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GRADUATE PROGRAMS

GRADUATE STUDY

Graduate education is an integral part of the University of Alaska Anchorage (UAA). The university offers master's degrees and graduate certificates. UAA does not confer doctoral degrees at this time; however, several cooperative programs exist with other universities. Some or all course work and research is completed at UAA while the degree is granted by another university.

While at UAA, graduate students develop academically and professionally. Students who have completed UAA graduate programs possess the knowledge and skill necessary to succeed in further 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 comprehensive exams allow students to express the knowledge they have acquired in forms unique to their respective programs.

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

ADMISSIONS

(907) 786-1480

www.curric.uaa.alaska.edu/admissions

All students intending to register for one (1) or more courses must apply for admission. Applications for admission are available online via www.curric.uaa.alaska.edu/admissions or from Enrollment Services.

ADMISSION REQUIREMENTS FOR MASTER'S 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 section. Admission is granted to applicants who have received their baccalaureate degree and whose credentials indicate their ability to pursue graduate work. In general, applicants must either have a cumulative grade point average of 3.00 (B average on a 4.00 scale) or meet the GPA 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. Transcripts are to be requested by the student and must be submitted in an officially sealed envelope. (Exception: Students do not need to request transcripts from any University of Alaska campus.) Individual graduate programs may also require additional transcripts and/or specific entrance exams such as the Graduate Record Exam (GRE) or the Miller Analogies Test (MAT). See individual program requirements later in this chapter for details.

Applicants with transcripts from institutions outside the United States or Canada must submit official transcripts and English translations as well as an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from Enrollment Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.

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 United States or of another English-speaking country and demonstrates fluency in reading, writing, and speaking in English.

Applications, official transcripts, and required test scores (if any) must be submitted to Enrollment Services. 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, Enrollment Services will forward each student's admission packet to the Dean, Department Chair, or designee for consideration.

Each graduate program has individual admission standards and document requirements. Additional information such as writing samples, goal statements, letters of recommendation, research proposals, and/or 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 nine (9) credits may be completed in the student's graduate program before program admission. See individual program listings for information.

INTERNATIONAL GRADUATE STUDENTS

International Services

(907) 786-1558

International students who will attend UAA as F-1 visa students and who need a Form I-20 Certificate of Eligibility for Nonimmigrant F-1 Student status must meet University and degree program admission requirements. In addition to being admitted to a graduate program, international students must submit the following:

1. An official TOEFL (Test of English as a Foreign Language) score of at least 550 for the paper-based test or 213 for the computer-based test.
2. A statement of financial support for the anticipated period of study and evidence of availability of funds such as a bank statement.
3. An English translation of all required documents.
4. Students who earned their baccalaureate degree outside the United States or Canada must submit an official statement from a recommended international credentials evaluation service stating that their degree is the equivalent of a U.S. bachelor degree. A list of evaluation services may be obtained from Enrollment Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.

International students in F-1 visa status must be formally admitted, full-time, degree-seeking students. Health insurance is also mandatory. Contact the International Student Advisor in Enrollment Services for details.

APPLICATION AND ADMISSION STATUS FOR MASTER'S DEGREE-SEEKING STUDENTS: TERMS AND DEFINITIONS

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 Enrollment Services 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 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 are established and monitored by the Dean or designee, and faculty of the program. If the provisions are not met within specified deadlines, the student may be removed from graduate degree-seeking status. All terms of provisional admission must be satisfied prior to advancement to candidacy.

Postponed Admission

Students may postpone their admission to a future semester by notifying Enrollment Services 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 by the end of their admission semester. Students whose admissions have been withdrawn must apply for admission if they later choose to attend UAA.

RELATED MASTER'S DEGREE POLICIES**TRANSFER CREDITS**

Up to nine semester credits or the equivalent earned at a regionally accredited institution and not previously used to obtain any other degree or certificate may be transferred to UAA and accepted toward a master's degree. Acceptance of transfer credits toward program requirements is at the discretion of the individual program.

CHANGE OF MAJOR OR EMPHASIS AREA

Students who wish to change majors or emphasis areas within the same degree and school or college may submit a Graduate Change of Major or Emphasis Area form to Enrollment Services. Students will be expected to meet all admission and program requirements of their new major or emphasis area. Students who change major or emphasis areas after being advanced to candidacy must submit a revised official Graduate Studies Plan to Enrollment Services through their advisor/committee.

CHANGE OF DEGREE

Graduate students who wish to change degree programs must formally apply for admission to the new program through Enrollment Services 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). 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 Enrollment Services.

ADDITIONAL MASTER'S DEGREES

Students who have received a master's degree or doctoral degree from a regionally accredited college or university may earn a master's degree by completing a minimum 21 resident credits not used for any other previous degree. The student must meet all the University Requirements for Master's Degrees, School or College Requirements, and Program Requirements; fulfilling all University, College, and Program Requirements may require more than the minimum 21 credits beyond the previous graduate degree. If the 21 additional credits and other requirements have been earned for each additional degree, two or more degrees may be awarded simultaneously.

FORMAL ACCEPTANCE TO MASTER'S DEGREE PROGRAMS

Once all required admission documents have been received by Enrollment Services, the student's admission packet is forwarded to the Dean or designee of the specific program. The acceptance decision is made by the Dean or designee, who informs Enrollment Services of the decision. Enrollment Services sends the official Certificate of Admission directly to the applicant. Acceptance does not establish candidacy in a graduate program (see Advancement to Candidacy).

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. Registration as a non-degree-seeking student implies no commitment by the University to the student's later admission to a degree program. Up to nine (9) semester credits of graduate level course work may be completed in the student's graduate 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.** (See Chapter 7, "Academic Standards and Regulations," for further information.)

FULL-TIME/PART-TIME STATUS FOR MASTER'S DEGREE PROGRAMS

A student who has been admitted to a UAA graduate program and is enrolled at UAA for nine (9) or more 600-level credits is classified as full-time. Courses at the 400-level will count toward full-time status only if they are applicable to the graduate degree program. A graduate student enrolled at UAA for fewer than nine (9) credits is classified as part-time.

Audited courses, Continuing Education Units (CEUs), and Continuous Registration are not included in the computation of the student's full-time or part-time status.

CATALOG YEAR FOR MASTER'S DEGREE PROGRAMS

Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a master's 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-level catalog are not met within seven (7) years of 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 the degree, including transfer credit, must be earned within the consecutive seven-year period prior to graduation.

CONTINUOUS REGISTRATION

Continuous Registration is expected every fall and spring semester, from admission through graduation, until all requirements for the degree are completed.

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

- Registering for at least one (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. Please contact the individual graduate program for departmental policy/requirements concerning continuous registration. The continuous registration fee may be paid during each semester's late registration period or in Enrollment Services through week 12 of the fall or spring semester. Students not making continuous progress or not on an approved leave of absence (see Leave of Absence policy) may be removed from master's 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. Inactive status does not negate the policy which requires that all credits counted toward the degree, including transfer credits, be earned within a consecutive seven-year period prior to graduation. Students who fail to make continuous progress (see Continuous Registration) or to obtain an approved leave of absence may be removed from master's degree-seeking status.

GOOD STANDING FOR MASTER'S DEGREE-SEEKING STUDENTS

Any graduate student who maintains a 3.00 (B) GPA in all course work that meets their graduate program requirements and who is not on probation is considered to be in good standing. For students admitted to candidacy, course work consists of those courses identified on the official Graduate Studies Plan.

PROBATION

A graduate student whose GPA falls below 3.00 (B) in courses applicable to his/her graduate program, or a graduate student who, for reasons specified in writing, is not making continuous satisfactory progress toward completing the program requirements, will be placed on probation. If the requirements to remove probation are not satisfied within one (1) semester (excluding summer), the student will be removed from master's degree-seeking status. Each school or college has developed written procedures to deal with appeals arising from removal from master's degree-seeking status.

REMOVAL FROM MASTER'S 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. In some cases, students may be removed from master's degree-seeking status without having first been placed on probation (see Non-Degree-Seeking Students).

ACADEMIC APPEALS

Students have the right to appeal academic actions (See Academic Dispute Resolution Procedures in the *UAA Fact Finder/Student Handbook* for information).

REINSTATEMENT TO MASTER'S DEGREE-SEEKING STATUS

Graduate students who have been removed from master's degree-seeking status for failing to meet academic standards may apply for reinstatement to a graduate program after one (1) calendar year from the semester in which they were removed from master's degree-seeking status. When re-applying to graduate studies, it is the student's responsibility to demonstrate ability to succeed in the graduate program.

Graduate students who have been removed from master's degree-seeking status for not making continuous progress (see Continuous Registration) must re-apply for graduate study and pay the appropriate fee.

Reinstated graduate students must re-apply for candidacy and may be required to meet the program requirements which are in effect at the time of reinstatement.

GRADUATE ADVISOR

The Dean or designee of the appropriate school or college offering the graduate program appoints a Graduate Advisor for each student accepted to a graduate program.

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 of advancement to candidacy. The committee must consist of at least three UAA faculty, including the chair, who shall normally be a full-time faculty member. One (1) faculty committee member may be from a discipline outside the student's school or college. Additional members who are not UAA faculty, but have the appropriate professional credentials, may be included with the approval of the Dean or designee, the committee chair, and the student. The committee members and chair must agree to serve and must be approved by the Dean or designee. Any changes to the committee structure require the approval of the Dean or designee, and the committee chair.

RESPONSIBILITIES OF GRADUATE ADVISOR/COMMITTEE

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

1. Review the graduate student's official Graduate Studies Plan, ensuring that it includes: University Requirements for Master's 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, or thesis or project defense; any special program requirements; and arrangements to remove any deficiencies in the student's academic background.
2. Approve the official Graduate Studies Plan and Application for Candidacy at the time of Advancement to Candidacy.
3. Monitor the student's progress and timely completion of all requirements in the official Graduate Studies Plan (see Continuous Registration).
4. Monitor the timely submission of the official Graduate Studies Plan and other documents to Enrollment Services.
5. Review and approve any changes to the official Graduate Studies Plan, directing timely submission of the revised plan to Enrollment Services.
6. Review and approve the thesis, independent scholarship, or research project, including initial proposals, according to procedures established by the individual graduate program.
7. Review, and approve requests for temporary leaves of absence, which, if approved, will result in the student being placed on inactive status.
8. Administer and assess the comprehensive exam, administer independent scholarship evaluation, or thesis or project defense.

OFFICIAL GRADUATE STUDIES PLAN

The official Graduate Studies Plan formally establishes the specific program requirements which will, upon satisfactory completion, entitle the student to receive the master's degree. The plan is based upon the catalog requirements for the graduate degree program to which the student has been accepted. The plan becomes official once it is approved by the Dean or designee and is filed with Enrollment Services. Students are expected to complete all requirements listed on their official Graduate Studies Plan, as well as all University Requirements for Master's Degrees. Any revision to the plan will need to be submitted to Enrollment Services through the graduate advisor/committee.

ADVANCEMENT TO CANDIDACY

After demonstrating an ability to succeed in graduate study as defined by the relevant graduate program, the student may apply for advancement to candidacy. Advancement to candidacy status is a prerequisite to graduation and is determined by the Dean 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.

To be approved for candidacy a student must:

- Be in good standing as defined in the good standing policy.
- Demonstrate competence in the methods and techniques of the discipline.
- Receive approval of the independent scholarship, thesis or research project proposal from the student's Graduate Studies Committee.
- Satisfy all prerequisites and remove all academic deficiencies.
- Satisfy all terms of a provisional admission.
- Submit an approved, official Graduate Studies Plan.

UNIVERSITY REQUIREMENTS FOR MASTER'S DEGREES

To complete a graduate degree, a student must complete the University Requirements for Master's Degrees, School or College Requirements, and Program Requirements. A graduate student's program is based upon the catalog requirements for the relevant graduate degree which are in effect at the time the student was accepted. University requirements for all graduate degrees are as follows:

1. The student must complete at least 30 approved semester credits beyond the baccalaureate degree. At least 24 credits in each graduate degree must consist of courses other than thesis, independent scholarship, and/or a research project.
2. Up to nine (9) semester credits not used toward any other degree or certificate may be transferred to UAA from an accredited institution and counted toward a degree. Acceptance of transfer credit toward program requirements is at the discretion of the individual program.
3. Individual Program Deans or designees may allow credit earned at other universities within the UA system, excluding thesis credit and credits used toward another degree or certificate, to be transferred to UAA, as long as at least nine (9) credits applicable to the student's program are earned at UAA after acceptance into the program.
4. A GPA of at least 3.00 (B) must be earned in courses identified in the official Graduate Studies Plan.
5. Only 400- and 600- level courses approved by the graduate student's graduate advisor, Dean or designee, and graduate studies committee, may be counted toward graduate program requirements.
6. In 400-level courses, a minimum grade of "B" is required for the course to count toward the program requirements.
7. Courses at the 500-level are for professional development and are not applicable toward any degree.
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 program. At least 21 credits must be taken at the graduate level (600) for any master's degree, including thesis, independent scholarship, or research 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.
9. Courses taken by correspondence, 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 to establish competency in a subject, thus allowing the advisor/committee to waive certain courses in an established program, as long as the total credits in the program remain the same.
10. If the requirements for a master's degree as specified in the entry-level catalog are not met within seven (7) 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.
11. All credits counted toward the degree, including transfer credits, must be earned within the consecutive seven-year period prior to graduation.
12. Students are expected to be continuously registered throughout their graduate program (see Continuous Registration).
13. The student must complete all requirements established by the program and must pass a written or oral comprehensive examination, independent scholarship evaluation, or thesis or project defense.
14. When an oral comprehensive examination, thesis defense, or independent scholarship is required, the student may select an outside reviewer approved by the Dean or designee of the program to participate in the oral comprehensive examination to assure that the examination, defense, or scholarship evaluation is fair and appropriate. The outside reviewer 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.
15. Thesis format must meet general UAA requirements for format as determined by the UAA Consortium Library.

APPLICATION FOR GRADUATION

Graduate students must submit an Application for Graduation, signed by the academic advisor and accompanied by the required fee, to Enrollment Services. Application for Graduation deadlines are March 1 for summer graduation, May 1 for fall graduation, and September 15 for spring graduation. Applications received after the deadline will be processed for the following semester. Students who apply for graduation but do not complete degree requirements by the end of the semester must re-apply for graduation. The application fee must be paid with each Application for Graduation.

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 degree program (MA or MS). He/she may apply and meet all requirements for graduate admission specifying 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 his/her program credits from one existing graduate degree program. Courses must come from two or more disciplines (i.e., subjects). A minimum of 21 credits must be drawn from existing, approved 600-level courses. No more than nine (9) credits of directed study, independent study, and/or individual research may be included in an Interdisciplinary Studies degree. In addition to the requirements noted above, students must comply with the following procedures:

1. The student submits a UAA Graduate Application for Admission (Interdisciplinary Studies Major) with the appropriate fee to Enrollment Services.
2. The student develops a proposed Interdisciplinary Studies Plan specifying the degree (MA or MS) 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 their proposal all University Requirements for Master's Degrees, and any school or college requirements applicable. All such requirements must be satisfied prior to conferral of the degree.
3. The student proposes a Graduate Studies Committee of at least three faculty members from the appropriate academic disciplines. The committee members and chair must represent all concentration areas of nine (9) credits or more. The committee members must agree to serve and be approved by the appropriate Dean(s) or designee(s).
4. The student invites a faculty member to chair the committee and to serve as their Graduate Advisor. The chair shall normally be a full-time faculty member. The chair must agree to serve and must be approved by the appropriate Dean(s) or designee(s).
5. The student presents the proposal to the committee and chair for preliminary review and approval. If the committee and chair support the proposal, it will be forwarded to the appropriate Dean(s) or designee(s). If the proposal and committee structure are approved, the proposal is then submitted to Enrollment Services.
6. Upon receipt of the proposal and all required admission information, Enrollment Services will forward the student's admission packet to the Vice Provost for Research and Graduate Studies for final approval. If the proposal and committee structure are approved by the Vice Provost for Research and Graduate Studies, it will become the student's official Graduate Studies Plan.
7. The Graduate Studies Plan and complete admission packet will then be forwarded to the specific graduate programs for an acceptance decision. Acceptance is determined by the Dean and/or faculty of the affected graduate programs, who then inform Enrollment Services of their decision. Enrollment Services sends the official Certificate of Admission directly to the student. Acceptance does not establish candidacy in the program.
8. Once accepted to graduate study, the student will work with their advisor and committee to ensure that satisfactory progress is made toward completing degree requirements. After demonstrating an ability to succeed in graduate study, as defined by the committee and advisor, the student may apply for Advancement to Candidacy status (see Continuous Registration and Advancement to Candidacy).

GRADUATE CERTIFICATE

A graduate-level certificate program is a cohesive 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. Further, success in a graduate-level certificate program should prepare students to better accomplish the goals of their discipline.

ADMISSIONS

(907) 786-1480

www.curric.uaa.alaska.edu/admissions

All students intending to register for one (1) or more courses must apply for admission. Applications for admission are available online via www.curric.uaa.alaska.edu/admissions or from Enrollment Services.

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 later in this section. 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 point average 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. Transcripts are to be requested by the student and must be submitted in an officially sealed envelope. (Exception: Students do not need to request transcripts from any University of Alaska campus.) Individual programs may also require additional transcripts and/or specific entrance exams such as the Graduate Record Exam (GRE) or the Miller Analogies Test (MAT). See individual program requirements later in this chapter for details.

Applicants with transcripts from institutions outside the United States or Canada must submit official transcripts and English translations as well as an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from Enrollment Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.

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 United States or of another English-speaking country and demonstrates fluency in reading, writing, and speaking in English.

Applications, official transcripts, and required test scores (if any) must be submitted to Enrollment Services. 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, Enrollment Services will forward each student's admission packet to the Dean, 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 writing samples, goal statements, letters of recommendation, research proposals, and/or 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 information.

INTERNATIONAL GRADUATE CERTIFICATE STUDENTS**International Services****(907) 786-1558**

International students who will attend UAA as F-1 visa students and who need a Form I-20 Certificate of Eligibility for Nonimmigrant F-1 Student status must meet University and degree program admission requirements. In addition to being admitted to a graduate program, international students must submit the following:

1. An official TOEFL (Test of English as a Foreign Language) score of at least 550 for the paper-based test or 213 for the computer-based test.
2. A statement of financial support for the anticipated period of study and evidence of availability of funds such as a bank statement.
3. An English translation of all required documents
4. Students who earned their baccalaureate degree outside the United States or Canada must submit an official statement from a recommended international credentials evaluation service stating that their degree is the equivalent of a U.S. bachelor degree. A list of evaluation services may be obtained from Enrollment Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.

International students in F-1 visa status must be formally admitted, full-time, degree-seeking students. Health insurance is also mandatory. Contact the International Student Advisor in Enrollment Services for details.

APPLICATION AND ADMISSION STATUS FOR GRADUATE CERTIFICATE-SEEKING STUDENTS: TERMS AND DEFINITIONS**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 Enrollment Services 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 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 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 are established and monitored by the Dean or designee, and faculty of the program. If the provisions are not met within 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

Students may postpone their admission to a future semester by notifying Enrollment Services 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 by the end of their admission semester. Students whose admissions have been withdrawn must apply for admission if they later choose to attend UAA.

RELATED GRADUATE CERTIFICATE POLICIES

TRANSFER CREDITS

Up to one third of the credits (semester) or the equivalent earned at a regionally accredited institution and not previously used to obtain any other 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 the individual program.

CHANGE OF GRADUATE CERTIFICATES

Graduate students who wish to change certificate programs must formally apply for admission to the new certificate program through Enrollment Services 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 Enrollment Services.

ADDITIONAL GRADUATE CERTIFICATES

Students who have received a graduate certificate or master's degree from a regionally accredited college or university may earn another graduate certificate by completing at least nine (9) resident credits not previously used for any other graduate certificate, baccalaureate or master's degree. The student must meet all the Graduate Certificate University Requirements, School or College Requirements, and Program Requirements; fulfilling all University, College, and Program Requirements may require more than the minimum of nine (9) additional resident credits. If the nine (9) additional resident credits and other requirements have been earned for each additional graduate certificate, two or more graduate certificates may be awarded simultaneously.

FORMAL ACCEPTANCE TO GRADUATE CERTIFICATE PROGRAMS

Once all required admission documents have been received by Enrollment Services, the student's admission packet is forwarded to the Dean or designee of the specific program. The acceptance decision is made by the Dean or designee, who informs Enrollment Services of the decision. Enrollment Services sends the official Certificate of Admission directly to the applicant. Acceptance to a graduate certificate program does not guarantee later admission to other graduate certificates or degrees.

NON-DEGREE-SEEKING STUDENT

Non-degree-seeking students who wish to register for graduate courses must have the Department Chair's or faculty member's signature. 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 course work 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/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 nine (9) or more 600-level credits is classified as full-time. Courses at the 400-level will count toward full-time status only if they are applicable to the graduate certificate program. A graduate certificate student enrolled at UAA for fewer than nine (9) 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 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-level catalog are not met within seven (7) 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.

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

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 Certificate 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-degree-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.

ACADEMIC APPEALS

Students have the right to appeal academic actions (See Academic Dispute Resolution Procedure in the *UAA Fact Finder/Student Handbook* for information).

REINSTATEMENT TO GRADUATE CERTIFICATE-SEEKING STATUS

Graduate students who have been removed from graduate certificate-seeking status for not making satisfactory progress must re-apply for a graduate certificate program and pay the appropriate fee.

GRADUATE CERTIFICATE ADVISOR

The Dean or designee of the appropriate school or college offering the graduate certificate program appoints an advisor for each student accepted to the program.

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 the student's graduate certificate 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. Approve the official Graduate Certificate Studies Plan.
4. Monitor the student's progress and timely completion of all requirements.
5. Monitor the timely submission of the official Graduate Certificate Studies Plan and other documents to Enrollment Services.
6. Review and approve any changes to the official Graduate Certificate Studies Plan, directing timely submission of the revised program plan to Enrollment Services.
7. Review and approve the capstone experience or project according to procedures established by the individual program.
8. Administer and assess a comprehensive exam, if required.

OFFICIAL GRADUATE CERTIFICATE STUDIES PLAN

The official Graduate Certificate Studies Plan formally establishes the specific program requirements which will, upon satisfactory completion, entitle the student to receive the graduate certificate. The program plan is based upon the catalog requirements for the graduate certificate program to which the student has been accepted. The plan becomes official once it is approved by the Dean or designee and is filed with Enrollment Services. Students are expected to complete all requirements listed on the official Graduate Certificate Studies Plan, as well as all Graduate Certificate University Requirements. Any revision to the plan will need to be submitted to Enrollment Services through the graduate certificate advisor/committee.

DETERMINING PROGRAM REQUIREMENTS

A graduate certificate student's program is based upon the catalog requirements for the relevant graduate certificate program which are in effect at the time the student was accepted to the program.

GRADUATE CERTIFICATE UNIVERSITY REQUIREMENTS

University Requirements for all graduate certificates are as follows:

1. The student must complete at least 12 approved semester credits not counted toward the baccalaureate degree.
2. The student must complete all requirements established by the program.
3. A GPA of at least 3.00 (B) must be earned in courses identified on the official Graduate Certificate Studies Plan.
4. 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.
5. In 400-level courses, a minimum grade of "B" is required for the course to count toward the certificate program requirements.
6. Courses at the 500-level are for professional development and are not applicable toward any certificate, even by petition.
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 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.
8. Up to one third of the semester credits not used toward any other degree or certificate may be transferred to UAA from a regionally accredited institution and counted toward a graduate certificate. Quarter credits will be converted to semester credits by multiplying quarter credits by two thirds. Acceptance of transfer credit toward program requirements is at the discretion of the individual program.
9. Individual Program Deans or designees may allow credit earned at other universities in the UA system, excluding credit used toward another degree or certificate, to be transferred to UAA, as long as at least six (6) credits applicable to the student's certificate program are earned at UAA after acceptance into the program.
10. 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.
11. If the requirements for a graduate certificate as specified in the entry-level catalog are not met within seven (7) 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.
12. All credits counted toward the graduate certificate, including transfer credits, must be earned within the consecutive seven-year period prior to graduation.

APPLICATION FOR GRADUATION

Graduate certificate students must submit an Application for Graduation, signed by the academic advisor and accompanied by the required fee, to Enrollment Services. Application for Graduation deadlines are March 1 for summer graduation, May 1 for fall graduation, and September 15 for spring. Applications received after the deadline will be processed for the following semester. Students who apply for graduation but do not complete the graduate certificate requirements by the end of the semester must re-apply for graduation. The application fee must be paid with each Application for Graduation.

EXCHANGE PROGRAMS

BIOMEDICAL

(907) 786-4789

The Biomedical Program is affiliated with WWAMI, an educational agreement between the University of Washington School of Medicine (UWSM) and the states of Washington, Wyoming, Alaska, Montana, and Idaho. Through this program, UWSM accepts 10 certified Alaska residents each year into its entering class. Students in the program are enrolled concurrently at UAA and UWSM and receive their entire first year of medical education at UAA. After completion of the first year, the students are headquartered in Seattle for the remaining three years of their medical education. UWSM medical students have the option of receiving third and fourth-year clinical training in family medicine, internal medicine, pediatrics, psychiatry, and obstetrics/gynecology in Alaska. UWSM participates in the American Medical College Application service (AMCAS) and all applicants must take the Medical College Admission Test (MCAT) in order to be considered. Acceptance into the program is offered through the Admissions Committee of UWSM. UAA can provide all of the course work needed to be competitive for acceptance into the WWAMI Program.

COLLEGE OF ARTS AND SCIENCES

ANTHROPOLOGY

<http://anthro.uaa.alaska.edu>

Beatrice McDonald Hall (BMH), Room 214, (907) 786-6840

The MA degree in Anthropology, with emphases in general or applied Anthropology, is designed to provide a rigorous background in contemporary theory and practice in anthropology, particularly through the use of proseminars, internships, and independent research. The MA degree requires a research-based thesis. Within the MA program, the Applied Anthropology emphasis offers specialized tracks designed to train students in applied aspects of anthropology that may be employment related. The Applied Cultural Anthropology track identifies and assists in resolving current social issues in their cultural dimensions. The Applied Biological Anthropology track encompasses forensic anthropology and other practical applications of physical anthropology. The Cultural Resource Management track involves the inventory, assessment, and conservation of archaeological sites and remains as a part of a larger management framework.

MASTER OF ARTS, ANTHROPOLOGY

ADMISSIONS REQUIREMENTS

See Admission Requirements for Master's Degrees at the beginning of this chapter. Deadline for application: March 15 for fall admission.

Students seeking admission into the Anthropology MA degree program must meet the following requirements (1-3) and must submit the following documents (4-8):

1. Although graduating college or university seniors are invited to apply, no student may be formally admitted to graduate study until the baccalaureate degree has been awarded from an accredited college or university.
2. It is strongly recommended that the students have completed a minimum of 18 credits of undergraduate course work in anthropology, with a GPA of 3.0. An undergraduate major in anthropology is preferred.
3. Students must have at least a 2.5 overall undergraduate GPA.
4. Completed UAA graduate application form.
5. Official transcripts of college-level work from each institution attended.
6. Graduate Record Examination results (General Test Scores).
7. Three letters of recommendation from professors or others particularly qualified to attest to the applicant's qualifications for graduate study.
8. A letter of intent, including a brief statement of applicant's research and career goals and reasons for pursuing graduate study in anthropology at UAA.
9. Examples of papers or research proposals indicative of the applicant's potential for graduate study (optional).
10. Applicants may be requested to complete a personal interview.

Acceptance is determined by the Anthropology Graduate Admissions Committee and is based on:

1. Prospective student's overall credentials;

2. Availability of appropriate faculty for student research interests. Failure to meet any of the above criteria may result in conditional admission to the MA program. Conditional admission may be conferred on students if important deficiencies are identified in their undergraduate training. Such students are notified of those deficiencies, and required to complete them at UAA, normally within a period of one year, before admission to regular status in the program is conferred. In some cases, deficiencies can be made up at another academic institution. Conditional students cannot receive graduate teaching or research assistantships.

Prospective graduate students are strongly advised to contact all potential faculty for research/advisor arrangements at an early stage of their admission process.

ACADEMIC PROGRESS

To maintain continuous progress toward the degree, a student in the MA program is expected to complete each semester a minimum of 9 credits of course work applicable to the program, with grades of "A" or "B," for full-time students, or 3 credits per semester for part-time students. Failure to comply may result in the student being removed from the program. In addition, students must advance to candidacy within 5 years, unless on an approved leave of absence.

CANDIDACY REQUIREMENTS

See the beginning of this chapter for Advancement to Candidacy requirements. A student may apply for advancement to candidacy by fulfilling the following criteria:

1. Submit an Official Graduate Studies Plan, as described in the UAA catalog.
2. Select a Graduate Studies Committee by the end of the first semester of study.
3. Complete at least 24 semester credits of non-thesis course work applicable to the MA program.
4. Take at least one course in statistics and one in computer-based analytical methods (may be taken as an undergraduate). In addition, a student may be required to demonstrate mastery of a foreign language, if deemed necessary by the graduate committee.
5. Pass a written comprehensive examination in anthropology. Normally, this exam is taken before the end of the second year of study, but in any case must be taken by the completion of 36 semester credits. This exam may be taken twice, but failure to pass the exam a second time will result in removal from program.
6. Prepare a thesis prospectus for approval by the graduate committee.

GRADUATION REQUIREMENTS

See University Requirements for Master's Degrees at the beginning of this chapter.

PROGRAM REQUIREMENTS

1. The following courses must be taken with a grade of "A" or "B."
2. At least 21 credits must be taken at the graduate (600) level.
3. No more than 6 credits of internship and/or independent study may be applied to the degree.
4. Courses outside the field of anthropology may be taken as electives if approved by the student's advisor.
5. Submit a written MA Thesis to the graduate committee, conforming to specifications of the UAA Consortium Library.
6. Pass an oral defense of the thesis, open to the university community.

7. Submit an Application for Graduation.
8. One of the following emphases must be chosen:

GENERAL ANTHROPOLOGY EMPHASIS

1. Complete the following:

ANTH A602	Proseminar in Cultural Anthropology	3
ANTH A605	Proseminar in Biological Anthropology	3
ANTH A611	Proseminar in Archaeology	3
ANTH A699	Thesis Research	1-6
600 level elective by advisement		6
400 or 600 level elective by advisement		9-14
2. A total of 30 credits is required for the degree.

APPLIED ANTHROPOLOGY EMPHASIS

1. Complete the following:

ANTH A602	Proseminar in Cultural Anthropology	3
ANTH A605	Proseminar in Biological Anthropology	3
ANTH A611	Proseminar in Archaeology	3
ANTH A699	Thesis Research	1-6
2. Complete one of the following tracks:

Applied Cultural Anthropology Track

Complete the following:

ANTH A615	Advanced Applied Anthropology	3
ANTH A630	Advanced Research Methods in Cultural Anthropology	3
ANTH A695	Anthropology Practicum	3

Applied Biological Anthropology Track

Complete 9 credits from the following:

ANTH A645	Advanced Evolution of Humans and Disease (3)	
ANTH A655	Advanced Medical Anthropology (3)	
ANTH A657	Nutritional Anthropology (3)	
ANTH A665	Analytical Techniques in Biological Anthropology (3)	
ANTH A685	Advanced Human Osteology (3)	
ANTH A695	Anthropology Practicum (3)	

Cultural Resource Management Track

A. Complete the following:

ANTH A675	Cultural Resource Management	3
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B. Complete 6 credits from the following:

ANTH A631	Field Methods in Archaeology (1-8)*	6
ANTH A680	Advanced Analytical Techniques in Archaeology (3)	
ANTH A681	Advanced Museum Studies in Anthropology (3)	
ANTH A695	Anthropology Practicum (3)	

*No more than 3 credits may be applied to this emphasis.

3. Complete 400-level or 600-level elective by advisement 6-11
4. A total of 30 credits is required for the degree.

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BIOLOGICAL SCIENCES<http://biology.uaa.alaska.edu>

The WWAMI/Biomedical program may be found at

<http://biomed.uaa.alaska.edu/>

Engineering Building (ENGR), Room 340, (907) 786-4770

The graduate program in Biological Sciences offers a research program of study leading to the Master of Science degree. The MS degree requires a thesis that is the result of research performed either under the supervision of UAA faculty or under the supervision of a qualified and approved affiliate advisor from outside the University community.

MASTER OF SCIENCE, BIOLOGICAL SCIENCES**ADMISSION REQUIREMENTS**

See Admission Requirements for Master's Degrees at the beginning of this chapter.

Students seeking admission into the Biological Sciences MS degree program should meet the following requirements (1-2) and must submit the following documents (3-7):

1. Students must have a bachelor's degree in biology, chemistry, or equivalent science, to be determined by the Biological Sciences Graduate Committee (BSGC). Although graduating college or university seniors are invited to apply, no student may be formally admitted to graduate study until the baccalaureate degree has been awarded from an accredited college or university.
2. Applicants must have at least a 3.0 GPA, OR at least a 75th percentile in 2 out of the 4 GRE scores (verbal, quantitative, analytical, or subject). Successful applicants ordinarily have no grade lower than a C in undergraduate science courses.
3. Completed UAA graduate application form.
4. Official transcripts of all college-level work.
5. Graduate Record Examination scores (General GRE scores and Biology, Biochemistry or Chemistry Advanced GRE subject scores).
6. Three letters of recommendation.
7. A brief statement of applicant's research and career goals.

Acceptance is determined by the Biological Sciences Graduate Committee (BSGC) and is based on:

1. Prospective student's overall credentials;
2. Availability of appropriate faculty for student research interests.

Prospective graduate students are strongly advised to contact all potential faculty for research/advisor arrangements at an early stage of their admission process. Applicants must have a faculty mentor to be accepted into the program. Faculty research interests are available online: <http://biology.uaa.alaska.edu>.

GRADUATION REQUIREMENTS

See University Requirements for Master's Degrees at the beginning of this chapter.

PROGRAM REQUIREMENTS

- Students working toward an MS degree in Biological Sciences must fulfill the following minimum credit requirements:

600-level	Science Credits	No less than 9
BIOL A692	Graduate Seminar (1)	2
BIOL A698/A699	Research and Thesis (1-6)	No more than 12

A minimum of 30 credits is required, of which at least 21 credits must be at the 600-level. Upper division (400-level) credits may be applied to the degree only with approval of the Graduate Study Committee Chair (Research Advisor).
- MS students awarded a Teaching Assistant (TA) stipend are required to teach two laboratory sections per semester (Fall and Spring) per year of stipend support.
- Each student must select a Graduate Study Committee (GSC) consisting of three UAA faculty, to be chaired by the student's Research Advisor. If the Research Advisor is an Affiliate Faculty member, a permanent faculty Co-Chair must also serve on the student's GSC.
- By the end of the first semester of graduate work, each graduate student must prepare a Graduate Study Plan for approval by the student's GSC. The approved Study Plan and any subsequent approved revisions should be submitted to the chair of the BSGC, a copy filed in the Department Office, and the original sent to Records. During the second semester, a written research plan is to be submitted for approval by the student's GSC. Students are expected to give an oral presentation of their research plan within the second semester of graduate work.
- All graduate students are expected to present an original research seminar to the Biological Sciences faculty and graduate student body after significant thesis work has been accomplished.
- Each student must formally apply for Advancement to Candidacy no later than the third week of the semester in which the student will complete 18 credits of graduate study at UAA. Students may not formally apply if any deficiencies exist as defined by general university requirements and this MS program.
- After the student completes their research, a research thesis must be written by the student and submitted at least two months prior to graduation for review and approval by the GSC. Thesis format shall be determined by the student and advisor.
- Students will be expected to schedule a final Thesis Defense Seminar of their research, which will be followed by a private meeting with their GSC to finalize the defense.

DOCTORAL PROGRAM, BIOLOGICAL SCIENCES

Pursuit of a doctoral degree is possible in selected areas of biological sciences through a cooperative program with the University of Alaska Fairbanks. For more information, please contact the UAA Department of Biological Sciences or the University of Alaska Fairbanks, Office of Graduate Studies.

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CLINICAL PSYCHOLOGY

<http://psych.uaa.alaska.edu>

Social Sciences Building (SSB), Room 214, (907) 786-1711

The MS degree in Clinical Psychology is designed to be responsive to the needs of a variety of Alaska mental health service settings and to meet prerequisites for licensing requirements at the master's level in psychology for the state of Alaska. The degree is structured to allow students to focus on one of four specialty areas: clinical services, public services, research (doctoral program preparation), and addictive behaviors.

- Research track: training in psychotherapy, research and program evaluation with the goal of leading students toward the pursuit of a doctoral degree in psychology.
- Clinical track: preparation for a master's level career in psychotherapy, appreciation of research and critical evaluation of research conducted by others.
- Public Service track: preparation for a master's level career in community public service provision, appreciation of research and critical evaluation of research conducted by others.
- Addictive Behaviors Track: preparation for a master's level career in psychotherapy with an emphasis on treating addictive behaviors, appreciation of research and critical evaluation of research conducted by others.

All program tracks have three general components. First, a program "core" provides competencies essential to the professional mental health service provider and scientist/practitioner. Second, the basics are extended to different application tracks with an emphasis on supervised practice. Third, the student develops a research competency by completing a thesis.

MASTER OF SCIENCE, CLINICAL PSYCHOLOGY**ADMISSION REQUIREMENTS**

1. Deadline: March 1 for fall admission. This is the only admission date each year.
2. Compliance with the University Requirements for Master's Degrees and admission to graduate study as given in the University of Alaska Anchorage catalog is required. A major in psychology is preferred.
3. Undergraduate training in statistics, experimental design, abnormal psychology, and tests and measurements (at UAA specific qualifying courses are PSY A260 or AS A252, PSY A261, PSY A345, and PSY A473, respectively) is necessary. Students may be admitted to the program at UAA without these course experiences. However, undergraduate course work in these areas constitutes departmental requirements for full admission. As such, relevant undergraduate courses must be taken to meet the prerequisite structure of specific graduate course and must be completed prior to starting practicum (PSY A665B).
4. Submission of scores on the Graduate Record Examination (GRE) for both the general aptitude test and the Psychology Subject Test is mandatory. Applications without these scores are generally not considered. Successful applicants typically have GRE general aptitude scores on the quantitative and verbal subtests that sum to 1000 or more and scores on the Psychology Subject Test that exceed the 50th percentile. The Psychology Subject Test is waived for graduates who obtained a baccalaureate degree in Psychology within the last seven years with a psychology GPA of 3.00 or above.
5. Submission of a letter of intent describing the applicant's interest and purpose in studying psychology, and the reasons why an MS degree in Clinical Psychology at UAA is sought at this point in the applicant's professional development, is required of a complete application.
6. A minimum of two (preferably three) professional references must be submitted with all applications.
7. Documentation of academic, research, and practical experiences other than course work, vocational and professional experiences, special projects and activities, and recognitions or honors must be provided. The format for this documentation is flexible, but a vita is preferred.
8. Demonstration of professionalism, understanding of APA ethical guidelines, and appropriate professional ethical behavior is expected. Applicants should provide evidence of professional goals and aspirations that reflect understanding of the profession of psychology as it is governed by licensure and accreditation laws and as it relates to the UAA program in particular. Applicants should ask their professional referees to comment on these issues. Applicants may be requested to complete an interview with faculty to provide additional evidence of these skills and features.

Department approval for admission to graduate study is contingent upon the applicant's qualifications, interests, and available space.

Fully admitted status is prerequisite for:

- a. registering for PSY A665 Psychotherapy Practicum
- b. registering for PSY A670 Psychotherapy Internship
- c. preference in T.A. and R.A. appointments
- d. preference in registration for psychology classes

CANDIDACY REQUIREMENTS

See the beginning of this chapter for Advancement to Candidacy requirements. Students are eligible to apply for advancement to candidacy when they have completed the following courses:

PSY A611	Ethics and Professional Practice
PSY A623	Psychotherapy Skills
PSY A633	Psychological Assessment
One course from the Specialty Track requirements list.	

Candidacy status is a prerequisite to the following experiences:

PSY A670	Psychotherapy Internship
Participation in Comprehensive Exams	
Receipt of academic credit for Thesis (PSY A699A, B, or C)	

GRADUATION REQUIREMENTS

See University Requirements for Master's Degrees at the beginning of this chapter. A minimum grade of "B" or better is required of all course work applied to the degree. Strict compliance with APA Ethical Guidelines is required throughout participation in the degree program. Violations can result in immediate dismissal from the program.

To ensure students have the statistical skills to complete an empirical research project for their thesis (if they so choose) or to do well on the national licensing exam (if they wish to obtain a master's level license in Alaska), students must demonstrate minimal statistical proficiency prior to graduating with a M.S. degree. Proficiency can be demonstrated in one of three ways. First, students can obtain a score of 500 or above on the Quantitative portion of the Graduate Record Examination (GRE). Second, students can pass a proficiency exam given by the psychology department the week before classes start in the fall. Third, students can successfully complete our graduate statistics class, PSY A685 Quantitative Methods in Psychology. Students who take the proficiency exam but do not pass will be required to take PSY A685.

PROGRAM REQUIREMENTS

1. Required core courses for all four tracks (28 credits):

PSY A611	Ethics and Professional Practice	3
PSY A622	Psychopathology	3
PSY A623	Psychotherapy Skills	3
PSY A633	Psychological Assessment	3
PSY A639	Advanced Research Methods	3
PSY A654	Cultural Issues in Psychotherapy	3
PSY A665A	Psychotherapy Practicum: Psychological Assessment	1
PSY A665B	Psychotherapy Practicum: Psychological Services Center	3
PSY A670	Psychotherapy Internship (3-6)	6

Specialty Track Courses**Research Track**

Required (22 credits):

PSY A698	Individual Research (1-4)	3
PSY A699A	Thesis: Research (1-6)	6
PSY A685	Quantitative Methods in Psychology	3
<i>Select two of the following three:</i>		6
PSY A624	Group Therapy (3)	
PSY A626	Family Therapy (3)	
PSY A645	Advanced Psychotherapy Skills (3)	

Electives 4

Clinical Track

Required (22 credits):

PSY A624	Group Therapy	3
PSY A626	Family Therapy	3
PSY A645	Advanced Psychotherapy Skills	3
PSY A689	Advanced Psychological Assessment	3
PSY A699C	Thesis: Creative Component (1-3)	3

Select one of the following three: 3

PSY A631	Cognitive Behavior Therapy (3)	
PSY A635	Advanced Psychodynamic Theory and Therapy (3)	
PSY A638	Child-Clinical Psychology (3)	

Electives* 4

*Note: PSY A612 is recommended for licensure.

Public Service Track

Required (22 credits):

PSY A624	Group Therapy	3
PSY A631	Cognitive Behavior Therapy	3
PSY A699B	Thesis: Public Service (1-3)	3

Select two of the following four: 6

PSY A626	Family Therapy (3)	
PSY A638	Child-Clinical Psychology (3)	
PSY A641	Applications of Community Psychology (3)	
PSY A645	Advanced Psychotherapy Skills (3)	

Electives 4

Addictive Behaviors Track

Required (22 credits):

PSY A643	AIDS and Substance Abuse Counseling	3
PSY A680	Advanced Issues in Addiction Studies (1-3)	3
PSY A682	Clinical Interventions for Addictive Behaviors	3
PSY A688	Assessment and Treatment Planning for Addictive Behaviors	3
PSY A699C	Thesis Creative Component (1-3)	3

Select one of the following two: 3

PSY A624	Group Therapy (3)	
PSY A626	Family Therapy (3)	

Electives 4

- Electives:
Any 600-level course not required by the student's chosen track may be chosen as an elective. Any 400-level course offered by the department may serve as an elective with a maximum of 6 elective credits at the 400-level as approved by the student's advisor. 400-level courses may not be applied to both a baccalaureate and a masters degree.
- Thesis and Creative Component:
Only students in the research track have to choose a traditional empirical thesis project. Students in the public service track will conduct a thesis of a slightly lesser work involvement than the research track thesis. Students in the clinical track and the addictive behaviors track will complete a Creative Component thesis, which is a professional project of their choice (approved by the thesis committee) that has relevance to their anticipated career. Under all circumstances, the student's work has to be defended in front of a committee chaired by the student's advisor.
- A total of 50 credits is required for the degree.

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COMPUTER SCIENCEwww.math.uaa.alaska.edu

Social Sciences Building (SSB), Room 154, (907) 786-1742/4824

MASTER OF SCIENCE, COMPUTER SCIENCE

The UAA Department of Mathematical Sciences offers the opportunity to pursue a Master's Degree in computer science while residing in the Anchorage area. The degree is available through a cooperative program with the University of Alaska, Fairbanks and the degree is awarded by UAF. The program is designed to accommodate computer science professionals working in the Anchorage area; courses are offered late afternoon and evening. For more information, contact the Department of Mathematical Sciences at UAA or visit our web site at www.math.uaa.alaska.edu.

FACULTY

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CREATIVE WRITING AND LITERARY ARTS

<http://cwla.uaa.alaska.edu>

aycwla@uaa.alaska.edu

Social Sciences Building (SSB), Room 352, (907) 786-4330

The Department of Creative Writing and Literary Arts offers a 45-credit Master of Fine Arts degree in Creative Writing and Literary Arts. The MFA is a professional degree which prepares students for various careers including those involving professional writing, teaching and editing. The MFA degree in Creative Writing and Literary Arts is generally a three-year degree, although some students may complete the requirements in a longer or shorter amount of time.

In their program of study in the Department of Creative Writing and Literary Arts, students can take courses in four areas: creative nonfiction, fiction, poetry, and drama for stage and screen. The emphasis of courses in this department is balanced between the study and practice of craft and the study of form and theory as it relates to style and content. Workshop courses under the CWLA prefix are "working" courses where students produce original works of literature and engage in productive critique of each other's writing.

MASTER OF FINE ARTS, CREATIVE WRITING AND LITERARY ARTS

ADMISSION REQUIREMENTS

See Admission Requirements for Master's Degrees at the beginning of this chapter.

In addition, at the time of application, students must submit the following to the Department of Creative Writing and Literary Arts:

1. A manuscript sample (approximately 20 pages of fiction or creative nonfiction or 10 poems).
2. Two letters of recommendation that address academic preparation and creative writing ability.
3. A letter of application which addresses the student's range of writing experience and the reasons for applying to the Master of Fine Arts program.

All materials must be received by the Department of Creative Writing and Literary Arts by January 31 to be considered for assistantships, and by April 1 for general admission into the program. Fall admission only.

Admission will depend upon the evaluation of the entire application packet, with emphasis placed on the manuscript sample.

GRADUATION REQUIREMENTS

See University Requirements for Master's Degrees at the beginning of this chapter.

PROGRAM REQUIREMENTS

1. Complete 15-21 credits from the following. Note that at least two areas must be studied:

CWLA A652	Graduate Writer's Workshop: Poetry (3)
CWLA A662	Graduate Writer's Workshop: Fiction (3)
CWLA A672	Graduate Writer's Workshop: Prose Nonfiction (3)
CWLA A682	Graduate Writer's Workshop: Drama for Stage and Screen (3)
2. Complete 6-12 credits of CWLA A690 Form and Theory. This is an umbrella course and may be repeated with changes in subtitle.
3. Complete 3-15 credits of approved electives in any department or discipline that complements the thesis project.
4. Complete 9 credits of Thesis Project — a book-length creative work.
5. Successful defense of the thesis.
6. A total of 45 credits is required for the degree.

FACULTY

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ENGLISH

<http://english.uaa.alaska.edu/>

Professional Studies Building (PSB), Room 212, (907) 786-4355

MASTER OF ARTS, ENGLISH

The Department of English offers a 36-credit Master of Arts in English with a choice of emphasis: literature or rhetoric. The degree prepares students for a wide variety of jobs in teaching, editing, marketing, and technical communication.

The MA in English with an emphasis in literature is designed to provide a solid ground in the periods and genres of English, American, and world literature. This coursework is supplemented by a menu of specialized studies in women's writing, critical theory, and cultural studies. The MA with an emphasis in rhetoric is designed to provide a background in the study of linguistic and rhetorical strategies through an examination of the history and analysis of language and rhetoric. This emphasis offers an opportunity for students to focus on technical writing and professional communication.

Regardless of emphasis, students enjoy significant flexibility in designing their degree: the only two required courses are Introduction to Graduate Studies, and Contemporary Critical Theory. Competitive teaching assistantships and research assistantships are available.

ADMISSION REQUIREMENTS

See Admission Requirements for Master's Degrees at the beginning of this chapter.

At the time of application, students must submit the following documents to the Master of Arts Program, Department of English:

1. A three-page application essay which addresses the student's background in English, reasons for applying to Master of Arts program, and learning goals.
2. A recent sample (from within the past five years) of the applicant's academic or professional writing. (NOTE: If no samples are available, the applicant should address this in the application essay.)
3. Documented GPA in all undergraduate English courses. Admission will depend upon the evaluation of the entire application packet. While the department does not have a rigid GPA requirement, successful applicants ordinarily have a grade point average of 3.5 or better in undergraduate English courses. An applicant who is weak in one area may, at the discretion of the department, be required to take additional course work at the undergraduate level.

Applicants to the graduate program who are also interested in a teaching assistantship should contact the Department of English for the TA application deadline.

CANDIDACY REQUIREMENTS

See the beginning of this chapter for Advancement to Candidacy requirements. No more than two-thirds of the credits applied to the degree may have been completed prior to the submission of a candidacy application. In addition, the student must complete a departmental requirement before advancing to candidacy:

Pass the department's Graduate Qualifying Examination. This exam, taken when the student has completed no fewer than 15 and no more than 24 credits toward the degree, demonstrates the student's disciplinary writing skill and preparation to write a successful thesis.

GRADUATION REQUIREMENTS

See University Requirements for Master's Degrees at the beginning of this chapter.

PROGRAM REQUIREMENTS

LITERATURE EMPHASIS

1. Complete the following before advancing to candidacy (6 credits):

ENGL A601	Introduction to Graduate Studies in English	3
ENGL A602	Contemporary Critical Theory	3
2. Complete 9 credits in period studies from the following:

ENGL A607	Studies in American Literature (3)	3
ENGL A615	Studies in Medieval Literature (3)	3
ENGL A620	Studies in Renaissance Literature (3)	3
ENGL A625	Studies in Neoclassical Literature (3)	3
ENGL A630	Studies in the Literature of Romanticism (3)	3
ENGL A640	Studies in the Victorian Period (3)	3
ENGL A642	Studies in the Modernist Period (3)	3
ENGL A643	Studies in Contemporary Literature (3)	3
3. Complete 6 credits in genre studies from the following:

ENGL A636	Studies in Modern Criticism (3)	3
ENGL A651	Studies in Poetry (3)	3
ENGL A661	Studies in Fiction (3)	3
ENGL A671	Study in NonFiction Prose (3)	3
ENGL A681	Studies in Drama (3)	3

4. Complete 3 credits in specialized studies from the following:

ENGL A604	Studies in Women's Literature (3)	3
ENGL A606	Studies in the Development of the English Language (3)	3
ENGL A676	Studies in Texts and Cultures (3)	3
5. Complete at least 6 credits of ENGL A699 Thesis. Completion of the MA Thesis in English includes a thesis defense. 6
6. English electives (graduate or 400-level undergraduate) 6
7. A total of 36 credits is required for the degree.

RHETORIC EMPHASIS

1. Complete the following before advancing to candidacy (6 credits):

ENGL A601	Introduction to Graduate Studies in English	3
ENGL A602	Contemporary Critical Theory	3
2. Complete 12 credits in Composition and Rhetoric (12 credits):

ENGL A637	Studies in Style and Stylistics	3
ENGL A680	Studies in the History of Rhetoric	3
ENGL A685	Studies in Rhetorical Strategy	3
ENGL A687	Composition Theory and Practice	3
3. Complete 9 credits in specialized studies from the following:

ENGL A604	Studies in Women's Literature (3)	3
ENGL A606	Studies in the Development of the English Language (3)	3
ENGL A636	Studies in Modern Criticism (3)	3
ENGL A671	Studies in NonFiction Prose (3)	3
ENGL A676	Studies in Texts and Cultures (3)	3
4. Complete at least 6 credits of ENGL A699 Thesis. Completion of the MA thesis in English includes a thesis defense. 6
5. Complete one English elective at the graduate level 3
6. A total of 36 credits is required for the degree.

Note: Most graduate courses are offered on a two-year rotation. Exceptions are ENGL A601 and ENGL A687 (offered every fall semester) and ENGL A602 (offered every spring). A schedule of the planned rotation of graduate courses is available from the English office.

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COLLEGE OF BUSINESS AND PUBLIC POLICY

BUSINESS ADMINISTRATION

www.cbpp.uaa.alaska.edu

Business Education Building (BEB), Room 309, (907) 786-4129

The College of Business and Public Policy offers the Master of Business Administration (MBA) degree in general management. The MBA program is accredited by the Association to Advance Collegiate Schools of Business (AACSB).

PROGRAM POLICIES AND ADMINISTRATION

Students must maintain a minimum 3.00 GPA on all course work in the MBA program, including foundation courses. A grade of "C" in a graduate course is minimally acceptable if it is offset with an "A" grade in another course. Students with a GPA below 3.00 will be placed on probation, and may be dropped from the program if the GPA is not brought up to 3.00 within a reasonable time period. Students are also expected to make reasonable progress toward completion of the degree, and may be placed on probation if they do not complete at least one course applicable to the MBA within any 12 month period. All of the advanced MBA course requirements (core plus electives) must be completed within seven (7) calendar years.

The faculty reserves the right, where warranted by an evaluation of a student's progress and apparent knowledge, to require additional course work or other preparation to insure that the degree recipient possesses adequate professional skills and capabilities. This includes the ability to reason and communicate effectively, both verbally and quantitatively.

The MBA program is the responsibility of the College's graduate faculty, which acts as a policy-setting body, and as an appeals board. The complete MBA program policies, requirements, and procedures may be obtained from the College's MBA office. Students are expected to be familiar with and adhere to both the MBA program requirements and procedures, and the general UAA requirements for graduate degrees.

Full program information, including application forms and procedures, may be obtained by contacting the:

MBA Office
College of Business and Public Policy
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508
U.S.A.

Telephone: (907) 786-4129
Facsimile: (907) 786-4119

MASTER OF BUSINESS ADMINISTRATION, GENERAL MANAGEMENT

The MBA in general management is designed to provide students with the perspectives and skills which will prepare them for increasingly significant managerial leadership roles in their organizations.

The focus of the program is on management practice, but this focus is based on a recognition that sound practice requires a thorough understanding of underlying management principles and techniques. The MBA graduate should be thoroughly grounded in state-of-the-art management theory and practice, aware of the complex global environment in which modern organizations operate, adaptive to change, articulate, and ethical in dealing with others.

The program serves both full and part-time students, and classes are generally scheduled for evenings and Saturdays. While most students are from the greater Anchorage area, the program also attracts students from the rest of the United States and from foreign countries, particularly from those on the Pacific Rim.

Students may enter the program in either the fall or spring semester. A limited number of courses are also offered during the summer. Current application deadlines, as well as other detailed program information, may be obtained by contacting the College of Business and Public Policy MBA office.

ADMISSION REQUIREMENTS

Applicants must meet both the Admission Requirements for Master's Degrees and the College of Business and Public Policy requirements outlined below.

Admission to the MBA program is restricted to students holding a baccalaureate degree from an accredited university, or foreign equivalent. In addition, it is highly desirable for incoming MBAs to have three years of full-time work experience. The majority of students meeting these conditions will be admitted, up to the limits of program capacity, based on their potential for success in graduate business studies. In general, two formulas using undergraduate performance as measured by the grade point average (GPA) on a 4.00 scale and the score on the Graduate Management Admission Test (GMAT) will be used to assess an applicant's potential for success in the MBA program:

1. Undergraduate GPA x 200 + GMAT \geq 1050
or
2. Upper-division GPA x 200 + GMAT \geq 1100

These formulas are minimums, and may not guarantee admission in cases where either the GPA or the GMAT scores are unusually low. Additional indicators for predicting success in individual cases may be provided through documented performance in extracurricular activities, evidence of creativity and leadership, and a record of accomplishment in business or other professional activity.

Applicants whose native language is not English are required to score at least 550 on the TOEFL exam or otherwise demonstrate competency in English.

Students may apply to enter the program at the beginning of either the fall or spring semester. There currently is no specific application deadline, but students should apply before the start of their first semester. In some cases students may be admitted conditionally

while their paperwork is completed. Students in conditional admission status are restricted in the number of courses that they can take before being fully admitted.

GENERAL MANAGEMENT PROGRAM STRUCTURE

The requirements consist of two parts, foundation courses and advanced courses, with program length varying from 36 to 54 credits, depending upon previous business studies.

Students without undergraduate business or accounting degrees will take up to seven foundation courses (18 credits) designed to provide a basic foundation for further graduate work. These foundation courses are:

ACCT A601	Accounting Foundations for Executives	3
BA A601	Business Statistics and Data Analysis	2
BA A603	Fundamentals of Finance	3
BA A604	Marketing Management	3
BA A606	Fundamentals of Production/ Operations Management	2
CIS A605	Information Systems for Managers	2
ECON A602	Introduction to Economics for Managers	3

In some cases students may have fulfilled the core foundation requirements in part through undergraduate courses, or some students holding undergraduate business or accounting degrees may not have covered all of the foundation material in their degree program, or some of their foundation work may be dated in comparison to modern business practice. Thus foundation requirements will be evaluated on an individual student basis to ensure each student is properly prepared for the more advanced MBA courses. Foundation courses may be waived or added to an individual student's program based on previous preparation.

In addition, entering students are expected to have basic mathematical, computer, and communication skills. Students deficient in basic skills will be required to improve them through independent study, non-credit courses, undergraduate course work, and/or seminars or workshops.

The main body of the MBA curriculum consists of nine core courses and three electives for a total of 36 credits of advanced course work:

ACCT A650	Seminar in Executive Uses of Accounting	3
BA A631	Business Environment Analysis	3
BA A632	Organizational Behavior and Human Resource Management	3
BA A633	Problem Formulation and Decision Analysis	3
BA A634	Creating the Successful Organization	3
BA A635	Current Marketing Issues Seminar	3
BA A636	Financial Decision Making	3
BA A655	Strategic Management Seminar	3
BA A656	Management Project	3
Three electives, all at the graduate (600) level		9

In certain cases, where warranted by previous education or experience, an MBA core course may be waived and an elective substituted. BA A656, Management Project, is required for every student, and the oral presentation of the project to the student's committee serves as the final comprehensive examination in the MBA program.

It is possible for full-time students to complete the 36 credits of MBA program in one calendar year, although most students will take longer. Core foundation requirements normally add a minimum of two semesters to the program completion time for full-time students.

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LOGISTICS

<http://logistics.alaska.edu/msgscm.asp>

Business Education Building (BEB), Room 309, (907) 786-4101

MASTER OF SCIENCE, GLOBAL SUPPLY CHAIN MANAGEMENT

The MS GSCM degree is earned through advanced coursework and study at the graduate level. The focus is on management of global supply chain systems with an emphasis on managerial leadership, information technology and international business practices. The degree is comprised of five courses, six-credit hours each, to be completed over five consecutive semesters. Time to completion is approximately twenty months for a total of thirty credit hours.

Classes meet exclusively on weekends. Each course requires four weekend meetings per semester. Between weekends, students are engaged in research and on-line discussions with the instructor and one another. Students apply their coursework to a host company in order to attain hands-on experience and demonstrate value to their hosts.

Classes are kept to a maximum of twenty-five students and each student proceeds through the five courses in the same order as part of a cohort group.

The degree is a stand-alone program that is not subsidized by the State, and therefore normal tuition fees do not apply. Please contact the College of Business & Public Policy at (907) 786-4101 for tuition and pre-application information.

PROGRAM OUTCOMES

Graduates of the MS GSCM Program will be able to assess logistical activities and supply chain relationships in a strategic context within international and cross-cultural business environments. They will be able to demonstrate the role of leadership and team building in fostering and enhancing supply chain integration. Graduates will also be able to apply information technology as a means to manage knowledge; and use financial and cost accounting techniques to effectively measure logistical value within and across companies. Finally, graduates will have developed an appreciation for the complex nature of global supply chain management in an increasingly integrated world that is subject to rapid change.

ADMISSION REQUIREMENTS

Applicants must have a minimum of seven years of work experience in some function of logistics or supply chain management and a bachelor's degree in any discipline. Exceptions to work experience may be made for individuals with a bachelor's degree in logistics, supply chain management, or a discipline comprised of courses that are closely related to logistics and supply chain management.

In addition, applicants must provide two letters of recommendation and undergraduate degree transcripts, and must complete the Graduate Management Admission Test (GMAT). The minimum acceptable GMAT score is determined by:

$$(\text{Undergraduate GPA} \times 200) + \text{GMAT score} \geq 1050.$$

Conditional admission may be granted if the GMAT has not been written but all other required information has been provided. However, the GMAT must be completed with the minimum acceptable score before the start of the third course in the Program.

Applicants whose native language is not English are required to score at least 550 on the TOEFL exam or otherwise demonstrate competency in English.

ACADEMIC PROGRESS

A minimum GPA of 3.00 is required in order to successfully complete the Program. A grade of "C" is minimally acceptable and must be offset with a grade of "A" in one of the other courses. After the third grade of "C" the student will be required to withdraw from the Program.

The cohort group format is designed to allow students to: develop a working relationship with one another; undertake group activities and research; and share professional experiences with one another.

The MS GSCM Program is the responsibility of the Logistics Department, which acts as its policy-making body, and as an appeals board. Students are expected to be familiar with and adhere to the MS GSCM Program's requirements and procedures as well as to the general UAA admissions and graduate degree requirements.

Full program information, including application forms and procedures may be obtained by contacting:

Student Information Office
College of Business & Public Policy
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508
U.S.A.
Telephone: (907) 786-4101
Facsimile: (907) 786-4119

PROGRAM REQUIREMENTS

- Complete the following requirements credits (30 credits):

LOG A661	Supply Chain Strategic Planning	6
LOG A662	Supply Chain Knowledge Management	6
LOG A663	International Supply Chain Management and Marketing Strategies	6
LOG A664	Supply Chain Management Leadership	6
LOG A665	Supply Chain Measurement	6
- A total of 30 credits is required for the degree.

FACULTY

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Dr. E.R. Baker, Term Professor, AFERB1@cbpp.uaa.alaska.edu
Dr. Darren Prokop, Assistant Professor and MS GSCM Program Director, AFDJP1@cbpp.uaa.alaska.edu

PUBLIC ADMINISTRATION

www.mpa.alaska.edu
Business Education Building (BEB), Room 309, (907) 786-1700

The Master of Public Administration (MPA) degree provides students with knowledge and skills needed for professional careers in public service. MPA students learn new techniques and add to their expertise in organizational and program management, policy analysis, and related areas with emphasis on policy and administrative issues in the North. Students specialize in one of the following emphasis areas: Public Management, Policy Analysis, Health Administration, or Criminal Justice.

The Public Management emphasis is designed for those working for or planning to work for executive agencies of local, state, and federal government; for private, non-profit organizations; and in government relations units of private corporations. It provides basic tools of public management, understanding of the structure and processes of public organizations, and the history and context of the field of public administration.

The Policy Analysis emphasis is intended to provide the professional staffs of executive and legislative departments of local, state, and federal governments with the capability to analyze the effects of a broad range of actual or hypothetical government policies. It emphasizes the application of economic analysis and other quantitative and qualitative methods to Alaska and national policy issues.

The Health Administration emphasis prepares students to function as health administrators in state, local, or federal agencies, non-profit organizations, and private companies that do health-related work. Students develop knowledge and skills necessary for effective public management in the health care area: planning, decision-making, and managing people, money and programs.

The Criminal Justice Emphasis will provide graduates with the theoretical basis for management careers in the field of criminal justice. Students will develop knowledge and skills necessary for effective public management: planning and decision making, managing people, money and programs. These skills will be

applicable in a wide spectrum of employment areas in law enforcement and the criminal justice system; and will also prepare graduates seeking to earn a terminal degree in justice administration. Upon approval of the student's advisor and dean, and by completing additional 21 credits of course work and meeting other degree requirements, an MPA student may receive both the MPA and the Master of Business Administration (MBA) degrees.

MASTER OF PUBLIC ADMINISTRATION

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees. Students applying for admission to the MPA program must take the Graduate Record Examination (GRE). They must submit with the UAA Application for Admission to Enrollment Services a 300-500 word statement on their career goals and how the MPA degree relates to them. Detailed admission standards available on our website (www.mpa.alaska.edu).

Students entering the MPA program are expected to have introductory-level knowledge of American government, statistics, and micro and macroeconomics with B or better within the last 5 years or permission of instructor.

The Master's in Public Administration represents more than an accumulation of credit. Qualified students may take graduate courses without being formally admitted to the program, but students seeking a degree should apply for admission before accumulating more than nine (9) credits in the program. Students normally will not be allowed to enroll for additional credits (beyond 9) without admission to the program.

ACADEMIC PROGRESS

To maintain satisfactory progress toward the degree, a student in the MPA program is expected to complete a minimum of six (6) semester credits each calendar year, commencing with the first term of enrollment. The six (6) semester credits may consist of either undergraduate prerequisite courses or graduate program courses. Failure to comply with the six (6) credit minimum each calendar year may result in the student being dropped from the program.

GRADUATION REQUIREMENTS

See University Requirements for Master's Degrees at the beginning of this chapter.

PROGRAM REQUIREMENTS

- Complete the MPA core courses (18 credits):

ECON A625	Economics and Public Policy	3
PADM A601	Introduction to Public Administration	3
PADM A602	Seminar in Public Management	3
PADM A604	Research Methods in Administration	3
PADM A606	The Policymaking Process	3
PADM A628	Administration of Financial Resources	3
- Complete one of the following emphasis areas:

Public Management Emphasis (15 credits):

PADM A603	Management Analysis	3
PADM A610	Organizational Theory and Behavior	3
PADM A624	Human Resources Administration	3
	Plus two 600-level electives	6

Policy Analysis Emphasis (15 credits):

PADM A632	Policy Analysis	3
	Plus two 600-level electives	6

Health Administration Emphasis (15 credits):

PADM A624	Human Resources Administration	3
	Plus one 600-level elective	3
	Choose 3 courses from the following:	9
NS A626	Principles of Epidemiology (3)	
NS A658	Public Health Policy (3)	
NS A681	Analysis of Health Services (3)	
NS A682	Administrative Services (3)	

Criminal Justice Emphasis (15 credits):

JUST A625	Seminar in Criminal Violation	3
JUST A630	Justice Administration Theory and Practice	3
JUST A670	Administrative Law	3
	Choose one of the following:	
JUST A640	Corrections Theory and Research	3
JUST A650	Policing Theory and Research	3
	600-level elective	3

- Candidates for the MPA who do not have public administration work experience must complete 1 additional course (3 credits):

PADM A620	Internship in Public Administration/ Policy (1-2)	3
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- Take the core comprehensive exam after completing the core courses. This exam must be passed before the student may enroll in the capstone course.
- Complete the capstone project course (3 credits):

PADM A659	Public Administrative Capstone	3
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- A total of 36-39 credits is required for the degree.

FACULTY

Steven Aufrecht, Professor/Chair, AFSEA@uaa.alaska.edu
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COLLEGE OF EDUCATION

<http://ed.uaa.alaska.edu/>

Professional Studies Building (PSB), Room 234, (907) 786-4401

The University of Alaska Anchorage is in full compliance with the institutional reporting requirements mandated in Title II of the Higher Education Act Amendments of 1998. Please contact the College of Education for a copy of the completed report.

The College of Education comprises a community of educators dedicated to improving the quality of education. The mission of the College of Education is to prepare educators and support the lifelong learning of professionals to embrace diversity and to be intellectually and ethically strong, resilient, and passionate in their work with Alaska's learners, families, educators, and communities. Our programs emphasize the power of learning to transform people's lives. Across the university, faculty members teach professional educators to work in diverse settings, to form and sustain learning partnerships, and to provide learning across the life span. We are confident that this preparation will result in educators' significant contributions to society.

We believe that learning must be designed, delivered, and evaluated within the contexts of the following core values and program outcomes. Consequently, the College of Education promotes the core values in their collegial interactions to ensure that program graduates exhibit:

- **Intellectual Vitality:** Professional educators examine diverse perspectives, engage in research and scholarship, contribute to knowledge and practice, and apply innovations in technology.
- **Collaborative Spirit:** Professional educators generate, welcome, and support the collaborative relationships and partnerships that enrich people's lives.
- **Inclusiveness and Equity:** Professional educators create and advocate for learning communities that advance knowledge and ensure the development, support, and inclusion of peoples' abilities, values, ideas, languages, and expressions.
- **Leadership:** Professional educators are committed to the highest standards of ethical behavior in their roles, using professional expertise to improve the communities in which they live and work, and demonstrating the ability to translate theories and principles into transformative educational practice.

The College of Education offers undergraduate and graduate curricula and programs designed to prepare personnel for various professional roles related to education in a variety of learning environments. Our professional preparation programs are approved by the Alaska Department of Education and Early Development and meet the accreditation standards established by the National Association of State Directors of Teacher Education and Certification.

The Alaska Department of Education and Early Development issues certificates and endorsements under the "approved program" process for certification. The University of Alaska Anchorage recommends individuals to the Commissioner of Education and Early Development for certification or endorsement after successful completion of one or more of the approved programs. Only the Dean of the College of Education is authorized to recommend candidates for the appropriate certificate or endorsement.

In each of the College's curricula and programs, candidates are introduced to fundamental issues of education in the contemporary world through courses designed to develop perspective and understanding of the relationship of education to society. Courses provide theory and practice in the development of instructional materials and an understanding of methods of instruction. Students are formally admitted to an appropriate program on the basis of multiple criteria, including their ability to make a positive contribution to educational professions.

All students who desire a degree, certification or endorsement must apply for admission to the University of Alaska Anchorage and to the College of Education. Candidates who seek Alaska State licensure must successfully complete the College of Education's "approved program," as well as any additional requirements that may be initiated by the Alaska Department of Education and Early Development. Only courses with a grade of "C" or higher will be applied to meet certification or endorsement requirements. Some programs require a minimum grade of "B." In addition, candidates must demonstrate professional behaviors and dispositions consistent with the College of Education's Conceptual Framework as well as abide by the UAA Student Code of Conduct and the Code of Ethics and Professional Teaching Standards adopted by the Alaska Professional Teaching Practices Commission. These documents are available on the College of Education web site.

Applicants admitted to the M.Ed. work with a three-member committee composed of faculty from the major and related areas. The committee develops a Graduate Studies Plan with each candidate based upon transfer credits, program requirements and elective courses. The program may or may not include certification or endorsement requirements. Candidates admitted to a graduate certification or endorsement only program are assigned to a faculty member who serves as an academic advisor.

The College of Education has three academic departments:

1. The Department of Teaching and Learning with programs in early childhood education, elementary education, and secondary education. (907) 786-4412
2. The Department of Special Education with programs in counselor education, special education, early childhood special education, and opportunities in speech and language pathology. (907) 786-6317
3. The Department of Educational Leadership with programs in adult education and educational leadership (principal and superintendent preparation). (907) 786-4450

PROFESSIONAL AND CONTINUING EDUCATION

<http://pace.uaa.alaska.edu/>

The Office of Professional and Continuing Education (PACE) facilitates professional development opportunities for educators and other service professionals. PACE works collaboratively with UAA academic units and partner organizations to provide responsive service and support for 500-level courses, workshops, conferences, institutes, and academies. Committed to addressing the community's immediate and changing professional development needs, PACE works closely with school districts, professional societies, and private and government agencies.

MASTER OF ARTS IN TEACHING

<http://ed.uaa.alaska.edu/academics/masters.html>

The Master of Arts in Teaching (MAT) degree is intended to prepare students for a career in teaching. It is an intensive experience for the dedicated graduate student who has both academic preparation in a content area taught in the public schools and significant life experience. The program integrates course work and field experiences to meet Alaska and national teacher education standards. Graduates of the MAT program are prepared to become educators who are:

- Excited about teaching and learning in K-12 classrooms.
- Committed to a life of thoughtful practice.
- Dedicated to working with all children, their families, and support personnel.
- Knowledgeable in the appropriate subject matter and skilled in how to teach it.
- Committed to the highest standards of professional ethics.

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees. The application deadline for the MAT is October 1 for applicants seeking spring admission and March 1 for applicants seeking summer admission. Students are admitted and proceed through the program as a cohort. An application packet is available on the web site.

Applicants for the MAT degree must meet subject area requirements for a teaching endorsement. Approved teaching endorsement areas for the MAT are:

- English as a Second Language
- English/Language Arts
- General Science
- Mathematics
- Music
- Social Studies
- Vocational Education
- World Languages (this endorsement is for a specific language)

Note: Teaching endorsements must be completed in accordance with the approved standards-based Initial Endorsement Content Preparation Review on file in the College of Education.

Undergraduates interested in applying to the MAT should see a faculty advisor early in their program to ensure that subject matter courses taken to fulfill undergraduate degree requirements meet the content preparation standards required by the College's accrediting association. Additional subject matter course work may be required before an applicant can be accepted to the MAT. Therefore, individuals with baccalaureate degrees who are considering a career change to become a teacher should see a faculty advisor at least one year before applying to the program.

Applicants must also provide documentation to the College of Education of qualifications in the following three areas:

1. Academic preparation and demonstrated content knowledge competency in the endorsement area sought.
2. Successful experience with adolescents.
3. Dispositions for teaching, including collaborative skills and the ability to work with adolescents and families from diverse backgrounds.

Admission to the program is competitive and based on a two-part review of the applicant's credentials. The first committee review is preliminary and based on the documentation submitted by the applicant. If the applicant is recommended as a potential candidate for admission, then an admissions interview is scheduled.

Applicant's knowledge, skills and dispositions as documented in the MAT application packet and demonstrated in the admissions interview will be holistically evaluated.

If the applicant is recommended for admission based on the preliminary review and admissions interview, a physical exam and a background check must be passed prior to admission to the internships.

Stage I: Preliminary Review

Applicants must complete the MAT application packet available from the College of Education. It must include the following.

1. Verification of a baccalaureate degree by the start date of the graduate-level course work with an expected minimum of a 3.00 G.P.A. in the last 30 credits of the baccalaureate degree or subsequent graduate-level coursework.
2. Verifiable documentation of the ability to do graduate-level work, for example, scores on the Graduate Record Exam (GRE) general sub-tests (verbal reasoning, quantitative reasoning, analytical writing), scores on the Miller Analogies Test, successful completion of a graduate degree, or successful completion of a senior thesis in the baccalaureate degree major. An acceptable senior thesis must document the ability to perform graduate-level work.
3. Passing scores on the Praxis I, a test of basic skills in reading, writing, and mathematics. This test is also required by the State of Alaska; the Alaska State Board of Education and Early Development determines passing scores. Contact the College of Education for the passing scores.
4. Scores from the relevant content knowledge Praxis II test. Competitive scores will be at the national median or higher.
5. Demonstrated evidence of content area preparation in the teaching area for which the applicant is seeking endorsement, including the standards-based "Initial Endorsement Content Preparation Review" that has been signed by an appropriate College of Education faculty advisor.
6. A brief narrative that provides documentation of technology skills.
7. An essay addressing questions based on the MAT program purpose and outcomes, as described in the application packet.
8. Documentation of experience with school-aged children and adolescents.
9. A current resume.
10. Three letters of recommendation that speak directly to the applicant's qualifications to be admitted to the MAT degree and her/his choice of teaching as a career. At least one of the letters should address academic expertise in the endorsement area.

Stage II: Admissions Interview

11. After the preliminary review of the required application materials is completed, all applicants who are recommended as potential candidates will be interviewed by an Admissions Committee. Admission to the MAT degree program is competitive, and final decisions will be based upon consideration of all data.

ADDITIONAL REQUIREMENTS

Applicants accepted for admission must provide the following documents.

1. A completed State of Alaska Student Teacher Certification Authorization application form. The State of Alaska requires fingerprinting and a background check prior to internships in the public schools. Failure to pass the background check will result in removal from the program.
2. Documentation of a current physical exam and negative TB skin test.

ACADEMIC PROGRESS

Candidates enrolled in the MAT must maintain a minimum GPA of 3.00, with no individual course grade lower than a "C." ED A624 Capstone Seminar: Inquiry in Teaching and Learning, CTE A624 Capstone Seminar: Inquiry in Teaching and Learning, ED A478 Issues in Alaska Native Education, K-12, and ED A424 Foundations of Modern Educational Practice require a minimum grade of "B." Courses with grades less than a "C," including those used to demonstrate content knowledge on the "Initial Endorsement Content Preparation Review," cannot be applied to meet certification or endorsement requirements. Satisfactory progress on all standards must be demonstrated in the internship courses to remain in the program.

CANDIDACY REQUIREMENTS

See the beginning of this chapter for Advancement to Candidacy requirements.

GRADUATION REQUIREMENTS

See the beginning of this chapter for University Requirements for Master's Degrees.

PROGRAM REQUIREMENTS

- A. Master of Arts in Teaching - Secondary Education 7-12 with a teaching endorsement in Mathematics, English/Language Arts, Social Studies, General Science, Vocational Education, English as a Second Language, or World Languages**

1. Semester 1	0 - 9
ED A424	Foundations of Modern Educational Practice 6
ED A478	Issues in Alaska Native Education, K-12 3

A minimum grade of B is required to apply the above courses to the MAT.

If the above courses were taken as part of an undergraduate program, these courses may be waived for the MAT.

2. Semester 2	14
ED A630	Language, Culture, and Teaching in Secondary Schools 2
ED A644	Developing a Community of Learners in Middle/High School 3
ED A663A	Middle/High School English/Language Arts Methods I (4) 4
OR	
ED A664A	Middle/High School Social Studies Methods I (4) 4
OR	
ED A665A	Middle/High School Mathematics Methods I (4) 4
OR	
ED A669A	Middle/High School Science Methods I (4) 4
OR	
CTE A643A	Middle/High School CTE Methods I (4) 4
OR	
LANG A667A	Middle/High School Second Language Teaching I (4) 4
ED A695A	Internship I 3
OR	
CTE A695A	Internship I 3
EDSE A637	Inclusive Teaching and Learning in Secondary Schools 2

3. Semester 3	16
ED A648	Literacy Development in the Content Areas 2
ED A649	Capstone Seminar: Inquiry in Teaching and Learning (3) 2
OR	
CTE A649	Capstone Seminar: Inquiry in Teaching and Learning (3) 2
OR	
ED A663B	Middle/High School English/Language Arts Methods II (2) 2
OR	
ED A664B	Middle/High School Social Studies Methods II (2) 2
OR	
ED A665B	Middle/High School Mathematics Methods II (2) 2
OR	
ED A669B	Middle/High School Science Methods II (2) 2
OR	
CTE A643B	Middle/High School CTE Methods II (2) 2
OR	
LANG A667B	Middle/High School Second-Language Teaching II (2) 2
OR	
LANG A667C	Middle/High School Methods for Teaching English as a Second Language (2) 2
OR	
ED A695B	Internship II (9) 9
OR	
CTE A695B	Internship II (9) 9

4. Total credits for degree: 30-39
5. Candidates must successfully complete a comprehensive portfolio demonstrating that they have met all of the applicable standards.

Note: Minimum grade of B required in ED A649/CTE A649.

- B. Master of Arts in Teaching - K-12 with a teaching endorsement in Music**

1. Semester 1	0 - 9
ED A424	Foundations of Modern Educational Practice 6
ED A478	Issues in Alaska Native Education, K-12 3

A minimum grade of B is required to apply the above courses to the MAT.

If the above courses were taken as part of an undergraduate program, these courses may be waived for the MAT.

2. Semester 2	15
ED A630	Language, Culture, and Teaching in Secondary Schools 2
ED A644	Learning Communities in Middle/High School 3
ED A695A	Internship I 3
EDSE A482	Inclusive Classrooms for All Children 3
MUS A668A	Methods for Teaching Music I, K-12 4
3. Semester 3	16
ED A648	Literacy Development in the Content Areas 2
ED A649	Capstone Seminar: Inquiry in Teaching and Learning 3
OR	
ED A695B	Internship II 9
MUS A668B	Methods for Teaching Music II, K-12 2
4. Total credits for degree:	31-40
5. Candidates must successfully complete a comprehensive portfolio demonstrating that they have met all of the applicable standards.	

Note: Minimum grade of B required in ED A649.

PROFESSIONAL FIELD EXPERIENCES

The Master of Arts in Teaching degree program includes an internship experience that results in an academic-year-long, intensive immersion of teacher candidates in educational settings. Internship placements are arranged and supervised by University faculty in partnership with the principal and staff from the public school. University course work and classroom practice are closely linked, and communication about performance in both the course work and classroom practice is shared among the partners. Teacher candidates report to their internship placements at the beginning of the K-12 school year and continue in their public school classrooms until the K-12 school year ends.

Performance in the internship must meet stated competencies and individual outcomes. Performance evaluations determine the candidate's progress toward meeting the State of Alaska Standards for Alaska's Teachers, the Guidelines for Preparing Culturally Responsive Teachers for Alaska's Schools, and the International Society for Technology in Education's National Education Technology Standards and Performance Indicators for All Teachers.

It is expected that interns will demonstrate appropriate professional dispositions with respect to their actions, attitudes, and performance. Teacher candidates are required to adhere to the characteristics of professionalism as published in the MAT Program Handbook, and to abide by the State of Alaska Code of Ethics of the Education Profession. Unacceptable academic performance, an unprofessional attitude, unsatisfactory field reports, violation of professional ethics, or other factors may result in removal from the field experience and denial of the Institutional Recommendation for teacher certification.

Internship placements are made in partnership with participating school districts, which may request additional information and/or preparation from candidates according to the district's established policies and practices. Because cooperating districts also determine the number of placements available for candidates, placements may become competitive if the number of applicants exceeds the number of spaces. Districts also reserve the right to refuse or terminate placements when candidates do not meet a minimum standard of performance. Thus, while the University will make every effort to identify appropriate field experiences, admission to the Master of Arts in Teaching degree program does not guarantee an internship placement.

INSTITUTIONAL RECOMMENDATION

To obtain an Institutional Recommendation for teacher certification, candidates must have:

1. Completed all program courses with a minimum grade of "C" or "B" where specified;
2. Maintained a cumulative 3.00 GPA in the MAT;
3. Achieved passing scores on the Praxis exams;
4. Satisfactorily completed internships;
5. Met all standards listed in the standards-based "Initial Endorsement Content Preparation Review."

MASTER OF EDUCATION

Within the curriculum of the M.Ed. program are several options, each with its own set of specific requirements. Each is designed to provide the student with advanced preparation in professional education. Some also lead to endorsement or certification. M.Ed. options are:

1. **Master Teacher with Specialty Options**
Middle School Education - *admission suspended*
Curriculum and Instruction
Early Childhood (without endorsement)
Early Childhood (with endorsement through UAS)
Educational Technology (without endorsement)
Educational Technology (with endorsement)
2. **Counselor Education**
Counseling (K-8)
Counseling (7-12)
Counseling (K-8 & 7-12)
General Counseling
Adult Counseling
Vocational Education Counseling
3. **Educational Leadership**
Principal (K-8)
Principal (7-12)
Principal (K-8 & 7-12)
4. **Special Education**
5. **Early Childhood Special Education**
6. **Adult Education**
Counselor Education
Distance Learning and Technology
Human Resource Development and Leadership
Curriculum and Instruction

PROFESSIONAL FIELD PRACTICE

Prior to permitting the candidate to enter the final stage of preparation, which is characterized by participation in a practicum or internship, a faculty committee will evaluate the candidate'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 inadequate academic performance, unprofessional behavior, unsatisfactory 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 objectives. Since this is the practice and application phase of professional development, it is assumed that candidates will demonstrate appropriate professional dispositions with respect to their professional actions, attitude, and performance. The Alaska Department of Education and Early Development issues certificates/endorsements as a result of successful program completion as verified by the department chair and the dean.

FIELD PLACEMENTS

Practica, internships, and other field placements are made only in cooperation with participating school districts and agencies. The school districts and agencies that work with the College of Education reserve the right to request additional information and/or preparation from candidates, in accordance with their established policies/practices. Cooperating districts and agencies also determine the number of available spaces and placements for candidates. Placements may become competitive if the number of applicants exceeds the number of spaces. Districts and agencies also reserve the right to refuse or terminate placements when candidates do not meet an acceptable standard of performance. Thus, while the University

makes every effort to find appropriate field placements for candidates, admittance to a degree/certificate/endorsement program does not guarantee acceptance by cooperating school districts or agencies.

Candidates who have taken all or part of an approved program at another university must take at least nine credits of approved education courses at the University of Alaska prior to being admitted to an advanced practicum or internship.

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees. Applicants applying for the Master of Education must also complete the following:

1. Take the General Test portion of the Graduate Record Examination (GRE), or Miller Analogies Test (MAT), as required. Contact each academic department for specific tests.
2. Prepare materials for a file in the College of Education by completing an application form and submitting other required materials. Information about specific programs is available on the web site. Applicants without appropriate and recent experience in the field may be required to sign up for a supervised practicum prior to admission.
3. Applicant files are reviewed twice each year, October 15 and March 15. It is the applicant's responsibility to have the file completed and submitted by these dates.
4. An official Graduate Studies Plan must be approved before completion of more than nine credits of course work.

ADMISSION PROCEDURES

When all official transcripts, examination scores, and other required materials are received by Enrollment Services, a copy of the applicant's file is forwarded to the College of Education and combined with the College of Education admission materials for consideration by a Graduate Committee (see admission requirements above). Applicants may be contacted for scheduling personal interviews with the committee after their completed files are received. Written notification of committee action is sent to the applicant. One of the following actions can be expected from the Graduate Committee:

1. Complete admission.
2. Provisional admission with specified provisions.
3. Denial of admission for stated reasons.

Criteria for Admission

Minimum Qualifications:

1. Hold a baccalaureate degree.
2. Have a grade point average of 3.00 (on a 4.00 point scale) in the last 30 credits.
3. Graduate Record Examination with a combined verbal and quantitative score of 800 or the Miller Analogies Test with scores at or above the 40th percentile.*

*The M.Ed. in Special Education has different requirements. Contact the department for further information.

Competitive Qualifications

Applicants who meet the above criteria are considered for program admission on a competitive basis.

CANDIDACY REQUIREMENTS

See the beginning of this chapter for Advancement to Candidacy requirements.

When the student is in the final course work, the Graduate Committee will review the student's progress for admission to candidacy. Candidacy allows the student to enter the final program phase, which includes a written or oral comprehensive examination and, in some programs, the development of a portfolio, thesis, or investigative project. Candidates must have completed their course work with the minimum of a 3.0 GPA. The M.Ed. - Special Education Program requires a grade of "B" or better in all EDSE course work. No "C" grade earned in an undergraduate course can be counted toward a master's program. In addition, the committee may seek evidence of a candidate's acceptable performance in written expression.

GRADUATION REQUIREMENTS

See the beginning of this chapter for general university requirements for graduate degrees and master's level graduation requirements.

Candidates completing the Master of Education degree must also complete the following requirements:

1. At least one year successful contract teaching, with the exception of Adult Education and Counselor Education. For certification purposes, principal candidates must have three years successful contract teaching and the superintendent candidates must have five years (minimum three years as a teacher and one as an administrator).
2. An approved official program plan before completion of 9 credits of course work.
3. A minimum of 21 credits in a program at the graduate (600) level.
4. A minimum of 36 credits of approved course work.
5. At least 18 credits must be completed after the semester in which the student was admitted and approved by the graduate committee.
6. Pass a comprehensive written examination on the education "core" studies and the area of specialization. An oral examination may also be required by the student's committee.

Cautionary Note: Graduate courses completed prior to being admitted as a graduate student will not necessarily be applicable toward a specific graduate degree program. Since recency of credits is of concern to the candidate's committee when developing the graduate program, course work must be completed within a consecutive seven-year period prior to graduation in order to fulfill the requirements of the degree.

INSTITUTIONAL RECOMMENDATION

Following are the requirements for an institutional recommendation for those programs leading to a recommendation for certification or endorsement:

1. All program courses must be completed with a grade of "C" or higher. Special Education requires a grade of "B" or higher.
2. Cumulative GPA of 3.00 in the program coursework.
3. For endorsements, all requirements for a current Type A certificate must be successfully met.
4. All programs, with the exception of Counselor Education, require at least one year of appropriate professional experience related to the student's course of study. For Principal Type B Certificates, candidates must have three years of successful contract teaching.
5. For the Principal Type B Certificate, the M.Ed. must be conferred.
6. Demonstration of basic computer/technology competence. See specific programs for additional information.

PROGRAM REQUIREMENTS (M.ED.)

Complete one of the following courses of study:

A. MASTER TEACHER WITH SPECIALITY OPTIONS

The M.Ed. in Master Teacher Specialty Options is designed for classroom teachers with Type A certificates who are seeking advanced professional education. Programs can be planned in such areas as:

Middle School Education - *admission suspended*
Curriculum and Instruction
Early Childhood*
Educational Technology

* This program will be delivered collaboratively, via distance education, with University of Alaska Southeast.

1. Middle School Education - *admission suspended*
2. Curriculum and Instruction
Applicants selecting the Curriculum and Instruction specialty option shall complete the following core courses and their specialty option course work. See an academic advisor to plan specific course work for the specialty option.
 - a. Core courses (18 credits):

ED A621	Culture, Language and Literacy	3
ED A622	Philosophy of Education	3
ED A627	Education Research	3
ED A631	Advanced Educational Psychology	3
ED A651	Curriculum Theory and Development	3
ED A698	Individual Research (1-6)	3
 - b. Select a specialty option consisting of a minimum of 18 credits. Candidates may concentrate their studies in such areas as elementary, secondary, reading, etc. See a faculty advisor to plan specific course work.
 - c. A total of 36 credits is required for the degree.
- 3a. Early Childhood (without endorsement)
 - a. Core courses (15 credits):

ED A621	Culture, Language and Literacy	3
ED A622	Philosophy of Education	3
ED A627	Education Research	3
ED A631	Advanced Educational Psychology	3
ED A698	Individual Research (1-6)	3
 - b. Required Courses (21 credits):

ECD A601	Approaches in Early Childhood: Preschool	3
ECD A605	Early Childhood Education Principles and Practices	3
ED S610	Guidance and Discipline in Early Childhood Education	3
ECD A652	How Young Children Learn: The Development and Learning Processes of Young Children	3
EDSE A622Y	Strategies: Early Childhood Special Education	3
EDSE A674	Families: Developing Parent Professional Partnerships	3
ECD	Electives by Advisement	3
 - c. A total of 36 credits is required for the degree without endorsement.
- 3b. Early Childhood (with endorsement):
 - a. Core courses (15 credits):

ED A621	Culture, Language and Literacy	3
ED A622	Philosophy of Education	3
ED A627	Education Research	3
ED A631	Advanced Educational Psychology	3
ED A698	Individual Research (1-6)	3

- b. Required Courses (18 credits):

ECD A601	Approaches in Early Childhood: Preschool	3
ECD A605	Early Childhood Education Principles and Practices	3
ED S610	Guidance and Discipline in Early Childhood Education	3
ECD A652	How Young Children Learn: The Development and Learning Processes of Young Children	3
EDSE A622Y	Strategies: Early Childhood Special Education	3
EDSE A674	Families: Developing Parent Professional Partnerships	3
- c. Choose one of the following endorsement tracks (9 credits):
 1. Pre-K-Primary Endorsement:
Only the University of Alaska Southeast (UAS) is authorized to recommend candidates for the Pre-K-Primary Endorsement. Candidates completing the following endorsement track must apply for an institutional recommendation from UAS.

ECD A664	Advanced Studies in Classroom Management for Young Children	3
ED S465	Math and Science for Young Children	3
ED S661	Advanced Studies in Young Children and Literacy	3
 2. Early Intervention Credential/Early Childhood Special Education Endorsement:
Note: Admission to this track is suspended.

EDSE A610Y	Assessment: Early Childhood Special Education	3
EDSE A620Y	Advanced Internship: Early Childhood	3
EDSE A681	Issues in Early Childhood Special Education	3
- d. A total of 42 credits is required for the degree with endorsement.
- 4a. Educational Technology (without endorsement)
 - a. Core courses (18 credits):

ED A621	Culture, Language and Literacy	3
ED A622	Philosophy of Education	3
ED A627	Education Research	3
ED A631	Advanced Educational Psychology	3
ED A651	Curriculum Theory and Development	3
ED A698	Individual Research (1-6)	3
 - b. Required courses (18 credits):

ED A626	Technology in Teaching and Learning	3
ED A629	Multimedia Tools for Learning	3
ED A652	Educational Telecommunications and the Internet	3
ED A655	Implementing the Standards: Integrating Educational Technology into the Curriculum	3
	Technology Electives (by advisement)	6
 - c. A total of 36 credits is required for the degree without endorsement.

- 4b. Educational Technology (with endorsement)
- a. Core courses (18 credits):
- | | | |
|---------|-----------------------------------|---|
| ED A621 | Culture, Language and Literacy | 3 |
| ED A622 | Philosophy of Education | 3 |
| ED A627 | Education Research | 3 |
| ED A631 | Advanced Educational Psychology | 3 |
| ED A651 | Curriculum Theory and Development | 3 |
| ED A698 | Individual Research (1-6) | 3 |
- b. Required courses (21 credits):
- | | | |
|---------|--|---|
| ED A626 | Technology in Teaching and Learning | 3 |
| ED A629 | Multimedia Tools for Teachers | 3 |
| ED A652 | Ed Telecommunications and the Internet | 3 |
| ED A655 | Implementing the Standards: Integrating Educational Technology into the Curriculum | 3 |
| ED A657 | Educational Technology Portfolio Development and Assessment Center | 3 |
| | Technology Electives (by advisement) | 6 |
- c. A total of 39 credits is required for the degree with endorsement.

B. COUNSELOR EDUCATION

<http://ed.uaa.alaska.edu/counseling/index.htm>

The M.Ed. in Counselor Education is designed to serve college graduates who have selected careers as professional counselors. The program encompasses theory, research, and practice related to professional counseling of children, adolescents or adults in schools and agencies.

1. Education Core (9 credits):
- | | | |
|---------|--------------------------------------|---|
| ED A612 | Community Relations | 3 |
| ED A627 | Educational Research | 3 |
| ED A636 | Innovations in Teaching and Learning | 3 |

Students who already possess a Master's degree may request waiver of the core education courses.

2. Counselor Education Core (18-21 credits):
- | | | |
|-----------|--------------------------------|---|
| COUN A610 | Foundations in Counseling | 3 |
| COUN A614 | Counseling Diverse Populations | 3 |
| COUN A616 | Counseling Theories | 3 |
| COUN A623 | Counseling Skills | 3 |
| COUN A624 | Group Counseling | 3 |
| COUN A632 | Career Development | 3 |
| COUN A633 | High Risk Issues for Youth* | 3 |

*Note: This course is not required for the Adult Counseling or the Vocational Education Options.

3. Choose one of six options:
Options a, b, and c may lead to an Alaska Type C Certificate-Counseling and Guidance Special Services.
Candidates seeking a certificate will need appropriate courses in multicultural education/cross-cultural communication and Alaska studies.

Certification Options

- a. Elementary (K-8) School Counseling (12 credits):
- | | | |
|-----------|--|---|
| COUN A611 | Roles and Responsibilities of the Elementary Counselor | 3 |
| COUN A634 | Counseling Practicum I (Elementary Level) | 3 |
| COUN A636 | Counseling Practicum II (Elementary Level or Agency) | 3 |
| | Electives by advisement | 3 |
- b. Secondary (7-12) School Counseling (12 credits):
- | | | |
|-----------|--|---|
| COUN A615 | Roles and Responsibilities of a Secondary School Counselor | 3 |
| COUN A634 | Counseling Practicum I (Secondary Level) | 3 |
| COUN A636 | Counseling Practicum II (Secondary Level or Agency) | 3 |
| | Electives by advisement | 3 |

- c. K-8 & 7-12 School Counseling (15 credits):
- | | | |
|-----------|--|---|
| COUN A611 | Roles and Responsibilities of the Elementary Counselor | 3 |
| COUN A615 | Roles and Responsibilities of a Secondary School Counselor | 3 |
| COUN A634 | Counseling Practicum I (Elementary Level) | 3 |
| COUN A636 | Counseling Practicum II (Middle level or High School) | 3 |
| | Electives by advisement | 3 |

Non-Certificated Options

The following options do not lead to a Type C Certificate.

- d. General Counseling (12 credits):
- | | | |
|-----------|----------------------------------|---|
| COUN A634 | Counseling Practicum I (Agency) | 3 |
| COUN A636 | Counseling Practicum II (Agency) | 3 |
| | Electives by advisement | 6 |
- e. Adult Counseling (15 credits):
- | | | |
|-----------|----------------------------------|---|
| EDAE A645 | Teaching of Adults | 3 |
| EDAE A655 | The Adult Learner | 3 |
| COUN A634 | Counseling Practicum I (Agency) | 3 |
| COUN A636 | Counseling Practicum II (Agency) | 3 |
| | Electives by advisement | 3 |
- f. Vocational Education Counseling (15 credits):
- | | | |
|-----------|---|---|
| VE A611 | Philosophical Foundations of Vocational Education | 3 |
| VE A633 | Current Issues in Vocational Education | 3 |
| COUN A634 | Counseling Practicum I (Agency) | 3 |
| COUN A636 | Counseling Practicum II (Agency) | 3 |
| | Electives by advisement | 3 |

4. A total of 42-45 credits, is required for the degree.

C. EDUCATIONAL LEADERSHIP

<http://akedl.edu>

The M.Ed. in Educational Leadership is designed for individuals seeking advanced professional preparation to become a principal. The UAA Educational Leadership program has a statewide mission.

ADMISSION REQUIREMENTS

- At least one year of experience as a certificated elementary or secondary teacher.
- Eligible for Alaska Teaching Certificate.
- GRE/MAT for Masters of Education program only.

Principal Type B Certificate Program Requirements (K-8, 7-12, K-8 & 7-12)

- Foundation Core (12 credits):

ED A627	Education Research	3
ED A636	Innovations in Teaching and Learning	3
	600-level electives by Advisement	6
- Required Courses (24 credits):

EDL A637	Educational Leadership and Organizational Behavior	3
EDL A638	Instructional and Curricular Leadership	3
EDL A639	Politics of Education	3
EDL A640	Law and Ethics in Education	3
EDL A641	Principal Internship (3-6)	6
EDL A642	Principal Seminar I	3
EDL A643	Principal Seminar II	3
- A total of 36 credits is required for the degree and to apply for an institutional recommendation for a Type B certificate from the Alaska Department of Education and Early Development.

D. SPECIAL EDUCATION

<http://sped.uaa.alaska.edu/>

The M.Ed. in Special Education is designed for individuals who desire advanced professional preparation in Special Education. The program encompasses theory, research, and practice relating to individuals who experience disabilities.

Refer to the web site for information about opportunities in speech and language pathology.

The UAA Special Education Department has a statewide mission and delivers the degree course work by distance.

SPECIAL ADMISSION REQUIREMENTS

1. At least two years of appropriate professional experience. See Department for more information.
2. Applicants to this program must take the Graduate Record Examination. Contact the Department of Special Education for passing scores. The Miller Analogies Test is not accepted.
3. Three letters of professional recommendation or teaching evaluations.

PROGRAM REQUIREMENTS

1. Required courses (36 credits):

ED A627	Education Research	3
EDSE A640	Advanced Theories of Disabilities	3
EDSE A671	The Impact of Social Issues on Education	3
EDSE A642	Current Trends in Special Education	3
EDSE A698	Individual Research (1-6)	6
	or	
EDSE A699	Thesis (1-6)	6
	Electives by advisement	18
2. Documentation of computer technology skills or completion of ED A302, ED A626 or equivalent course.
3. A total of 36 credits is required for the degree.
4. In addition to the M.Ed., students who already possess a Type A certificate may receive a special education endorsement at the developmental level listed on the existing certificate. The endorsement courses must be completed with a minimum grade of B, and may be used to fulfill elective requirements for the M.Ed.

Note: Admission of the M.Ed is required to enroll in the endorsement courses.

5. Prerequisite courses must be completed prior to enrolling in the endorsement courses. These courses include child development, classroom management, elementary reading methods and elementary math methods. See an advisor in the Department of Special Education.
6. Required endorsement courses (24 credits):

EDSE A482	Inclusive Classrooms for All Children	3
EDSE A610	Assessment: Learning and Behavior	3
EDSE A612	Curriculum and Instruction in Special Education	3
EDSE A614	Beginning Internship in Special Education	3
EDSE A620	Advanced Internship in Special Education	6
EDSE A622	Educational Strategies in Special Education	3
EDSE A671	The Impact of Social Issues on Education	3
7. The development of a professional portfolio is required.
8. A total of 24 credits is required for the endorsement. In addition, prerequisites of up to 12 credits may be required. The degree and endorsement course work, excluding prerequisites, total 39 credits.

E. EARLY CHILDHOOD SPECIAL EDUCATION*

<http://www.alaskachd.org/ecse/index.html>

The M.Ed. in Early Childhood Special Education is designed for individuals who desire initial professional preparation in early intervention and early childhood special education. The program encompasses theory, research, and practice relating to children birth to five years of age who experience disabilities.

SPECIAL ADMISSION REQUIREMENTS

1. At least two years of appropriate professional experience. See Department for more information.
2. Acceptable scores on the GRE or Miller Analogies Test. Contact the Department of Special Education for passing scores.
3. Two letters of professional recommendation.

PROGRAM REQUIREMENTS

1. Required Courses (36 credits):

ED A627	Education Research	3
EDSE A474	Special Children from Birth through Five	3
EDSE A610Y	Assessment: Early Childhood Special Education	3
EDSE A620Y	Advanced Internship: Early Childhood	6
EDSE A622Y	Strategies: Early Childhood Special Education	3
EDSE A674	Families: Developing Parent Professional Partnerships	3
EDSE A681	Issues in Early Childhood Special Education	3
EDSE A685	Young Children with Complex Needs	3
	Electives by advisement	9
2. A total of 36 credits is required for the degree.

Note: ED A302 or ED A626 may be required prerequisites if student lacks previous appropriate course work or skills.

* Students who enter this program with a Type A Certificate will exit with an Endorsement in Birth to Five and a Master of Education in Early Childhood Special Education. Candidates who do not possess a Type "A" Certificate will exit with a Master of Education in Early Childhood Special Education without endorsement.

F. ADULT EDUCATION**

<http://ed.uaa.alaska.edu/adult/index.html>

The M.Ed. in Adult Education program is designed for college graduates with career experience who strive to enhance their knowledge and skills in serving adult learners and who have a commitment to lifelong learning. The program encompasses theory, research, and practice related to adult learning and teaching.

***This program has special admission requirements. Refer to the web site for further information.*

1. Beginning core courses (12 credits):

EDAE A645	The Teaching of Adults	3
EDAE A655	The Adult Learner	3
EDAE A665	History and Philosophy of Adult Education	3
ED A627	Education Research	3
2. Complete one of four emphasis areas (6 credits):
 - a. Curriculum and Instruction

EDAE A678	Curriculum and Program Planning in Adult Education	3
EDAE A679	Methods and Materials in Adult Education	3

- | | | | |
|--|--|--|-----|
| b. Human Resource Development and Leadership | | | |
| EDAE A650 | Principles of Human Resource Development | | 3 |
| EDAE A657 | Leadership (3) | | 3 |
| | or | | |
| EDAE A658 | Organization and Administration of Adult Education (3) | | |
| c. Counselor Education | | | |
| COUN A616 | Counseling Theories | | 3 |
| COUN A623 | Counseling Skills | | 3 |
| d. Distance Learning and Technology | | | |
| EDAE A667 | Distance Learning and Adult Education | | 3 |
| ED A626 | Technology in Teaching and Learning (3) | | |
| | or | | |
| ED A629 | Multimedia Tools for Learning (3) | | 3 |
| 3. Final core courses (7-12 credits): | | | |
| EDAE A691 | Professional Seminar | | 3 |
| EDAE A695 | Advanced Practicum in Adult Education | | 1-6 |
| EDAE A698 | Individual Research (1-3) | | 3 |
| | or | | |
| EDAE A699 | Thesis (1-3) | | 3 |
| 4. Electives by advisement 6-11 | | | |
| 5. In lieu of a comprehensive examination, M.Ed. candidates in Adult Education prepare a portfolio throughout the program to verify their knowledge and skill in adult education excellencies. At program conclusion candidates will present their portfolios to their committee members. | | | |
| 6. A total of 36 credits is required for the degree. | | | |

GRADUATE CERTIFICATION/ENDORSEMENT ONLY PROGRAMS

The College of Education recommends candidates for certification or endorsement to the Alaska Department of Education and Early Development upon successful completion of graduate programs in Educational Leadership (Principal [K-8], Principal [7-12], Principal [K-8 & 7-12], and Superintendent), and Educational Technology. Candidates admitted to a graduate certification/endorsement only program are assigned to a faculty member who serves as an academic advisor. Contact the College of Education for specific certification and endorsement requirements. Only courses with a grade of "C" or better may be applied to meet certification or endorsement requirements. Candidates must meet all the course requirements as approved by the Alaska Department of Education and Early Development.

Graduate certification and endorsement options:

1. Educational Leadership
 - Principal (K-8)
 - Principal (7-12)
 - Principal (K-8 & 7-12)
 - Superintendent
2. Educational Technology

Note: A post-baccalaureate undergraduate elementary education certification program is also available. See the undergraduate section of the catalog for more information.

PROFESSIONAL FIELD PRACTICE

Prior to permitting the candidate to enter the final stage of preparation, which is characterized by participation in a practicum or internship, a faculty committee will evaluate the candidate'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 inadequate academic performance, unprofessional behavior, unsatisfactory 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 objectives. Since this is the practice and application phase of professional development, it is assumed that candidates will demonstrate appropriate professional dispositions with respect to their professional actions, attitude and performance. The Alaska Department of Education and Early Development issues certificates/endorsements as a result of successful program completion as verified by the department program chair and the dean.

ADMISSION REQUIREMENTS

Contact the Department web sites for admission requirements.

NOTE: Eligibility requirements for some financial aid opportunities include admission to a specific degree program.

A. Educational Leadership

<http://akedl.edu/>

The Principal Type B Certificate and the Superintendent's Endorsement are designed for individuals who have master's degrees and who seek advanced professional preparation to become principals or superintendents.

Principal Type B Certificate (K-8, 7-12, or K-8 & 7-12):

1. Required courses (24 credits):

EDL A637	Educational Leadership and Organizational Behavior	3
EDL A638	Instructional and Curricular Leadership	3
EDL A639	Politics of Education	3
EDL A640	Law and Ethics in Education	3
EDL A641	Principal Internship (3-6)	6
EDL A642	Principal Seminar I	3
EDL A643	Principal Seminar II	3
2. A total of 24 credits is required to apply for an institutional recommendation for a Type B certificate from the Alaska Department of Education and Early Development.

Superintendent's Endorsement:

Individuals who seek a superintendent's endorsement must complete a principal preparation program, possess a master's degree, and meet all preservice Alaska Department of Education and Early Development requirements for endorsement.

1. Required courses (24 credits):

EDL A671	Superintendent Stewardship and Systemic Change	3
EDL A672	Student Performance: Academic and Developmental	3
EDL A673	Human Resource Management and Labor Relations	3
EDL A674	Public School Finance and Facilities	3
EDL A675	Superintendent Internship	6
EDL A676	Superintendent Seminar I	3
EDL A677	Superintendent Seminar II	3

2. A total of 24 credits is required to apply for an institutional recommendation for the superintendent endorsement.
- B. Educational Technology**
Contact the Department of Teaching and Learning for information about the Educational Technology Endorsement.

INSTITUTIONAL RECOMMENDATION

Following are the requirements for an institutional recommendation:

1. All program courses must be completed with a grade of "C" or higher.
2. A cumulative GPA of 3.00 in the program coursework.
3. For endorsements, all requirements for a current Type A certificate must be successfully met.
4. All programs, with the exception of Counselor Education, require at least one year of appropriate professional experience related to the student's course of study. For Principal Type B Certificates, candidates must have three years of successful contract teaching. For a Superintendent's Endorsement, candidates must have five years (minimum three years as a teacher and one as an administrator) of experience.
5. For the Principal Type B Certificate and Superintendent's Endorsement the M.Ed. must be conferred.
6. Demonstration of basic computer/technology competence. See specific programs for additional information.

FACULTY

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COLLEGE OF HEALTH AND SOCIAL WELFARE

SCHOOL OF NURSING

<http://nursing.uaa.alaska.edu>

Professional Studies Building (PSB), Room 103, (907) 786-4550

Graduate studies at the master's level place primary emphasis upon advanced professional nursing practice, theory, research, and health care delivery systems. Students may develop a specialized practice focus in Community Health Nursing, Psychiatric-Mental Health Nursing, Health Care Administration, or as a Family Nurse Practitioner. Master's level studies provide the student with a basis for further study at the doctoral level. The graduate program is accredited by the National League for Nursing Accreditation Commission (61 Broadway, New York, NY 10006; (212) 363-5555 ext 153). Graduates in the Family Nurse Practitioner option are eligible to write the national certification examination for advanced professional practice as a family nurse practitioner. Graduates of the Health Care Administration option are eligible, after nurse executive practice, to write the national certification exam for advanced nursing administration. Graduates of the Psychiatric-Mental Health Nursing Option are eligible to write the national certification examination for advanced practice as a clinical specialist in psychiatric-mental health nursing or psychiatric-mental health nurse practitioner-adult, or psychiatric and mental health nurse practitioner-family. Graduates of the Community Health Nursing Option are eligible to write the national certification examination for advanced practice as a clinical specialist in community health nursing.

MASTER OF SCIENCE, NURSING SCIENCE

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees. The following application submission deadlines are recommended to ensure full processing of application and transcripts:

- December 15th for March 1 applicants
- August 15th for November 1 applicants

Students applying to the Master of Science program in Nursing Science must also submit documentation of having met the following requirements:

1. Earned baccalaureate degree in nursing from a program accredited by the National League for Nursing.
2. Undergraduate (and graduate, if applicable) grade point average of 3.00 on a 4.00 scale.
3. Scores from the Graduate Record Examination or Miller's Analogy Test.
4. Grade of 2.00 ("C" or higher) in a research methods course and a statistics course that covers descriptive and inferential statistics.
5. Licensure as a registered professional nurse in the State of Alaska concurrent with enrollment in first clinical course.
6. The School of Nursing graduate admission application must be submitted directly to the School of Nursing.
7. Three letters of reference submitted directly to the School of Nursing. References may be contacted by a member of the Admissions Committee.

8. Essay relative to career goals, career development plans and personal/professional philosophy submitted directly to the School of Nursing.
9. Minimum of one year of half-time clinical experience as a Registered Nurse.

Application deadlines:

November 1 GRADUATE STUDY only.
 March 1 GRADUATE STUDY and/or CLINICAL SPECIALTY.

Special consideration may be given to candidates with clinical expertise and a proven record of professional contributions. Such candidates must submit documentation of their expertise and contributions along with their request to the Admissions Committee for special consideration. To the extent that there are limited seats available in the program, preference may be given to residents of the State of Alaska as defined by the University's policy on residency for tuition purposes.

ACADEMIC PROGRESS

Students enrolled in the Graduate Nursing Program must maintain a 3.0 (B) GPA in all required course work. Students must earn a grade of "B" or higher in all clinical courses. If a student earns less than a "B" in a clinical course, that student must, on a space available basis, retake the course the next time it is offered. A clinical course may be retaken only once. A student's Graduate Nursing Program may include a maximum of two "C" grades. Grades below a "C" will not be applied to degree requirements. Noncompliance with this policy will result in academic probation, and possible dismissal from the program.

GRADUATION REQUIREMENTS

See the beginning of this chapter for University Requirements for Master's Degrees.

PROGRAM REQUIREMENTS

1. Complete the following required courses (18 credits):

NS A620	Nursing Research Methods	3
NS A621	Knowledge Development for Advanced Nursing Practice	4
HS/NS A625	Biostatistics for Health Professionals	3
NS A642	Professional Nursing in Perspective	3
NS A699	Thesis (2-3)	5

2. Complete one of the following options (22-32 credits):

Family Nurse Practitioner Option (32 credits):

NS A601	Advanced Pathophysiology	3
NS A602	Advanced Health Assessment in Primary Care	3
NS A610	Pharmacology for Primary Care	3
NS A660	Family Nurse Practitioner I	4
NS A661	Family Nurse Practitioner II	5
NS A662	Family Nurse Practitioner III	6
NS A663	Family Nurse Practitioner IV	5
Elective		3

Psychiatric-Mental Health Nursing Option (32 credits):

NS A601	Advanced Pathophysiology	3
NS A602	Advanced Health Assessment in Primary Care	3
NS A610	Pharmacology for Primary Care	3
NS A670	Advanced Psychiatric/ Mental Health Nursing I	5
NS A671	Advanced Psychiatric/ Mental Health Nursing II	5
NS A672	Advanced Psychiatric/ Mental Health Nursing III	5
NS A674	Advanced Psychiatric/Mental Health Nursing IV	5
Elective		3

Community Health Nursing Option (25 credits):

NS A626	Principles of Epidemiology	3
NS A650	Advanced Community Health Nursing I	4
NS A651	Advanced Community Health Nursing II	4
NS A652	Advanced Community Health Nursing III	4
NS A656	Grant Writing for Health Professionals	1
NS A658	Public Health Policy	3
Electives		6

Health Care Administration Option (22-23 credits):

NS A658	Public Health Policy	3
NS A681	Analysis of Health Services	3
NS A682	Administrative Services	3
NS A682L	Administrative Services Fieldwork (Optional)	1

NS A695 Practicum in Health Care Administration 4
 Choose either set of nine credits from the following: 9

PADM A610	Organizational Theory and Behavior (3)
PADM A624	Human Resources Administration (3)
Elective	Advisor approved(3)

or	
BA A632	Organizational Behavior and Human Resource Management (3)

Electives, Advisor approved (6)

3. A total of 40-50 credits is required for the degree

CANDIDACY

The student is eligible for advancement to candidacy after demonstration of ability to succeed in graduate study through approval of the thesis proposal by the student's thesis committee and the UAA Institutional Review Board (IRB).

THESIS CREDITS

A total of 5 credits of thesis is required for the degree. Students who are unable to complete the thesis while registered for 5 credits may be given a DF (deferred) grade for one semester; those students will be required to complete the Graduate Continuous Registration procedures (at the beginning of this chapter) and pay all fees. Students who are unable to complete the thesis during these three semesters will be required to register for 2 credits of NS A699 Thesis every semester thereafter (excluding summer sessions) until the thesis is satisfactorily completed. There is no limit to the number of thesis credits that may be accrued; however, no more than 13 credits of thesis may be accrued without the student being required to take additional course work at the graduate-level. Specific requirements for additional course work will be determined by the Director of the Graduate Program in Nursing and the Thesis Chair.

PART-TIME/FULL-TIME STUDY

Options are available for full-time and part-time study. Prior to being formally admitted to graduate study, students may complete up to nine credits of degree applicable course work, either UAA credit (with permission of the instructor) or transfer credit.

For part-time students, admission to Graduate Study only is recommended, with formal admission to a specialty track being delayed until core course requirements have been completed. Enrollment in any clinical course requires formal admission to graduate study and to the specialty track.

ADDITIONAL REQUIREMENTS

All students enrolled in UAA nursing programs must provide documentation of continuous current certification in Cardiopulmonary Resuscitation (CPR) for adults, infants, and children; continuous professional malpractice insurance in amounts of \$1 million/\$3 million, and evidence of satisfactory health status, including immunity to chicken pox, rubella, rubeola, and hepatitis A and B (by titer), documentation of diphtheria/tetanus immunization within the past 10 years, annual PPD skin test or health exam indicating freedom from active tuberculosis, and documentation of an annual HIV test (results not required); and the results of a national level criminal background check.

Students are required to provide their own transportation to clinical sites. Students are also responsible for their portion of the cost of audio-conferencing. It is recommended that students have access to a personal computer and that they gain basic skills in computerized word processing prior to entry into the nursing programs.

SCHEDULING OF COURSES

Graduate nursing courses are offered in an alternative scheduling format consisting of intensive classroom sessions presented in short time blocks on the UAA campus followed by periodic class meetings throughout the semester that are available via computer and audio-conference. Thus, it is possible for students who reside outside of Anchorage to take advantage of the opportunity to pursue graduate study at UAA. In addition, all students have the opportunity to take advantage of clinical learning opportunities throughout the State, including both urban and rural settings.

GRADUATE NURSING CERTIFICATE PROGRAM

This program is designed for individuals who have previously acquired their master's degree from a regionally accredited institution with a nursing program accredited by a nationally recognized accrediting agency (the National League for Nursing Accrediting Commission or the Collegiate Commission on Nursing Education), who wish to expand their nursing competencies or practice to include either the role of a family nurse practitioner or psychiatric mental health nurse practitioner.

The 15-29 credit graduate certificate curriculum integrates core courses with theory-based advanced practice nursing courses and clinical practice.

CERTIFICATE IN FAMILY NURSE PRACTITIONER

The family nurse practitioner (FNP) graduate certificate for psychiatric nurse practitioners was developed for nurses who are already certified as psychiatric nurse practitioners. This program expands their scope of practice to assist them to acquire the theory, knowledge, and skills needed to provide primary care for families. Courses and seminars are scheduled to allow students to attend classes with content specific to expand their speciality practice to include a family scope. The curriculum includes didactic, seminar, and approximately 720 clinical hours in practicum course work. Students who successfully complete the graduate certificate program will be eligible to take the family nurse practitioner examination offered by the American Nurses Credentialing Center (ANCC), or the American Academy of Nurse Practitioners (AANP) to become certified as an FNP. These examinations are given nationwide throughout the year.

The family nurse practitioner (FNP) graduate certificate for primary care specialties was developed for nurses who are already certified in one of the primary care nurse practitioner specialties (adult, child, or women). Students who successfully complete the graduate certificate will be eligible to take the family nurse practitioner examination offered by the American Nurses Credentialing Center (ANCC), or the American Academy of Nurse Practitioners (AANP) to become certified as an FNP. These examinations are given nationwide throughout the year.

CERTIFICATE IN PSYCHIATRIC AND MENTAL HEALTH NURSE PRACTITIONER

The Psychiatric and Mental Health Nurse Practitioner (PMH) graduate certificate for advanced nurse practitioners was developed for nurses who are already certified as advanced nurse practitioners. Students who successfully complete the graduate certificate program will be eligible to take the psychiatric and mental health nurse practitioner examination offered by the American Nurses Credentialing Center (ANCC). This examination is given nationwide throughout the year.

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Graduate Certificates

Application Deadlines:

November 1	GRADUATE CERTIFICATE STUDY only
March 1	GRADUATE CERTIFICATE STUDY and/or CLINICAL SPECIALITY

Special consideration may be given to applicants with clinical expertise and a proven record of professional contributions. Such applicants must submit documentation of their expertise and contributions along with their request to the School of Nursing Admissions Committee for special consideration. To the extent that there is limited space available in the graduate certificate program, preferences may be given to residents of the State of Alaska as defined by the University's policy on residency for tuition purposes.

ADDITIONAL DEPARTMENTAL ADMISSION REQUIREMENTS

Students applying to the graduate certificate program in Nursing must also submit documentation of having met the following requirements:

1. Earned a master's degree in nursing (MN or MSN) from a school of nursing accredited by the National League for Nursing.
2. Graduate grade point average of 3.00 on a 4.00 scale.
3. Current licensure as an advanced practice nurse in the State of Alaska, concurrent with enrollment in first clinical course;
4. Must hold national certification as an advanced nurse practitioner;
5. A minimum of 500 hours of documented, supervised practicum;
6. Adequate computer skills. Students are expected to have the following basic computer skills prior to enrollment;
 - a. Basic word processing (preferably MS Word)
 - b. Sending and receiving e-mail, including e-mail with attachments
 - c. Accessing and navigating the internet/world wide web
 - d. Basic functionality of hardware, software, and operating systems

It is also recommended students secure access to local technical support. For example, this might include the technical support staff at a place of employment, a computer-wise teenager, or a point of contact at a local computer store or training center.

7. Successful completion with a grade of "C" or better of graduate-level courses in pathophysiology, pharmacology, and physical assessment. If these courses have not been completed, they must be taken concurrently with the program.

