

Graduate Study

Graduate education is an integral part of the University of Alaska Anchorage and is coordinated through the Graduate School. The Dean of the Graduate School has responsibility for leadership and oversight of graduate programs.

The university offers graduate certificates, and master's degrees, and doctoral degrees. Students may also pursue graduate studies at UAA that apply toward doctoral degrees offered by other institutions. Some or all coursework and research may be completed at UAA while the doctoral degree is granted by another university.

Students who have completed UAA graduate programs possess the knowledge and skill necessary to succeed in furthering their education and to excel in their chosen professions. Whether the degree is required for advancement, personal and professional growth, or for other goals, students may expect the challenges and rewards of high quality graduate education.

Upon successful completion of their graduate programs, students will have demonstrated mastery of their disciplines and will have participated in independent scholarship. Appropriate exit requirements allow students to express the knowledge they have acquired in formats designed for their respective programs. For expected student outcomes in graduate programs, please see individual program listings.

To ensure the most beneficial educational experience, students' academic preparation and likelihood of success in their programs are carefully assessed and validated. Admission requirements provide an opportunity for students to document their credentials and demonstrate readiness for graduate studies. If an entrance examination is required, the nature of that examination is determined by the appropriate discipline. As they progress in their studies, students can expect discipline-specific advising from mentors in their programs.

Graduate students are subject to relevant policies contained in the complete UAA catalog, as well as individual program requirements listed in this catalog and in Graduate Student Handbooks developed by those graduate programs.

Admissions

(907) 786-1480

www.uaa.alaska.edu/admissions

All students intending to pursue a graduate certificate or degree must apply for admission. Applications for Admission are available online via www.uaa.alaska.edu/admissions or from the UAA One Stop.

Admission Requirements for Graduate Degrees

To qualify for admission to graduate programs, a student must have earned a baccalaureate degree from a regionally accredited institution in the United States or a foreign equivalent. Students who expect to receive their baccalaureate degrees within two semesters may also apply for graduate admission; (see Incomplete Admission later in this chapter). Admission is granted to applicants who have received their baccalaureate degree and whose credentials indicate an ability to pursue graduate work. Applicants must either have a cumulative grade point average (GPA) of 3.00 (B average on a 4.00 scale) or meet the grade point average requirements of the specific graduate program to which they are applying.

All graduate students must submit official transcripts showing completion and conferral of all baccalaureate degrees and any transcripts reflecting graduate-level courses. (Exception: Students do not need to request transcripts from any University of Alaska campus.) All US and English Canadian transcripts should be submitted by the providing institution directly to the UAA Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629.

Individual graduate programs may also require additional transcripts and/or specific entrance examinations such as the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). See individual program requirements later in this chapter for details.

Applicants with transcripts from non-US or from French Canadian institutions outside the U.S. or Canada must submit official transcripts for and English translation and evaluation by the World, as well as an official statement of educational equivalency from a recommended international credentials evaluation service (WES) International Credential Evaluation Package (ICAP) Course-by-Course Evaluation Service. A list of approved international credential evaluation services may be found on the International Student Services website at

www.uaa.alaska.edu/iss/upload/International-Transfer-Credit-Evaluation-Agencies.pdf. These WES ICAP evaluations should be sent directly to the UAA Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629. Applicants whose native language is not English, or whose baccalaureate degree was conferred by an institution where English was not the language of instruction, must also submit scores from the Test of English as a Foreign Language (TOEFL). TOEFL scores may be waived if the applicant has been a long-term resident of the U.S. or of another English-speaking country and demonstrates fluency in reading, writing, listening and speaking in English.

Applications accompanied by appropriate fees, official transcripts, and required test scores (if any) must be submitted to the Office of Admissions. All of these materials become the property of UAA and are only released or copied for use within the University of Alaska System. Once all required transcripts and test scores have been received, the Office of Admissions will forward each student's admission packet to the dean or department chair or designee for consideration.

Admissions are undertaken by individual graduate programs, subject to review by the Graduate School. Each graduate program has individual admission standards and document requirements. Additional information such as goal statements, letters of recommendation, research proposals, writing samples and/or personal interviews may be required by specific programs. These materials must be submitted directly to the department chair

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or designee. At the time of admission, students will be assigned an advisor (see Graduate Advisor in this chapter). All admitted graduate students are expected to attend a formal orientation before the beginning of their first semester of study.

Deadlines for submission of materials vary by program. For programs with rolling (ongoing) admissions, in order to ensure consideration for all financial aid opportunities, it is strongly recommended that eligible students submit:

- For fall admission: all required application forms no later than June 15, and all other required application materials by August 1;
- For spring admission: all required application forms no later than November 1, and all other required application materials by December 1.

No more than 9 credits may be completed in the student's graduate program before [formal](#) program admission.

International Graduate Students

Office of Admissions

(907)-786-1573

www.uaa.alaska.edu/iss

International students who intend to reside in the U.S. for the purpose of pursuing a certificate or degree as F-1 visa students and need a form I-20 Certificate of Eligibility for Nonimmigrant F-1 Student Status must meet university and degree program admission requirements and submit the following:

1. Official TOEFL (minimum score of 79-80 IBT) or IELTS (International English Language Testing System) (minimum score of 6-6.5) scores, sealed by the issuing agency. Alternate documentation of English proficiency, such as previous study in a U.S. institution or alternate test scores may be considered on a case-by-case basis. International students from English-speaking countries should contact the Office of Admissions to request a waiver of the test score requirement.
2. A notarized affidavit of financial support from the student or the student's financial sponsor and documentation of financial resources to cover one full academic year of study.
3. A completed Admissions Agreement for Prospective F-1 Students.
4. Students who earned their baccalaureate degree outside the U.S. or [English-speaking](#) Canada must submit an international credential evaluation from [the World Evaluation Service \(WES\) International Credential Advantage Package \(ICAP\) Course-by-Course Evaluation Service, stating that they have earned the equivalent of a U.S. baccalaureate degree. These WES ICAP evaluations should be sent directly to the UAA Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629, a recommended agency stating that they have earned the equivalent of a U.S. baccalaureate degree. A list of approved international credential evaluation services may be found on the International Student Services website at \[www.uaa.alaska.edu/iss/upload/International-Transfer-Credit-Evaluation-Agencies.pdf\]\(http://www.uaa.alaska.edu/iss/upload/International-Transfer-Credit-Evaluation-Agencies.pdf\). Additional fees will apply to be paid to the evaluating agency, which will require a second official sealed transcript from the issuing institution.](#)
5. Students transferring from other institutions in the U.S. must also complete and submit the F-1 Transfer Eligibility Form.

International students in F-1 visa status must be formally admitted, full-time, degree-seeking students. Health insurance is mandatory. Visit the International Student Services web site at www.uaa.alaska.edu/iss for details and forms.

Western Regional Graduate Program

Students from Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming may be eligible for resident tuition through the Western Regional Graduate Program (WRGP). This program is for students doing graduate work in Clinical-Community Psychology, Early Childhood Special Education, Global Supply Chain Management, Nursing Science and Social Work. For more information, visit the Graduate School website at www.uaa.alaska.edu/graduateschool.

Application and Admission Status Definitions for Graduate Degree-Seeking Students

Application Status

- **Incomplete Application:** An incomplete application is one that is not accompanied by all required documents; generally, an application is considered incomplete until all required official transcripts and test scores have been received.
- **Pending Application:** A pending application has met university requirements and is awaiting departmental recommendation for admission.
- **Postponed Application:** Students may postpone their applications to a future semester by notifying the Office of Admissions prior to the end of the semester for which they originally applied.
- **Withdrawal **b**efore Admission:** Students must complete or postpone their admission by the end of the semester for which they have applied. At the end of each semester, all applications still incomplete or not postponed may be withdrawn by the university. Students whose applications have been withdrawn must reapply for admission if they later choose to attend UAA.

