

See Master Code for chart
Author:
Statutory Authority:
History: