

UNIVERSITY OF ALASKA ANCHORAGE College of Education

Department of Counseling & Special Education



3211 Providence Drive, PSB 206z, Anchorage, Alaska 99508-4614

Graduate Programs INFORMATION SHEET

General Information

All graduate College of Education Programs at UAA have limited enrollments based upon the demand for the major and available resources. Students are restricted in the number of credits (9) that may later be applied to a specific program and 18 hours must be completed on the UAA campus for a Master's degree. Applicants should check with an advisor for minimums on specific certification programs. Applicants are strongly advised to consult the UAA Course Catalog for complete program information.

Application Process to All Graduate Programs

Application to College of Education Graduate Programs should be simultaneously initiated in the **Office of Enrollment Services** and the **College of Education**. The following steps outline the candidate's responsibility in the admission process:

1. Complete a UAA graduate application form and submit to Enrollment Services (in the University Center)
2. Request that official copies of all transcripts be sent to the University of Alaska Anchorage, Office of Enrollment Services, 3211 Providence Drive, Anchorage, AK 99508. Call (907) 786 1481 with questions or further directions.
3. For the M.Ed. in Counseling complete the required entrance exam, either the General Aptitude Portion of the Graduate Records Exam (GRE) for information see www.gre.org, or the Miller's Analogy Test (MAT). These scores must be forwarded to the Office of Enrollment Services at UAA. Applicants who already possess an advanced degree need not take the graduate entrance exams.
4. Prepare the following for your Counseling or Special Education file:
 - a. Department Application (<http://www.uaa.alaska.edu/coe/programs/counseling/forms/index.cfm>)
 - b. A minimum of three Recommendation Forms or letters of recommendation, at least one from a supervisor (for ECSE two must be from supervisors)
 - c. Copies of any licenses you may have.

Admission Procedures

When the Office of Enrollment Services has received all transcripts, scores, and other pertinent materials, the student file is forwarded to the College of Education and combined with the College of Education application materials for consideration by the Graduate Programs Committee.

NOTE: Candidates seeking financial assistance should carefully observe the admission decision schedule with regard to their financial aid disbursement.

One of the following actions can be expected from the Graduate Programs Committee:

1. Unconditional Admission
2. Conditional Admission: includes such requirements as taking a specified minimum of education course work, maintaining a specific performance in course work and/or retaking portions of the GRE or the MAT.
3. Denial of Admission for stated reasons.

Criteria for Admission

Minimum Qualifications:

1. Bachelor's Degree in related field
2. Evidence of potential success as in the chosen graduate field as evidenced by academic preparation, work experiences, and recommendations. (See your program for specific criteria)
3. Grade point average of 3.0 or better (on a 4.0 scale) in the last 30 credits accumulated.
4. Passing scores for the GRE* or MAT. Passing scores for the GRE are determined by the program, for the MAT scores above the 40th percentile. Applicants who already possess an advanced degree need not take the entrance exams except as required by the graduate committee as a special condition of admission.

* Counseling accepts both MAT (40thile) and GRE with verbal/quantitative combined scores of 800.

Admission Notification

Verification of the committee's decision will be forwarded to the Office of Enrollment services, which will in turn send formal notification of acceptance to the applicant.

Master's Degree Programs

Students admitted to a master's program are assigned an advisor. They should make an appointment with this advisor to develop a degree plan. The advisor guides the student in the selection of a committee. The committee develops an individual graduate program for each student based upon transfer credits, program requirements, and elective courses. The program may or may not include certification requirements. The approved program becomes the contract between the student and the university, and must be completed within seven years from the time the earliest coursework for the program was completed. The State of Alaska issues certificates and endorsements as a result of successful program completion as attested by the Program Chair and the Dean of the College of Education.

Professional Practicum or Internship

A practicum or internship is a required part of the Special Education endorsement and the Counseling program. Prior to permitting the candidate to enter the final stage of preparation, which is characterized by participation in a practicum or internship, the faculty committee will evaluate the student's performance in the program. Admission into this final phase of professional preparation is a faculty decision and is separate from entry into the graduate program. Difficulties, including minimal academic performance, attitude problem, poor field reports, or other factors may result in denial of entry to practicum or internship.

Performance in practicum and internship is closely monitored, with stated minimum competencies and the development of individual growth objectives. Since this is the practice and application phase of professional development, it is assumed that students will demonstrate maturity in professional actions, attitudes, and performance.

Certification and Endorsement Requirements

Students seeking certification and endorsement from the State of Alaska are responsible for assuring they fulfill current state requirements beyond those specified for the master's degree.

1. Completion of the certification requirements (Note: only courses with a grade of "C" or better may be applied to meet the certification requirement.)
2. Recommendation of the Program Chair
3. Approval of the Dean of the College of Education.

Candidacy

When the candidate is in his/her final course work, the committee will review the candidate's progress for admission to Candidacy. Candidacy allows the candidate to enter the final program phase, which includes a written comprehensive exam. Students must have completed their course work with the minimum of a "B" average. In addition, the committee will seek evidence of a candidate's acceptable performance in written expression prior to entry into the final phase of the advanced academic degree.

Graduation Requirements

1. Completion of the general university requirements and Master's Degree requirements.
2. An official program plan must be approved before completion of nine hours of course work.
3. Complete a minimum of 18 credits in a program at the graduate (600) level
4. Complete a minimum of 36 hours of approved course work in a program (individual program requirements vary). For Counseling 42-45 credits are typically required.
5. At least 18 hours must be completed after the semester in which the student was admitted and an official program approved by his/her graduate committee.
6. Pass a comprehensive written examination. The student's committee may also require an oral examination.

Cautionary Note: Graduate courses completed prior to being admitted as an approved graduate student will not necessarily be applicable towards a specific graduate degree program. Coursework completed seven or more years before the date of the degree may not be used to fulfill the requirements of the degree.

The Dean of the College of Education may allow credit earned at other universities in the statewide system (i.e. UAF, UAS) excluding thesis credit and not used toward another degree or certificate, to be transferred to UAA as long as at least 9 credits are earned at UAA after acceptance to the program.