Admission Status

- **Complete Admission:** All required documents have been received and all admission standards met.

- **Incomplete Admission:** Students who expect to receive their baccalaureate degree from a regionally accredited institution within two semesters (three if including summer) may apply for graduate admission. Formal acceptance becomes final only after the baccalaureate degree is completed and conferred, and all other admission requirements are met. All admission requirements must be satisfied prior to advancement to candidacy.
- **Provisional Admission:** Students who show potential for success in graduate studies but do not meet all the admission requirements for a program may be provisionally admitted. Provisions and deadlines for meeting those provisions are established at the time of admission and are monitored by the department chair or designee and the Graduate School/faculty of the program. Normally, such provisions are to be satisfied within one academic year. If the provisions are not met within the specified deadlines, the student may be removed from graduate degree-seeking status.
- **Postponed Admission:** Upon approval by their graduate program and the Graduate School, Students may postpone their admission to a future semester once, for up to one year, by notifying the graduate program, the Graduate School, and the Office of Admissions, prior to the end of the semester for which they originally applied. Students who have failed to matriculate after one year postponement must re-apply to the graduate program.
- **Withdrawn After Admission:** Admission may be withdrawn when students do not attend classes during, or have not postponed their admission by, the end of their admission semester. Students whose admissions have been withdrawn must apply for re-admission if they later choose to attend UAA.

Related Graduate Degree Policies

Transfer Credits

Coursework used to obtain a graduate certificate or a master's degree may be used to satisfy requirements for a graduate degree at UAA if accepted as part of the official Graduate Studies Plan.

Up to 9 semester credits not used toward an undergraduate degree may be transferred to UAA from an accredited institution and counted toward a graduate degree. Up to 9 graduate credits may also be transferred in the case of a second master's ~~degree~~ degree or doctoral degree, although doctoral degree credits may not be used toward an additional master's degree unless that degree is in a distinctly different field. Up to 21 previously attained graduate credits may be transferred in the case of a doctoral degree. The Graduate School Dean or designee may allow credit earned at other universities within the UA system, excluding thesis credit and credits used toward another degree, to satisfy UAA program requirements, as long as at least 9 credits applicable to the student's program are earned at UAA after acceptance into that program. Acceptance of transfer credit toward graduate program requirements ~~must be approved by~~ is at the discretion of the individual program faculty, ~~or college dean, and Graduate School or designee.~~

Resident Credit

Resident credit at UAA is defined as credit earned in formal classroom instruction, correspondence study, distance-delivered courses, directed study, independent study or research through any unit of UAA. Credit from a regionally accredited domestic institution or equivalent institution for which there is an approved affiliation or exchange agreement is also considered resident credit.

If a program is delivered collaboratively with UAF or UAS, collaborative program credit from each participating institution is counted toward fulfillment of residency requirements.

Change of Major or Emphasis Area

Students who wish to change majors or emphasis areas within the same degree and school or college should submit a Graduate Change of Major or Emphasis Area Form to the Graduate School for approval. Students will be expected to meet all admission and program requirements of their new major or emphasis area, and must submit a revised official Graduate Studies Plan to the Graduate School through their advisor/committee within one semester.

Change of Degree

Graduate students who wish to change degree programs must apply for admission to the new program through the Office of Admissions and pay the appropriate fee. This applies both to changes between schools/colleges and to different degrees within the same school or college (such as a change from the MFA in Creative Writing to the MA in English). However, this policy does not apply to changes between certificate and degree programs within a given field (such as from an Educational Leadership graduate certificate to an M.Ed.). Students will be expected to meet all admission and program requirements of the new major or emphasis area.

Concurrent Degrees

Students may pursue concurrent degrees as long as they have formally applied and been accepted to each program through the Office of Admissions.

Students may be admitted to or complete graduate certificate requirements as they pursue a master's degree. Coursework used to obtain a graduate certificate, if accepted for inclusion in the Graduate Studies Plan, may be used to satisfy requirements for a master's or doctoral degree.

Additional Master's Degrees

Students who have received a master's or doctoral degree from a regionally accredited college or university may earn a UAA master's degree by completing a minimum of 30 credits, of which 21 must be resident credits not used for any other previous degree. The student must meet all the University Requirements for Graduate Degrees, school or college requirements, and program requirements. Students may apply up to 9 credits required for a particular master's degree program from a previously earned master's program. These courses should be listed as transfer courses on the student's GSP, even if taken at UAA. Transferred credit may not include research, project or thesis credit. All other UAA policies governing master's degrees are applicable to second master's degrees. If the appropriate credits and other requirements have been earned, two or more degrees may be awarded simultaneously.

Formal Acceptance to Graduate Degree Programs

Once all required admission documents have been received by the Office of Admissions, the student's admission packet is forwarded to the chair or designee of the specific program. The acceptance decision is made by the chair or designee, subject to review by the Graduate School. The Graduate School then informs the Office of Admissions of the decision. The Office of Admissions sends [a letter of acceptance the official Certificate of Admission](#) directly to the applicant, [accompanied by the official Certificate of Admission a letter of acceptance from the Graduate School](#). Acceptance does not establish candidacy in a graduate program (see Advancement to Candidacy in this chapter).

Non-Degree-Seeking Students

Non-degree-seeking students who wish to register for graduate courses must have the department chair's or faculty member's approval. Registration as a non-degree-seeking student implies no commitment by the university to the student's later admission to a degree program. Non-degree-seeking students do not qualify for federal or state financial aid benefits nor do they qualify to receive a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status. (See Chapter 7, Academic Standards and Regulations, for further information.)

Full-Time/Half-Time/Part-Time Status for Graduate Degree Programs

A student who has been admitted to a UAA graduate program and is enrolled at UAA for 9 or more 600-level credits is classified as full-time. [A graduate student enrolled at UAA for 5-8 credits is classified as half-time](#). Courses at the 400-level will also count toward full-time [or half-time](#) status if they are listed on the approved Graduate Studies Plan. A graduate student enrolled at UAA for fewer than [59](#) credits is classified as part-time. Audited courses, continuing education units (CEUs) and continuous registration are not included in the computation of a student's full-time, [half-time](#), or part-time status.

Graduate Assistantships

Graduate assistantships give students financial aid as well as opportunities to acquire valuable experience. They fall under three categories: teaching assistantships, research assistantships and service assistantships. Teaching assistantships involve academic instruction or instructional support activities under the supervision of a faculty member. Research assistantships involve research or research support activities under the supervision of a faculty member. Service assistantships involve service activities such as office duties, library services, residence hall duties, [athletic services](#) or other academic or professional assignments. A student may hold two graduate assistantships for which the terms of appointment overlap, only if each of the assistantships is half-time (no more than 10 hours) during the period of overlap. Teaching and service assistants should have Family Educational Rights and Privacy Act (FERPA) training, and research assistants should have training in responsible conduct of research. [Performance reviews may be required by individual programs for any graduate assistants](#).

Graduate assistantships are available through the programs offering graduate degrees. These programs may set policies governing required duties for these assistantships, and may require organizational meetings prior to the beginning of the semester. Fellowships or scholarships may also be granted by graduate programs; these may be governed by specific program rules or policies, including tuition awards. [Graduate student assistantship contracts offered by programs are subject to review by the Graduate School. Contract letters must be brought to the Graduate School before the deadline for payment of student tuition and fees](#).

To be awarded graduate assistantships, students must be in good academic standing, as reflected by an Annual Report of Student Progress on file with the Graduate School (if beyond their second semester of study). Incomplete (I) grades may affect the ability of students to receive tuition awards associated with graduate assistantships. A graduate student with a GPA less than 3.00 for one semester will be allowed to petition to continue as a graduate assistant for the next semester. A maximum one-semester exception will be allowed per student. The petition by the student must be approved by the student's graduate committee chair, department head, school or college dean, and the Graduate School.

Graduate assistants receive stipends for either a semester or for the academic year. Graduate assistants can be paid for a maximum of 20 hours per week while school is in session. Students with assistantships must be registered for at least 9 credits during the fall and spring semesters or as attendance is appropriate to their program (audited credits are not eligible). This requirement does not apply to graduate students undertaking fieldwork during the summer semester. Graduate students spending significant time in the field during the fall or spring semester on a research assistantship (see below) are only required to enroll in 6 credits. [Graduate students in their final semester of study are only required to register for 6 credits for graduate assistantships](#). For UAA graduate students in collaborative/cooperative graduate programs with other units of the University of Alaska system, payment of tuition [scholarship awards](#) may be governed by specific memoranda of agreement. Tuition [scholarship payments](#) may be used for tuition only. All fees are the responsibility of the student unless the department or grant makes other arrangements with the UAA Business Office prior to

registration. Graduate assistants receive a health insurance benefit paid on their behalf. Graduate students must come to the Office of the Graduate School each semester and show a copy of their contract letter to complete the health insurance enrollment process. Students who expect to have teaching, service or research assistantships during an upcoming academic year may have health insurance paid by the relevant department, school or college for the preceding summer period.

Teaching or service assistantships include a tuition [scholarship payment by from](#) the university for no more than 9 credits during each semester if the workload is 15 to 20 hours per week. If the workload is 10 to 14 hours per week, no more than 5 credits will be included. No tuition will be included if the workload is less than 10 hours per week. Graduate programs should provide prospective teaching [and/or service](#) assistants with notification of positions no later than April [3015](#) for fall positions or December 1 for spring positions. Students are under no obligation to respond to such offers prior to April [3015](#), but any acceptance of a position after this time commits the student not to accept another offer without first obtaining a written release from the Graduate School.

Research assistantships include a tuition [scholarship from payment by UAA](#) grants/contracts for no more than 10 credits during each semester if the workload is 15 to 20 hours per week. If the workload is 10 to 14 hours per week, no more than 5 credits will be included. No tuition will be included if the workload is less than 10 hours per week.

Catalog Year for Graduate Degree Programs

Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a graduate degree program, or the catalog in effect at the time of graduation. If the requirements for a master's degree as specified in the entry-year catalog are not met within [7seven](#) years after formal acceptance into the program, or if the requirements for a doctoral degree as specified in the entry-year catalog are not met within 10 years after formal acceptance into the program, admission expires and the student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation.

All credits counted toward a master's degree, including transfer credit, must be earned within the consecutive [7seven](#)-year period prior to graduation. All credits counted toward a doctoral degree, including transfer credit, must be earned within the consecutive 10-year period prior to graduation.

[Students must meet the enrollment requirements in effect for courses at the time they enroll in each course. These requirements would include all catalog pre- or co-requisites for the course, as well as other registration restrictions at the time the course is taken.](#)

Continuous Registration

Continuous registration is expected every semester as appropriate for the program, from admission through graduation, until all requirements for the degree are completed.

To make continuous progress in a graduate program, students have the following options:

- Registering for at least 1 graduate-level credit applicable to their graduate degree, or
- Paying the continuous registration fee to remain active in the graduate program although not registered in any courses. Students are also expected to register or pay the continuous registration fee for the summer if they use university facilities or consult with faculty during the summer. The continuous registration deadline is the same as the deadline for registration for thesis research, independent research and independent study courses, i.e., the end of the ninth week of the semester. Failure to undertake continuous registration may result in previously deferred (DF) grades taken for thesis research becoming permanent grades. Students not making continuous progress or not on an approved leave of absence (see Leave of Absence in this chapter) may be placed on academic probation (see Probation in this chapter) or, in some cases, removed from graduate degree-seeking status.

Leave of Absence

While graduate students are expected to make continuous progress toward completion of their graduate programs, there are instances where continuous registration is not possible. Students who need to temporarily suspend their studies must apply for a leave of absence through their advisor and committee chair. If the leave is approved, the student is placed on inactive status by the Graduate School. Inactive status does not negate the policy which requires that all credits counted toward a master's degree, including transfer credits, be earned within a consecutive seven-year period prior to graduation, and for all credits counted toward a doctoral degree, including transfer credits, be earned within a consecutive 10-year period prior to graduation. Official leaves of absence are granted by the Graduate School and are normally limited to personal reasons that require suspension of studies. Students on a leave of absence do not have access to the use of university facilities. Students who fail to make continuous progress (see Continuous Registration in this chapter) or to obtain an approved leave of absence may be removed from [graduate](#) degree-seeking status.

Academic Standing for Students

Good Standing

Graduate students are in good standing when they have a UAA cumulative GPA of 3.00 or higher [for courses listed on the Graduate Studies Plan \(see below\)](#) and a semester GPA of 3.00 or higher for the most recently completed semester. For those programs with a pass/no pass grading option, a grade of P is considered equivalent to a grade of B (3.00) or higher in graduate courses. Individual departments may establish additional criteria for good standing. Students are presumed to be in good standing during their first semester at UAA. Graduate students in their second

year of study and beyond must also have an Annual Report of Student Progress on file with the Graduate School to be considered in good standing. Students in good standing are academically eligible to re-enroll at UAA.

Academic Action

Admitted graduate certificate- and degree-seeking students who fail to earn a UAA semester and/or cumulative GPA of 3.00 [based on courses on the Graduate Studies Plan](#) will be subject to academic action. Academic action may result in probation, continuing probation or loss of graduate certificate- or degree-seeking status. Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program.

Academic Probation

Academic probation is the status assigned to those students not in good academic standing, i.e., whose semester and cumulative GPA [based on courses listed on the Graduate Studies Plan](#) falls below 3.00. It also applies to students who fail to undertake continuous registration or fail to make progress toward a graduate degree as indicated by the Annual Report of Student Progress.

Continuing Probation

Continuing probation is the status assigned to those students who begin a semester on probation and during that semester earn a semester GPA of 3.00 or higher without raising their cumulative GPA to 3.00. This status may be continued until the student raises their cumulative GPA to 3.00 or loses their graduate certificate- or degree-seeking status.

Academic Disqualification

Academic disqualification is the status assigned to those students who begin a semester on probation or continuing probation and fail to earn a semester GPA of 3.00 [in courses listed on the Graduate Studies Plan](#), fail to undertake continuous registration or fail to make progress toward a graduate certificate or degree. Those students' admission status will be changed to non-degree-seeking. Students who have lost graduate certificate- or degree-seeking status may continue to attend UAA as non-degree-seeking students. However, those students do not qualify for financial aid and international students will lose their immigration status. Students must apply for reinstatement to UAA (see Reinstatement in this chapter).

Removal from Graduate Degree-Seeking Status

A graduate student's academic status may be changed to non-degree-seeking if the requirements to remove provisional admission or probation are not satisfied, or if minimum academic standards are not met.

Reinstatement to Graduate Degree-Seeking Status

Students who have been removed from graduate degree-seeking status for failure to undertake continuous registration or failure to make continuous progress toward a graduate degree as indicated by the Annual Report of Student Progress must re-apply for graduate study and pay the appropriate fee after one calendar year from the semester in which they were removed. When re-applying for graduate studies, it is the student's responsibility to demonstrate ability to succeed in the graduate program. Readmission may be conditional on maintaining minimum academic standards within the first semester of study.

