# Catalog Degree/Certificate Sample Plan Worksheet

As part of our student success efforts, the UAA Academic Catalog now has the capacity to include a sample plan for each program. These plans are an advising tool, and they will also help programs determine course rotations, so that course offerings provide a clear path for students to advance through their programs. They will also provide the basis for individualized student and advisor planning, using a new academic planning tool that the university is implementing.

## CATALOG SAMPLE PLANS

Sample plans in the catalog assume fulltime enrollment (15 credits per semester) and continuous registration. Associates degrees should assume a two-year plan, and baccalaureate degrees should assume a four-year plan, for example. For this reason, the plans are just one possible pathway through the program, and do not replace the need for students to work closely with their academic advisor.

The following programs have sample plans in the university catalog that will serve as helpful guides:

[Bachelor of Human Services](https://catalog.uaa.alaska.edu/undergraduateprograms/coh/humanservices/bhs/)

[Bachelor of Science in Health Sciences](https://catalog.uaa.alaska.edu/undergraduateprograms/coh/healthsciences/bs-healthsciences/)

## THIS WORKSHEET

Rather than ask every program to load the information into the CIM system, the program will fill out the below sample plan worksheet.

**Sample Plan Development:** The plan may be developed by program or college advisors in consultation with the faculty. Please be sure to consult with Valerie Robideaux, Interim Executive Director of Student Advising, to seek alignment where possible with the existing academic pathway documents.

**Approval:** The sample plan will be approved by the program chair, dean, and OAA. Approvers should enter their name and title to indicate their review and approval. Prior to approval by OAA, the Registrar’s Office will review the proposed plan, to ensure it includes all requirements for graduation.

**Submitting the Worksheet:** After obtaining the program, chair, and dean’s approval, the dean’s office should email the completed form to the Registrar’s Office at uaa.degrees@alaska.edu, for review. The Registrar’s office will review and send the worksheet to uaa\_oaa@alaska.edu for final approval.

## THE BELOW APPROVED INTRODUCTORY SECTION WILL APPEAR BEFORE EVERY SAMPLE PLAN TO GUIDE STUDENTS.

The academic plan below is one pathway through the degree/certificate. It includes all requirements, taking into account recommendations from program faculty. Each student’s plan may vary according to their initial [course placement](https://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/courseplacement/), intended course load, additional majors and/or minors, and their placement into required prerequisite courses. Any change in the below can have an unforeseen impact on the rest of the plan. **Therefore, it is very important to meet with your academic advisor to verify your personal academic plan.**

**Please review the following terms, definitions, and resources associated with the sample academic plan below.**

* Each course in the far left column links to a pop-up bubble with a course description, prerequisite requirements, and associations with university requirements. For example, if a course fulfills a general education requirement, you will see that in the pop-up bubble.
* **GER:** indicates a [General Education Requirement](https://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/gers/). GERs that also count toward degree/certificate requirements appear as a specific course in the plan. For these courses, "GER" is not indicated explicitly in the table, but if you click on the course, you will see the course's GER status in the pop-up bubble.
* **Program Elective:** indicates a specific course selection determined by program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.
* **Elective:** indicates an open selection of 100-400 level university courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate.
* **Upper Division Program Elective:** indicates a specific 300-400 level course selection determined by the program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.
* **Upper Division Elective:** indicates an open selection of 300-400 level courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate. These courses must be upper division in order to meet General University Requirements for the particular degree/certificate type.

### Instructions for completing the sample plan table below

Using the above terms, insert the UAA course, GER area, or program/university elective in the left-hand column.

If you enter a specific UAA course prefix and number in the left-hand column, e.g. WRTG A111, or a GER category, you do not need to enter anything in the right-hand column.

If you enter a Program Elective, Elective, Upper Division Program Elective, or Upper Division Elective, in the left-hand column, enter the number of credits in the right-hand column.

Add rows as needed, for example, if you require students to take courses over the summer semester.

Footnotes should be kept to a minimum. When they are essential, please include them at the end of the table.

| **COURSES BY YEAR AND SEMESTER** | **LIST NUMBER OF CREDITS IF NOT LISTING A SPECIFIC COURSE** |
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| **FIRST YEAR** |  |
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| **SECOND YEAR** |  |
| **Fall** |  |
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| **Spring** |  |
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| **THIRD YEAR** |  |
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| **Spring** |  |
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| **FOURTH YEAR** |  |
| **Fall** |  |
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| **Spring** |  |
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### Footnotes:

**Department Chair, Enter Name & Title to Indicate Review and Approval Date**

**Dean, Enter Name & Title to Indicate Review and Approval Date**

*(If any changes are made to the submission, please use track changes to identify them.)*

Dean’s office should email the completed worksheet to uaa.degrees@alaska.edu for review, to ensure a student who follows this plan will have completed all requirements for the certificate or degree.

**Registrar’s Office Comments:**

**Registrar, Enter Name & Title to Indicate Review Date**

*(If any changes are made to the submission, please use track changes to identify them.)*

**OAA Comments:**

**OAA, Sign to Indicate Final Review and Approval Date**

*(If any changes are made to the submission, please use track changes to identify them.)*