Academic Appeals

Students have the right to appeal academic actions. See Academic Dispute Resolution Procedure in Chapter 5, Student Freedoms, Rights and Responsibilities; or the UAA Fact Finder/Student Handbook for more information.

Graduate Advisor

The chair or designee of the department offering the graduate program, with the approval of the Graduate School, appoints a graduate advisor for each student accepted to the program. The graduate advisor and the departmental chair will normally be from the same program unless prior approval has been made by the Graduate School. Assigned advisors must have FERPA training [and must be registered with the Office of the Registrar. Students are expected to meet with advisors by the end of the first semester, or the equivalent of 9 credits of study, in order to produce an initial Graduate Studies Plan \(see below\).](#)

Graduate Studies Committee

For graduate programs with a thesis, independent scholarship or research project, the advisor and the student select a graduate studies committee as part of the process to complete the requirements of the graduate degree. Depending on the graduate degree, the committee minimally consists of three or four UAA faculty members, including the committee chair, who shall normally be a full-time faculty member. Committee members and chairs whose status has changed to emeritus faculty may continue to serve on the committee. One faculty committee member may be from a discipline outside the student's school or college or UAA. Committee members who are not UAA faculty but have appropriate professional credentials may be included with the approval of the [graduate advisor, the college dean, and the Dean](#) of the Graduate School, ~~the college dean, the graduate advisor and the student.~~ The committee members must agree to serve and the committee must be approved by the [college dean and Dean](#) of the Graduate School [by submitting and the college dean Appointment of Graduate Committee form](#). For doctoral degrees, an additional outside examiner is required to attend and evaluate the dissertation defense. [For thesis-option students \(see below\), g](#)Graduate committees should be selected by the end of the ~~second first~~

semester, [or the equivalent of 18 credits of study](#), and should be listed on the initial Graduate Studies Plan ([see below](#)). Graduate committees should plan to meet at least twice during the academic year.

Responsibilities of Graduate Advisor/Committee

The division of responsibility between the graduate advisor and/or graduate committee is determined at the program level. The graduate advisor and/or graduate committee will do the following:

1. Review and approve the graduate student's program, ensuring that it includes University Requirements for Graduate Degrees; all courses required for the degree; research culminating in a thesis, independent scholarship or project, if required; a written or oral comprehensive examination; independent scholarship evaluation; thesis/project defense; any special program requirements; and arrangements to remove any deficiencies in the student's academic background.
2. Monitor the student's progress, including grades, continuous registration and timely submission of Annual Reports of Student Progress to the Graduate School.
3. Review and approve requests for temporary leaves of absence, which, if approved, will result in the student being placed on inactive status.
4. Review and approve any changes to the student's program of study.
5. Review and approve the thesis, independent scholarship or research project, including initial proposals, according to procedures established by the individual graduate program. The graduate advisor and/or committee are responsible for ensuring that thesis content, language and formatting follow the requirements in the UAA Thesis Formatting Handbook (see www.uaa.alaska.edu/graduateschool) as well as the style manual appropriate to the particular discipline.
6. Administer and assess the qualifying examination, independent scholarship evaluation or thesis/project defense.

Graduate Studies Plan

The official Graduate Studies Plan (GSP) formally establishes the specific program requirements which will, upon satisfactory completion, entitle the student to receive a graduate degree. The plan is based upon the catalog requirements for the graduate degree program to which the student has been accepted. All graduate courses and leveling courses taken must be listed on the GSP. An initial GSP, including information on the student's advisor and graduate committee, should be submitted by the end of the first semester of study. The plan becomes official once it is approved by the dean of the Graduate School or designee and is filed with the Office of the Registrar. Students are expected to complete all requirements listed on their official GSP, as well as all University Requirements for Graduate Degrees. Revised GSPs need to be submitted to the Graduate School through the graduate advisor/committee. A final GSP must be submitted at the time of application for graduation ([for doctoral students, the Advancement to Candidacy form serves as the final GSP](#)). Courses listed on the final GSP reflect catalog requirements in effect at the time a student is accepted into the program, or at the time of graduation. [All GSPs are submitted electronically through DegreeWorks, except for Interdisciplinary Studies programs \(see below\).](#)

University Requirements for Graduate Degrees

To complete a graduate degree, a student must complete the University Requirements for Graduate Degrees, school or college requirements, and program requirements. University requirements for all graduate degrees are as follows:

1. A student must be admitted to the degree program and establish an approved Graduate Studies Plan.
2. No more than 9 credits may be completed in the student's graduate program before program admission, unless a student wishes to apply credits from a previous graduate certificate in the same or closely related subject area.
3. The student must complete at least 30 approved semester credits beyond the baccalaureate degree for a master's degree, and must complete at least three years of post-baccalaureate study for a doctoral degree. For a master's degree, individual programs may place limits on the number of credits derived from thesis, individual research and/or independent study courses. No more than 45 credits may be required by any master's degree program, unless specifically approved by the [University of Alaska](#) Board of Regents. The actual number of credits required for each graduate degree program, including prerequisites for required courses, are specified in the current course catalog. While no minimum or maximum credits are specified for doctoral programs, a student is expected to be affiliated with the university for at least two years. On approval by the dean of the Graduate School and college dean, an official Graduate Study Plan may stipulate other course credit requirements, including leveling courses.
4. Up to 9 semester credits not used toward any other degree (graduate or [400-level undergraduate](#)) may be transferred to UAA from an accredited institution and counted toward a graduate degree. In the case of a second master's degree, up to 9 credits may be transferred from a previous master's degree. [In the case of a doctoral degree, up to 21 credits may be transferred from previous graduate study.](#) Acceptance of transfer credit toward program requirements is [approved by the discretion of the individual programs, college deans, and the Graduate School](#).
5. Only 400- and 600-level courses approved by the graduate student's advisor, graduate studies committee and dean or designee may be counted toward graduate program requirements. Courses at the 500 level are for professional development and are not applicable toward any degree.

6. A cumulative GPA of at least 3.00 must be earned in courses identified in the official Graduate Study Plan.
7. In 600-level courses, a grade of C is minimally acceptable, provided the student maintains a cumulative GPA of 3.00 (B) in all courses applicable to the graduate program. At least 21 credits must be taken at the graduate level (600) for any master's degree, including thesis credits. For performance comparison only, in 600-level courses a grade of P (pass) is equivalent to a B or higher, but does not enter into the GPA calculation.
8. Courses taken as credit by examination, or graded credit/no credit (CR/NC) do not count toward graduate program requirements. They may, however, be used to satisfy prerequisites or establish competency in a subject, allowing the advisor or committee to waive certain courses in an established program as long as the total credits in the program remain the same.
9. All credits counted toward the degree, including transfer credits, must be earned within the consecutive ~~7~~seven-year period for a master's degree or the consecutive 10-year period for a doctoral degree prior to graduation. If these requirements are not met, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of readmission or graduation.
10. Students must be continuously registered throughout their graduate program (see Continuous Registration in this chapter).
11. Students must complete all requirements established by the program and must pass a written or oral comprehensive examination; an evaluation of independent scholarship, project or thesis defense; or similar evaluation as established by the program. [For programs with a thesis option, selection of that option will be indicated on the Graduate Studies Plan and on the Annual Progress Report.](#) The evaluation, examination or defense must be approved by all graduate committee members as passing the requirement. [For programs with projects that result in a written record, those records will be maintained by the programs for one year and are subject to review by the Graduate School. After the completion of a written or oral comprehensive exam, a thesis, or a project, the student's Graduate Committee chair must submit a Graduate Requirement Report \(GRR\), indicating the date of completion; this form is then approved by the program chair, school/college dean, and the Graduate School.](#)
12. When an oral comprehensive examination, project or thesis defense, or evaluation of independent scholarship is required, the student may select an outside reviewer approved by the dean of the Graduate School and college dean to participate in the evaluation. An outside examiner is required for a doctoral defense. Typically, the outside examiner is a faculty member from another department in the university, or other qualified individual in the area in which the student is seeking a degree.
13. All theses [and dissertations](#) must have final approval by the [Dean](#) of the Graduate School.

Examinations (Requirement Determined by Program)

Qualifying Examinations

Some graduate degree programs require the student to complete a written and/or qualifying examination before advancement to candidacy. This examination is an interim evaluation of academic progress; the student may pass unconditionally or conditionally. A conditional pass indicates specific weaknesses that the student must remedy before degree requirements are completed. The Annual Report of Graduate Student Progress and Advancement to Candidacy forms should indicate mechanisms for addressing these weaknesses.

Comprehensive Examinations

Some graduate programs require that students pass a comprehensive examination, given to determine whether a graduate student has integrated knowledge and understanding of the principles and concepts underlying major and related fields, in order to achieve advancement to candidacy. For master's degrees, the graduate student's advisory committee may choose to give a written and/or comprehensive examination prior to advancement to candidacy. For doctoral degrees, written comprehensive examinations are normally required, although the student's committee may additionally choose to give an oral examination.

Defense of Project

Graduate students who are required to complete a project in fulfillment of degree requirements may be required to pass an oral defense of the project. The defense will consist of a presentation followed by questions on the research, analysis and written project presentation. All committee members must be present at the project defense.

Defense of Thesis

Graduate students who are required to complete a thesis in partial fulfillment of degree requirements must pass an oral defense of the thesis. The defense will consist of a presentation followed by questions on the research, analysis and written thesis presentation. The Graduate School will not accept a thesis for final submission until the student has successfully defended it. All committee members normally must be present for the defense of thesis, either physically present or through electronic media.

Examination Committee

In most cases, the student's graduate advisory committee prepares and gives the examinations under guidelines formulated by the program in which the degree is being taken.

Outside Examiner (for Doctoral Defense)

An outside examiner representing and appointed by the dean of the Graduate School is required at all doctoral defenses. The examiner must be from a different department than the student and the chair of the advisory committee. The outside examiner is present to determine that a stringent, unbiased examination is fairly administered and evaluated, [but may also make substantive contributions to the evaluation process.](#)

Advancement to Candidacy (Requirement Determined by Program)

Some master's programs and all doctoral programs require students to apply for advancement to candidacy. Advancement to candidacy status is a prerequisite to graduation and is determined by the program chair or designee. Candidacy is the point in a graduate study program at which the student has demonstrated an ability to master the subject matter and has progressed to the level at which a Graduate Studies Plan can be approved. [For doctoral program students, an Advancement to Candidacy form serves as the final Graduate Studies Plan.](#)

To be approved for candidacy, a student must:

1. Be in good academic standing.
2. Demonstrate competence in the methods and techniques of the discipline, which may include passing a comprehensive examination.
3. Receive approval of the independent scholarship, thesis or research project proposal from the student's graduate committee.
4. Satisfy all prerequisites, remove all academic deficiencies and satisfy all terms of provisional admission.
5. Submit an approved, final official Graduate Studies Plan.

Thesis Review

Before final acceptance, all members of a student's graduate committee, department/program chair, school/college dean, and the Graduate School dean must approve a thesis as required by the student's graduate program. Changes or corrections to the thesis may be required at any of these levels. The graduate committee is primarily responsible for thesis evaluation, but the department chair and school/college dean may also conduct reviews to monitor the quality of theses and check for any overlooked errors. The Graduate School checks that format and style conform to UAA standards. [Ideally, these checks should be made before the defense of a thesis or dissertation. Thesis signature pages must be approved by the Graduate School prior to the thesis defense.](#) ~~In addition, and~~ the Graduate School dean [may](#) reviews selected theses in ~~some~~ detail and does not given final approval until all required corrections are made.

Application for Graduation

Graduate students must submit an Application for Graduation, accompanied by the required fee, to the Office of the Registrar. [The cCurrent deadline for submitting an Application for Graduation deadlines are July 1 for summer graduation, November 1 for fall graduation, and March 1 for spring graduation is the last day of the semester, although students wishing to appear on the Commencement program need to apply by April 1st.](#)

Students who apply for graduation but do not complete degree requirements by the end of the semester must re-apply for graduation. However, if a student is within 6 credits of graduating, their application will be automatically rolled to the next semester, including summers. (This is a one-time courtesy.) The application fee must be paid with each new Application for Graduation.

Please see the UAA Office of the Registrar website at www.uaa.alaska.edu/records for current information regarding graduation and the posting of degrees.

Diplomas and Commencement

UAA issues diplomas to graduates throughout the year. All students who complete degree requirements during the academic year are invited to participate in the annual [Hooding and C](#)-commencement ceremonies in May.

In order to participate in the graduate hooding ceremony, a student must have essentially completed all degree requirements by doing the following:

1. Successfully completed all required coursework, examinations and thesis/project defense prior to commencement; and
2. Submitted to the Graduate School, by April 15, a memorandum signed by the student and the graduate advisor certifying that any required revisions to the thesis can be completed and final copies submitted to the Graduate School by July 10 of the same year. For a project, the student must make a commitment to complete the project by July 31 of the same year.

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Posthumous Degrees

Posthumous graduate degrees and certificates may be conferred upon students who are deceased prior to but nearing formal completion of all degree or certificate requirements of the programs being pursued. Students who are not considered "nearing completion" may still be considered for a Certificate of Attendance.

Program Handbooks

Graduate Programs will make handbooks available to students which include sets of guidelines indicating their internal procedures and timelines for graduate student progress, as well as policies concerning graduate assistantships (such as work performance evaluation), which will be reviewed on a periodic basis.

Graduate Student Research

Graduate students planning to conduct research that involves the use of human participant subjects and/or human participant data, vertebrate animals, hazardous chemicals, biohazards, and/or radioactive materials, are required to complete a Research Compliance and Intellectual Property (RCIP) form. Also, if graduate students are planning research that will lead to intellectual property with commercial potential, they should also complete the RCIP form. At the same time, all graduate students are expected to respect the copyright, license, and intellectual property rights that may attach to files of any media type, including software, texts, databases, images, video, music, and other audio files, especially when using university computing and/or networking resources. For further information, contact the UAA Research Compliance Office or the Associate Vice Provost for Research Administration and Commercialization.

Interdisciplinary Studies Degree

A student who has received a baccalaureate degree from a regionally accredited institution and whose credentials indicate the ability to pursue graduate work may develop an Interdisciplinary Studies major. The proposed program must differ significantly from and may not substitute for an existing UAA graduate degree program. The student may select no more than one half of the program credits from one existing graduate degree program, and courses must come from two or more disciplines (i.e., subjects). In addition to the University Requirements for Graduate Degrees, students must comply with the following procedures:

1. The student submits a UAA Graduate Application for Admission (as an Interdisciplinary Studies Major) with the appropriate fee to the Office of Admissions. Thiese application will be reviewed by the Graduate School for determination of acceptance to graduate study, contingent on items 2-5 below.
2. The student invites a faculty member to chair their graduate studies committee and to serve as the student's graduate advisor. The chair shall normally be a full-time faculty member. The chair must agree to serve and must be approved by the Graduate School dean or designee.
3. The student proposes a graduate studies committee of at least three (four for a doctoral committee) faculty members (including the chair) from the appropriate academic disciplines. The committee members and chair must represent all concentration areas of 9 credits or more. The committee members must agree to serve and be approved by the Graduate School dean or designee by submitting an Appointment of Committee form.
4. The student develops an proposed interdisciplinary proposal, including a paper Graduate Studies Plan specifying the degree (MA/MS/PhD) and title or concentration. In developing this proposal, the student should review all graduate degree policies and procedures. To receive an interdisciplinary studies master's degree from UAA, the student must incorporate into his or her proposal all University Requirements for Graduate Degrees and any school or college requirements applicable. Of the minimum 30 credits required for the master's degree, a minimum of 21 credits must be drawn from existing 600-level courses. No more than 6 thesis credits should be included. Additional coursework, including remedial courses that are not on the Graduate Studies Plan, may be required by the committee. The graduate committee may also require a master's thesis or research project.
5. The student presents the proposed Graduate Studies Plan and (if applicable) master's thesis or research project proposal to the committee and chair for preliminary review and approval. If the committee and chair support the GSP, it will be forwarded to the Graduate School dean or designee for approval in consultation with the affected graduate programs.
6. Students work with their advisors and graduate committees to ensure that satisfactory progress is made toward completing degree requirements. Students are expected to be continuously registered throughout their graduate program (see Continuous Registration in this chapter).
7. The student must complete all requirements established in the official Interdisciplinary Graduate Studies Plan, and must pass a written and/or oral comprehensive examination, an evaluation of independent scholarship, and/or a project or thesis defense or similar final evaluation as established by the program. The examination, evaluation or defense must be approved by all graduate committee members as passing the requirement and by the dean of the Graduate School or designee. All theses and projects must have final approval by the dean or designee of the Graduate School.
8. When an oral comprehensive examination, evaluation of independent scholarship, or project or thesis defense is required, the student may select an outside reviewer approved by the dean or designee of the Graduate School to participate and ensure that the evaluation, examination

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or defense is fair and appropriate. Typically the outside reviewer is a faculty member from another department in the university or another qualified individual in the area in which the student is seeking a degree.

9. During the semester of the project or thesis defense or similar final evaluation, the student must apply for graduation in a timely fashion. The diploma will indicate that it is an interdisciplinary degree, as well as the applicable subjects/concentration.
10. All theses and projects must meet formatting requirements as established by the Graduate School.

Cooperative Doctoral Programs

University of Alaska Fairbanks (UAF)

Students may use specific courses from other University of Alaska campuses to satisfy requirements of cooperative graduate programs offered by UAF. The cooperative program must include an approved UAF Graduate Studies Plan (GSP). The student must complete a minimum of 12 semester resident credits at UAF.

The following guidelines are for collaborative Ph.D. programs offered by UAF, where students are enrolled at other UA campuses. Some degree programs have different requirements which are included in specific program descriptions in the graduate degree program section of the UAF catalog. The guidelines described here apply only to programs that have not established different requirements.

1. At least four faculty members shall serve on the graduate advisory committee for each Ph.D. student. At least two committee members shall be UAF faculty. When the student is enrolled at UAA the committee shall be chaired or co-chaired by a UAA faculty member.
2. The graduate advisory committee and its chair and/or co-chairs must be approved by the UAF program director and the dean of the UAF Graduate School.
3. UAF rules and regulations on graduate studies shall apply to all UAF graduate students, including those concurrently enrolled at UAA.
4. The graduate advisory committee must meet at least once a year to update the GSP and to review the student's progress toward the degree. The annual progress report must be signed by all committee members and submitted to the dean of the UAF Graduate School.
5. The student's advisory committee will administer the Ph.D. comprehensive exam for each student.
6. The Ph.D. ~~dissertation~~thesis defense is conducted on the student's home campus and can be done via distance technologies.

Creighton University/UAA Occupational Therapy Program

The Creighton University (CU)-UAA Occupational Therapy program is a hybrid format professional program that leads to the Occupational Therapy Doctorate (OTD). Students take classes in both traditional and distance formats with labs being held on the UAA campus.

Up to 10 students per year are accepted to this three-and-a-half year, full-time program. To be eligible for the program, applicants must have a bachelor's degree and meet the required prerequisites. After successful completion of the program, students are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) examination, and to apply for licensure.

Creighton University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The program in Occupational Therapy is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), Inc.

For information on prerequisites, curriculum and application procedures, please visit www.uaa.alaska.edu/collegeofhealthandsocialwelfare/departments/ot.

Creighton University/UAA Pharmacy Program

The Creighton University (CU)-UAA Pharmacy program is an online professional program leading to the Doctorate in Pharmacy (PharmD) degree. The Creighton distance pathway allows students to take didactic coursework using the latest in distance education technology. Interactions with faculty and mentors occur via conferencing software, discussion boards, e-mail, telephone and other methods. Students complete two weeks of intensive labs in Omaha for each of three summers during the program. Clinical rotations may be arranged within Alaska.

The Creighton PharmD program is an established distance program that admits 75 students per year. An Alaska admission cohort is being added with up to five slots. To be eligible for the program, applicants must complete 90 credits of prerequisites.

Creighton University is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the accrediting agency for the region in which the university is located. The pharmacy program, accredited by the Accreditation Council on Pharmacy Education (ACPE), is a member of the American Association of Colleges of Pharmacy.

For information on prerequisites, curriculum and application procedures, please visit the Creighton program website at http://spahp2.creighton.edu/admission/Pharmacy/Pharmacy_UAA.htm, call (402) 280-2662, or contact the UAA Pharmacy Technology department at (907) 786-4495 or afdas@uaa.alaska.edu.

University of Washington School of Medicine ~~L~~-WWAMI School of Medical Education

(907) 786-4789

www.uaa.alaska.edu/wwami

Each year, 20 certified Alaska residents begin their medical education in a collaborative medical school that operates among the campuses of five northwestern states: Washington, Wyoming, Alaska, Montana and Idaho (WWAMI). First-year classes for Alaskans are held at UAA. Second-year students from all five states attend classes at the University of Washington in Seattle. The ~~6~~ six-week blocks of clinical experiences, called clerkships, that occupy the third and fourth years can be taken in any of the five states, and an Alaska track allows nearly all of these to be completed in Alaska.

Eligibility

Alaska residents are eligible to apply for admission. Detailed eligibility information is available at www.uaa.alaska.edu/wwami/apply/akwwamieligibility.cfm. Applicants must meet common requirements established by the institutions in the five WWAMI states. These requirements include prerequisites in biology, chemistry and physics and submission of scores from the Medical College Admission Test (MCAT). Program details can be found at www.uwmedicine.org or by contacting the WWAMI office.

Admissions

Applications are accepted through the American Medical College Application Service (AMCAS). WWAMI applications are submitted to the University of Washington School of Medicine (UWSOM). All applications received by UWSOM from Alaska residents will be considered for the WWAMI program in Alaska. Complete application information, including details about the selection procedure, can be found at www.uwmedicine.org or by contacting the WWAMI office.

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Graduate Certificates

A graduate-level certificate program is a coherent sequence of related graduate courses. These programs are designed to provide graduate education past the baccalaureate level and/or to enhance the education of students who have already completed a master's degree. Students will complete a linked series of courses, which may include a capstone experience or project that focuses their intellectual experience. Upon completion of a certificate, students will have acquired an area of specialization or an interdisciplinary perspective. Success in graduate-level certificate programs prepares students to better accomplish the goals of their discipline.

Admissions

(907) 786-1480

www.uaa.alaska.edu/admissions

All students intending to register for one or more courses must apply for admission. Applications for admission are available from the UAA One Stop or online at www.uaa.alaska.edu/admissions.

Admission Requirements for Graduate Certificates

To qualify for admission to graduate certificate programs, a student must have earned a baccalaureate or master's degree from a regionally accredited institution in the United States or a foreign equivalent. Students who expect to receive their baccalaureate or master's degree within two semesters may also apply for graduate admission (see Incomplete Admission in this chapter). Admission is granted to applicants who have received their baccalaureate or master's degree and whose credentials indicate their ability to pursue graduate work. In general, applicants must either have a cumulative grade

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point average (GPA) of 3.00 (B average on a 4.00 scale) or meet the GPA requirements of the specific graduate certificate program to which they are applying.

All graduate students must submit official transcripts showing completion and conferral of all baccalaureate and/or graduate degrees and any transcripts reflecting graduate-level courses. (Exception: Students do not need to request transcripts from any University of Alaska campus.) [All US and English Canadian transcripts should be submitted by the providing institution directly to the UAA Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629.](#) Individual programs may also require additional transcripts and/or specific entrance examinations such as the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) See individual program requirements [later in this chapter](#) for details.

Applicants with transcripts from [non-US or from French Canadian institutions outside the U.S. or Canada](#) must submit official transcripts [for and English translations and evaluation](#) as well as an official statement of educational equivalency from [the World recommended international credentials Evaluation Service \(WES\) International Credential Evaluation Package \(ICAP\) Course-by-Course Evaluation Service. A list of approved international credential evaluation services may be found on the International Student Services website at www.uaa.alaska.edu/iss/upload/International-Transfer-Credit-Evaluation-Agencies.pdf. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation. These WES ICAP evaluations should be sent directly to the UAA Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629.](#) Applicants whose native language is not English or whose baccalaureate degree was conferred by an institution where English was not the language of instruction must also submit scores from the Test of English as a Foreign Language (TOEFL). TOEFL scores may be waived if the applicant has been a long-term resident of the U.S. or demonstrates fluency in reading, writing and speaking in English.

Applications, official transcripts and required test scores (if any) must be submitted to the Office of Admissions. All of these materials become the property of UAA and are only released or copied for use within the University of Alaska system. Once all required transcripts and test scores have been received, the Office of Admissions will forward each student's admission packet to the department chair or designee for consideration.

Each graduate certificate program has individual admission standards and document requirements. All of these materials become the property of UAA and are only released or copied for use within the University of Alaska system. Additional information such as goal statements, letters of recommendation, research proposals, writing samples and/or personal interviews may be required by specific programs. When required, these materials must be submitted directly to the department chair or designee.

Deadlines for submission of materials vary by program. No more than one-third of the credits may be completed in the student's certificate program before application for admission. See individual program listings for additional information.

International Graduate Certificate Students

Office of Admissions

(907) 786-1573

www.uaa.alaska.edu/iss

International students who intend to reside in the U.S. for the purpose of pursuing a certificate or degree as F-1 visa students and need a form I-20 Certificate of Eligibility for Nonimmigrant F-1 Student Status must meet university and degree program admission requirements and submit the following:

1. Official TOEFL (minimum score of 79-80 IBT) or IELTS (International English Language Testing System) (minimum score of 6-6.5) scores, sealed by the issuing agency. Alternate documentation of English proficiency, such as previous study in a U.S. institution or alternate test scores may be considered on a case-by-case basis. International students from English-speaking countries should contact the Office of Admissions to request a waiver of the test score requirement.
2. A notarized affidavit of financial support from the student or the student's financial sponsor and documentation of financial resources to cover one full academic year of study.
3. A completed Admissions Agreement for Prospective F-1 Students.
4. ~~S~~~~F~~For students who earned their baccalaureate degree outside the U.S. or [English-speaking Canadian institutions must submit](#) —an international credential evaluation from [the World Evaluation Service \(WES\) International Credential Advantage Package \(ICAP\) Course-by-Course Evaluation Service, a recommended agency](#) stating that they have earned the equivalent of a US baccalaureate degree. [The WES ICAP evaluations should be sent directly to the UAA Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629. A list of approved international credential evaluation services may be found on the International Student Services website at www.uaa.alaska.edu/iss/upload/International-Transfer-Credit-Evaluation-Agencies.pdf.](#)
- 5.4. ~~S~~~~F~~For students transferring from other institutions in the U.S. [must also complete and submit](#) —an F-1 Transfer Eligibility Form.

International students in F-1 visa status must be formally admitted, full-time, degree-seeking students. Health insurance is mandatory. Visit the International Student Services website at www.uaa.alaska.edu/iss for details and forms.

Application and Admission Status Definitions for Graduate Certificate-Seeking Students

Application Status

- **Incomplete Application:** An incomplete application is one that is not accompanied by all required documents; generally, an application is considered incomplete until all required official transcripts and test scores have been received.
- **Pending Application:** A pending application has met university requirements and is awaiting departmental recommendation for admission.
- **Postponed Application:** Students may postpone their applications to a future semester by notifying the Office of Admissions prior to the end of the semester for which they originally applied.
- **Withdrawn Before Admission:** Students must complete or postpone their admission by the end of the semester for which they have applied. At the end of each semester, all applications still incomplete or not postponed will be withdrawn. Students whose applications have been withdrawn must re-apply for admission if they later choose to attend UAA.

Admission Status

- **Complete Admission:** All required documents have been received and all admission standards met.
- **Incomplete Admission:** Students who expect to receive their baccalaureate or master's degree from a regionally accredited institution within two semesters (three if including summer) may apply for graduate admission. Formal acceptance becomes final only after the baccalaureate or master's degree is completed and conferred, and all other admission requirements are met. All admission requirements must be satisfied prior to advancement to candidacy.
- **Provisional Admission:** Students who show potential for success in graduate studies but do not meet all the admission requirements for a program may be provisionally admitted. Provisions and deadlines for meeting those provisions are established at the time of admission and are monitored by the department chair or designee, and the Graduate School faculty of the program. Normally, such if the provisions are to be satisfied ~~not met~~ within one academic year. If the provisions are not met within the specified deadlines, the student may be removed from graduate certificate-seeking status. All terms of provisional admission must be satisfied prior to advancement to candidacy.
- **Postponed Admission:** Upon approval by their program and the Graduate School, students may postpone their admission to a future semester once, for up to one year ~~by notifying the Office of Admissions~~ prior to the end of the semester for which they originally applied.
- **Withdrawn After Admission:** Admission will be withdrawn when students do not attend classes during or postpone their admission before the end of their admission semester. Students whose admissions have been withdrawn must re-apply for subsequent admission to UAA.

Related Graduate Certificate Policies

Graduate Certificate Transfer Credits

Up to one-third of the semester credits (e.g., 4 credits for a 12-credit certificate program or 9 credits for a 27-credit certificate program) or the equivalent earned at a regionally accredited institution and not previously used to obtain any undergraduate degree or certificate may be transferred to UAA and accepted toward a graduate certificate. Acceptance of transfer credits toward program requirements is at the discretion of individual programs.

Change of Graduate Certificates

Graduate students who wish to change certificate programs within a college or program must complete a Change of Graduate Degree or Emphasis Area form and pay the appropriate fee. This applies both to changes between schools or colleges and to different certificates within the same school or college. Students will be expected to meet all admission and program requirements of their new major or emphasis area.

Concurrent Graduate Certificates

Students may pursue concurrent graduate certificates as long as they have formally applied and been accepted to each program through the Office of Admissions.

Additional Graduate Certificates

Students who have received a graduate certificate or master's degree from UAA or another regionally accredited college or university may earn a UAA graduate certificate by completing at least one-third of the certificate credit requirements (e.g., 4 credits for a 12-credit certificate program or 9 credits for a 27-credit certificate program) in residence at UAA and after admission to the certificate program. Credits previously used for any undergraduate certificate or degree may not be used to satisfy graduate certificate program requirements. Multiple graduate certificates may be awarded only if they differ by at least one-third of their credit requirements.

Formal Acceptance to Graduate Certificate Programs

Once all required admission documents have been received by the Office of Admissions, the student's admission packet is forwarded to the chair or designee of the specific program. The acceptance decision is made by the chair or designee, subject to review by the Graduate School. The Graduate School then informs the Office of Admissions of the decision. The Office of Admissions sends a letter of acceptance ~~the official Certificate of Admission~~

directly to the applicant, accompanied by [an official Certificate of Admission](#) ~~a letter of acceptance~~ from the Graduate School. Acceptance to a graduate certificate program does not guarantee later admission to other graduate certificates or degrees.

Non-Degree-Seeking Students

Non-degree-seeking students who wish to register for graduate courses must have the department chair's or faculty member's signature for each course taken. Registration as a non-degree-seeking student implies no commitment by the university to the student's later admission to a graduate certificate program. Up to one-third of the credits of graduate certificate coursework may be completed in the student's graduate certificate program before program admission. Non-degree-seeking students do not qualify for federal or state financial aid benefits, nor do they qualify to receive a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

Full-Time/~~Half-time~~/Part-Time Status for Graduate Certificate-Seeking Students

A student who has been admitted to a UAA graduate certificate program and is enrolled at UAA for 9 or more 600-level credits is classified as full-time.

[A graduate certificate student enrolled at UAA for 5-8 credits is classified as half-time.](#) Courses at the 400 level will count toward full-time status only if they are applicable to the graduate certificate program (i.e., listed on the Graduate Studies Plan). A graduate certificate student enrolled at UAA for fewer than ~~59~~ credits is classified as part-time. Audited courses, continuing education units (CEUs) and professional development courses (500 level) are not included in the computation of the student's full-time, ~~half-time, or~~ part-time status.

Catalog Year for Graduate Certificate Programs

Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a graduate certificate program or the catalog in effect at the time of graduation. If the requirements for a graduate certificate program as specified in the entry-year catalog are not met within

~~7~~ years of formal acceptance into the program, admission expires and the student must re-apply for admission and meet the admission and graduation requirements in effect at the time of readmission or graduation.

All credits counted toward the certificate, including transfer credit, must be earned within the consecutive ~~7~~-year period prior to graduation.

[Students must meet the enrollment requirements in effect for courses at the time they enroll in each course. These requirements would include all catalog pre- or co-requisites for the course, as well as other registration restrictions at the time the course is taken.](#)

Good Standing for Graduate Certificate-Seeking Students

A graduate certificate-seeking student who maintains a 3.00 (B) cumulative GPA in courses on their official Graduate Studies Plan is considered in good standing.

Removal from Graduate Certificate-Seeking Status

A graduate certificate student's academic status may be changed to non-certificate-seeking if the requirements to remove provisional admission are not satisfied or if minimum academic standards are not met.

A graduate certificate student whose cumulative GPA falls below 3.00 (B) in courses applicable to his/her graduate certificate program, or a graduate certificate student who, for reasons specified in writing, is not making satisfactory progress toward completing the program requirements, may be removed from graduate certificate-seeking status. Each school or college has developed procedures to deal with appeals arising from removal from graduate certificate-seeking status.

Reinstatement to Graduate Certificate-Seeking Status

Students who have been removed from graduate certificate-seeking status for failure to make satisfactory progress must re-apply for a graduate certificate program and pay the appropriate fee after one calendar year from the semester in which they were removed. When re-applying for a graduate certificate program, it is the student's responsibility to demonstrate ability to succeed in that program. Readmission may be conditional on maintaining minimum academic standards within the first semester of study.

Academic Appeals

Students have the right to appeal academic actions related to graduate certificates. See Academic Dispute Resolution Procedure in Chapter 5, Student Freedoms, Rights and Responsibilities; or in the UAA Fact Finder/Student Handbook for more information.

Graduate Certificate Advisor

[The chair or designee of the department offering the graduate program, with the approval of the Graduate School, appoints a graduate advisor for each student accepted to the program. Assigned advisors must have FERPA training and must be registered with the UAA Office of the Registrar.](#)

Responsibilities of the Graduate Certificate Advisor/Committee

The division of responsibility between the advisor and/or committee is determined at the program level. The graduate certificate advisor and/or committee will do the following:

1. Review and approve the student's Graduate Studies Plan, ensuring that it includes the Graduate Certificate University Requirements; all courses required for the certificate; any special program requirements; and a capstone experience or project, if required.

2. Arrange to remove any deficiencies in the student's admission or academic background.
3. Monitor the student's progress and timely completion of all requirements.
4. Monitor the timely submission of the official Graduate Studies Plan and other documents to the Graduate School.
5. Review and approve any changes to the official Graduate Studies Plan. The Graduate School will forward the original and final documents to the Office of the Registrar.
6. Review and approve the capstone experience or project according to procedures established by the individual program.
7. Administer and assess a comprehensive examination, if required.

Graduate Certificate University Requirements

University requirements for all graduate certificates are as follows:

1. A student must be admitted to the certificate program and establish an approved Graduate Studies Plan. Students must fulfill all General University Requirements, college requirements and certificate program requirements.
2. No fewer than 12 nor more than 29 credits may be required for any graduate certificate.
3. The student must complete all requirements established by individual programs, as specified in the current [UAA](#) catalog.
4. A cumulative GPA of at least 3.00 (B) must be earned in courses identified on the official Graduate Studies Plan.
5. Only 400- and 600-level courses approved by the student's graduate certificate advisor/committee and the dean or designee, may be counted toward graduate certificate requirements.
6. In 400-level courses, a minimum grade of B is required for the course to count toward the certificate program requirements.
7. Courses at the 500 level are for professional development and are not applicable toward any certificate, even by petition.
8. In 600-level courses, a grade of C is minimally acceptable, provided the student maintains a cumulative GPA of 3.00 (B) in all courses applicable to the graduate certificate program. At least two thirds of the credits required for the certificate must be taken at the graduate level (600). For performance comparison only, in 600 level courses a grade of P (pass) is equivalent to a B or higher, but does not enter into the GPA calculation.
9. Up to one-third of the semester credits used to complete the requirements of a graduate certificate may be transferred to UAA from a regionally accredited institution. Acceptance of transfer credit toward program requirements is at the discretion of the individual program.
10. At least one third of the credits used to satisfy graduate certificate requirements must be UAA resident credit completed after acceptance into the program.
11. Courses taken by correspondence, credit by examination or graded credit/no credit (CR/NC) do not count toward graduate certificate requirements. They may, however, be used to satisfy prerequisites or to establish competency in a subject, thus allowing the advisor or committee to waive certain courses in an established program, as long as the total credits in the graduate certificate program remain the same.
12. All credits counted toward the graduate certificate, including transfer credits, must be earned within the consecutive seven-year period prior to graduation.
13. If the requirements for a graduate certificate as specified in the entry-year catalog are not met within seven years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of readmission or graduation.

Application for Graduation

Graduate certificate students must submit an Application for Graduation, accompanied by the required fee, to the Office of the Registrar. Students must apply for graduation no later than the last day of the semester, although they need to apply by April 1st to be included in the Commencement program. ~~Current Application for Graduation deadlines are July 1 for summer graduation, November 1 for fall graduation and March 1 for spring graduation.~~

Students who apply for graduation but do not complete the graduate certificate requirements by the end of the semester must re-apply for graduation. A new application fee must be paid with each Application for Graduation.

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