ACADEMIC PROGRESS

Students enrolled in the graduate certificate programs must maintain a 3.0 "B" GPA in all required course work. Students must earn a grade of "B" or higher in all clinical courses. If a student earns less than a "B" in a clinical course, that student must, on a space-available basis, retake the course the next time it is offered. A clinical course may be retaken only once. A student's graduate certificate program track may include a maximum of one "C" grade. Grades below a "C" will not be applied to graduate certificate requirements. Noncompliance with this policy will result in academic probation and possible removal from the program.

GRADUATION REQUIREMENTS

See the beginning of this chapter for Graduate Certificate University Requirements.

PROGRAM REQUIREMENTS

CERTIFICATE IN FAMILY NURSE PRACTITIONER (FNP)

1. Complete one of the following tracks (15-29 credits):

Adult Nurse Practitioner (15 credits)

NS A660	Family Nurse Practitioner I	6
NS A661	Family Nurse Practitioner II	3
NS A663	Family Nurse Practitioner IV	6

Pediatric Nurse Practitioner (15 credits)

NS A631	Family Nurse Practitioner Focus on Women's Health and Obstetrics I	2
NS A635	Family Nurse Practitioner focus on Women's Health and Obstetrics II	2
NS A662	Family Nurse Practitioner III	5
NS A663	Family Nurse Practitioner IV	6

Women's Health Nurse Practitioner (15 credits)

NS A632	Family Nurse Practitioner Focus on Pediatrics I	2
NS A636	Family Nurse Practitioner Focus on Pediatrics II	2
NS A662	Family Nurse Practitioner III	5
NS A663	Family Nurse Practitioner IV	6

Psychiatric Mental Health Nurse Practitioner (29 credits)

NS A601	Advance Pathophysiology	3
NS A602	Advanced Health Assessment in Primary Care	3
NS A610	Pharmacology for Primary Care	3
NS A660	Family Nurse Practitioner I	4
NS A661	Family Nurse Practitioner II	5
NS A662	Family Nurse Practitioner III	5
NS A663	Family Nurse Practitioner IV	6

2. A total of 15-29 credits is required for the certificate.

CERTIFICATE IN PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER (PMH)

1. Complete the following required courses (20 credits):

NS A670	Advanced Psychiatric/Mental Health Nursing I	5
NS A671	Advanced psychiatric/Mental Health Nursing II	5
NS A672	Advanced Psychiatric/Mental Health Nursing III	5
NS A674	Advanced Psychiatric/Mental Health Nursing IV	5

2. A total of 20 credits is required for the certificate.

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DIVISION OF HEALTH SCIENCES

<http://health.uaa.alaska.edu/mph>

Diplomacy Building (DPL), Room 404, (907) 786-6565

MASTER OF PUBLIC HEALTH, PUBLIC HEALTH PRACTICE

Public health is a multidisciplinary field that strives to protect the community as a whole rather than focusing on individual patients. The emphasis in public health is typically on prevention rather than treatment after the fact. The Master of Public Health (MPH) in Public Health Practice is an interdisciplinary degree designed to provide a broad background to meet the challenges of the diverse and complex field of public health. The MPH or its equivalent is often a requirement of supervisory and leadership positions in public health. The MPH is generally considered the terminal degree in the practice of public health.

There is no one preferred background in order to become a student in the MPH program because the field is so interdisciplinary. Students with a background in the natural sciences, social sciences, business, health care, education, and law will feel at home in this MPH program. Typically MPH programs have two types of students: students who have recently obtained their baccalaureate degree, and mid-career students who have already built careers as health care providers, health educators, lawyers, administrators, and public health professionals in both the public and private sectors.

Mid-career students can pursue their careers with minimal disruption while working toward the MPH degree because all of the core courses are taught via distance education and/or meet on condensed class schedules. The focus on current public health practices in core areas of public health provides mid-career professionals with advanced tools to improve the health of the community in concrete ways. Moreover, an MPH degree is often essential to career advancement, a position in management, or a desired career change for mid-career professionals.

For entry-level students, the MPH is an excellent degree with which to launch a new career in public health or expand an emerging career. The field of public health offers extraordinary career possibilities in both the public and private sectors in occupational safety and health, environmental protection, food safety, health education, health planning and analysis, a variety of management positions, and much more. Finally, the MPH degree is a desirable gateway degree for additional education at the doctoral level.

This degree requires core courses in the following five areas basic to the understanding of public health: 1) environmental and occupational health, 2) health education and behavioral science, 3) health services administration, 4) epidemiology (the study of the distribution of disease in populations), and 5) biostatistics. The core also includes an exploration of Alaska-specific health issues through RD655 Circumpolar Health Issues course delivered collaboratively with University of Alaska Fairbanks, Department of Alaska Native and Rural Development. In addition to the core, the MPH program offers the student an emphasis in public health administration and planning, or the option to complete public health-related electives to build an interdisciplinary emphasis of particular interest to the student.

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees. In addition, students should also meet the following criteria when applying for admission to the MPH program:

1. Have earned a baccalaureate degree from a regionally accredited institution in the United States, or a foreign equivalent.
2. Have a cumulative grade point average (GPA) of at least 3.00 (B average on a 4.00 scale) in their baccalaureate degree.
3. Submit documentation indicating a grade of 2.00 ("C" or higher) in an introductory statistics course which covers descriptive and inferential statistics.
4. Provide copies of one or more substantial professional writing samples.
5. Submit an essay explaining how and why obtaining the MPH degree would contribute to the student's career goals.

Note also that:

1. To the extent that there are limited positions available in the program, preference may be given to residents of the State of Alaska as defined by the University's policy on residency for tuition purposes.
2. Preference may also be given to applicants with two or more years work experience in the field of public health. Such applicants must submit documentation of their public health-related work experience, and a request for special consideration to the admissions committee.

ACADEMIC PROGRESS

In order to maintain satisfactory academic progress toward the degree, a student in the MPH program is expected to complete a minimum of six (6) semester credits each academic year, beginning with the first semester of enrollment. For satisfactory academic progress, the six (6) semester credits may consist of prerequisite courses or program courses. Failure to comply with the six (6) credit minimum each academic year may result in the student being removed from the degree program. See the beginning of this chapter for additional requirements to remain in good standing, and to maintain satisfactory academic progress toward the degree.

CANDIDACY REQUIREMENTS

See the section Advancement to Candidacy at the beginning of this chapter.

GRADUATION REQUIREMENTS

See University Requirements for Master's Degrees at the beginning of this chapter.

PROGRAM REQUIREMENTS

1. Complete the MPH core courses (29 credits):

HS A605	Public Health and Society	3
HS A610	Occupational and Environmental Health	3
HS A615	Health Services Administration	3
HS/NS A626	Principles of Epidemiology	3
HS A629	Public Health Research Tools and Methods	4
SWK/HS A628	Program Evaluation	3
HS A630	Public Health Emergencies and Disasters	3
RD 655*	Circumpolar Health Issues	3
HS A699	Public Health Thesis	4

* RD 655: *Circumpolar Health Issues* is a distance delivery course from University of Alaska Fairbanks. It is a required course in the MPH program.

2. Complete one of the following emphasis areas:
Public Health Administration and Planning (9 credits):
- | | | |
|-----------|---------------------------------------|---|
| ACCT A601 | Accounting Foundations for Executives | 3 |
| PADM A624 | Human Resources Administration | 3 |
| PADM A628 | Administration of Financial Resources | 3 |
- Interdisciplinary (9 credits):**
 Three focused public health-related elective courses at the 400- and/or 600-level with advisor approval. 9
3. A total of 38 credits are required for the degree.

FACULTY

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SCHOOL OF SOCIAL WORK

<http://socialwork.uaa.alaska.edu>

Gordon Hartlieb Hall (GHH), Room 106, (907) 786-6900

The Master of Social Work Program has as its mission education for the development of knowledge, skills, and values essential to assume multiple professional social work roles and the preparation of practitioners sensitive to diverse populations. Emphasis is placed upon the development, implementation, and evaluation of policies and programs within the framework of advanced generalist social work practice. Alaska's unique and rich multicultural populations, geographic remoteness, and frontier status allows the real potential for skilled social work professionals to make a profound impact on social and economic injustice in our state.

Based upon the mission established for the MSW Program, the program goals are to prepare Advanced Generalist Social Work practitioners:

- Who are competent in multiple practice roles across systems.
- Who are committed to the enhancement of human well-being and to the alleviation of discrimination, poverty and oppression.
- Who are guided by the values and ethical standards of the Social Work profession.
- Who will enhance the quality of service delivery.
- For a variety of fields of practice within the State of Alaska.

MSW program admission and curriculum requirements are consistent with MSW licensing requirements in the State of Alaska.

The MSW degree is structured to allow students to participate in full-time, part-time, or distance education plans requiring from one to four years of study, dependent upon prior academic preparation for graduate studies in social work. The foundation curriculum is comprised of 31 semester credits and is required for students who have not earned a baccalaureate degree in social work from an accredited program within the last seven years. The foundation curriculum is sequenced to provide a professional preparation for advanced generalist social work education. All students will waive, test out, or take all courses required in the foundation curriculum of the program. Students who have previously earned a BSW degree from a CSWE accredited program and who are determined to be qualified for admission with advanced placement to the Concentration curriculum must first complete SWK A592, a preparatory four-day Social Work Summer Intensive. The

concentration curriculum is comprised of 32 credits and is required for all MSW students. The concentration sequence provides for breadth and depth in advanced generalist practice, including specific fields of practice such as mental health; children, youth and families; health and wellness over the life span; and criminal justice. All students entering the program will do so with an Official Graduate Studies Plan tailored to meet their own educational needs.

PROFESSIONAL PROGRAM FEE

A Professional Program Fee is required of all students in the MSW in addition to course tuition fees, lab fees, course material fees, and student activity fees. The Professional Program Fee is a sum equal to 50% of resident tuition, and is charged upon enrollment in MSW courses. The fee contributes directly to program support.

MASTER OF SOCIAL WORK

ADMISSION REQUIREMENTS

1. Deadline for application: January 15th. This is the only application date for the year. Admission review is performed once a year, following the January 15th deadline for application.
2. Submit UAA graduate application for admission with fee and meet requirements found on the beginning of this chapter.
3. Submit complete undergraduate transcripts demonstrating an earned bachelor's degree from an accredited college or university.
4. Submit the complete MSW Admissions Packet, available through the School of Social Work. A complete application will include the MSW program application form; a personal statement; three (3) letters of reference from employers, supervisors or academic faculty; a professional resume; and a sample of academic or professional writing in addition to other materials.

The MSW program reserves the right to request additional materials and/or interviews pertaining to program admission.

LIBERAL ARTS REQUIREMENTS FOR ADMISSIONS

The MSW program requires that all incoming students have successfully completed a baccalaureate degree in the liberal arts from an accredited institution of higher learning. The liberal arts baccalaureate should include successful coursework in the following areas:

1. Two (2) university courses in the humanities (history, philosophy, languages, literature, or similar disciplines);
2. Two (2) university courses in the social sciences (political sciences, sociology, anthropology, psychology, or similar disciplines, see note below concerning human development);
3. One (1) university course in the fine arts (music, theater, art appreciation or similar disciplines);
4. One (1) university course in oral communication;
5. One (1) university course in written communication;
6. Two (2) university courses in the natural sciences and/or mathematics (biology, chemistry, physics, geology, astronomy or from similar disciplines; algebra, calculus, trigonometry, statistics, or similar disciplines, see notes below concerning human biology and statistics.
7. A minimum of forty-five (45) semester credits or sixty-eight (68) quarter credits which in total reflect the courses identified in the above list of liberal arts classes. The remaining earned academic credits can be distributed in any combination of course work.

As part of the liberal arts preparation, the MSW Program has established the following three specific prerequisites to admission: prior course work in human biology (one course); human development over the entire life span (one course); and applied statistics (one course). The human biology and human development courses provide educational background for understanding the bio-psycho-social determinants of human behavior. The applied statistics course provides exposure to objective knowledge development. A minimum grade of "C" is required for each of the prerequisite courses.

Admission to the MSW degree program is based on the professional judgement of the social work faculty. Only students eligible to be licensed will be admitted to the MSW degree program. Please contact the department for further information.

ACADEMIC PROGRESS

To maintain satisfactory progress toward the degree, a student in the MSW program is expected to achieve a GPA of "3.00" or better on a "4.00" scale, with no individual course grade lower than a "C," and to adhere to the Code of Ethics of the National Association of Social Workers. Students must earn a grade of "B" or better in all field practicum courses (SWK A631B, SWK A632B, SWK A633B, SWK A634B, SWK A639B).

Placements may become competitive if the number of applicants exceeds the number of spaces. The program and agencies also reserve the right to refuse and/or terminate students who do not meet a minimum standard of performance. Thus, while the School of Social Work makes every effort to find appropriate field placements for students, admittance to the MSW program does not guarantee acceptance by cooperating social service agencies.

Field placements located outside the Anchorage/Matanuska-Susitna Valley area carry additional fees in order to help support MSW program expenses.

TRANSFER CREDITS

Up to 9 semester credits from a CSWE-accredited MSW program may be transferred to UAA and counted toward degree completion. Quarter credits will be converted to semester credits by multiplying quarter credits by two-thirds.

CANDIDACY FOR MASTER OF SOCIAL WORK DEGREE

1. Refer to Advancement to Candidacy criteria found at the beginning of this chapter.
2. Submit the Application for Advancement to Candidacy packet available through the School of Social Work.
3. Successfully complete MSW comprehensive examination, given in the Integrative Seminar (SWK A635A) during spring semester of the concentration year of the program.

GRADUATION REQUIREMENTS

1. See the beginning of this chapter for University Requirements for Master's Degrees.
2. Successful completion of individual research project (SWK A698).
3. Successful completion of all required academic course work specified on the Official Graduate Studies Plan, with a GPA of "3.00" or better, no course grade of lower than a "C," and no practicum course grade lower than a "B" (SWK A631B, SWK A632B, SWK A633B, SWK A634B, SWK A639B).

PROGRAM REQUIREMENTS

The following outlines course requirements for the full-time program plan. Students admitted to the program on a part-time basis or in the distance delivered program take from 2-7 credits each semester: fall, spring, and summer, for two to four years dependent upon prior academic preparation. A copy of the part-time program plan is available from the School of Social Work.

1. Foundation Curriculum: Complete, test-out, or waive the following required courses in the foundation sequence:

Fall - Year One

SWK A606	Social Welfare: History and Contemporary Programs	3
SWK A630	Practice Skills Lab	1
SWK A631A	Social Work Practice I	3
SWK A631B	Generalist Practicum I*	3
SWK A642	Human Behavior in the Social Environment	3
SWK A643	Human Diversity in Social Work Practice	3

Spring - Year One

SWK A607	Contemporary Social Welfare Policy and Change	3
SWK A624	Social Work Research	3
SWK A632A	Social Work Practice II	3
SWK A632B	Generalist Practicum II*	3
	Graduate-level Social Work elective.**	3

2. Concentration Curriculum:

Fall - Year Two

SWK A608	Social Policy for Advanced Generalist Practice	3
SWK A625	Social Work Research Lab	1
SWK/HS A628	Program Evaluation	3
SWK A633A	Social Work Practice III: Direct Practice	3
SWK A633B	Advanced Generalist Practicum III*	3
SWK A634A	Social Work Practice IV: Indirect Practice	3
	Graduate-level Social Work elective.**	3

Spring - Year Two

SWK A634B	Advanced Generalist Practicum IV*	4
SWK A635	Advanced Generalist Integrative Seminar	3
SWK A698	Individual Research Project	3
	Graduate-level Social Work elective.**	3

3. A minimum of 32 credits is required for the two year Master of Social Work Degree.

* Course number and sequencing will vary in the case of distance field placement.

** A total of 6 credits of electives to pursue professional emphasis may be selected from outside the School of Social Work offerings. Only 400 and 600 level courses approved by the MSW Faculty Advisor and Program Coordinator may count toward graduate program requirements. Courses of the 500 level are not applicable toward the MSW degree requirements. No more than three (3) credits at the 400 level may be counted toward the MSW degree requirements. Contact the School of Social Work for a full list of available electives and scheduled course offerings.

RESEARCH PROJECT

All students are required to complete an independent research project (SWK A698) in the concentration year of study. The project is an opportunity for the student to conduct an original research project under the guidance of a faculty member. Students attend a weekly seminar to facilitate the process. The research process includes formulating the research question, conducting a literature review, designing and conducting the study, analyzing the data, writing the research report, and disseminating the results to faculty, fellow students and the practice community. Students are expected to comply with UAA policies and procedures for the protection of human subjects.

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COMMUNITY AND TECHNICAL COLLEGE

MASTER OF SCIENCE, VOCATIONAL EDUCATION

University Center (UC), Suite 130, (907) 786-6423

Note: Admission to the MSVE program has been suspended. Please contact the department for information.

The Master of Science in Vocational Education program at UAA exists to provide graduate instruction for educators specializing in vocational education at the secondary and postsecondary level, vocational administrators, and industry trainers. Department faculty and administrative offices are located at UAA in the Community and Technical College, but instruction is delivered across the State through the use of video- and audio-conferencing, the University of Alaska Computer Network, and traveling instructional faculty who deliver on-site instruction. To meet the needs of distance education students a portion of the degree program offers the option of completing Performance Based Teacher Education (PBTE) modules or web based courses. Each student's program is jointly designed by the student and a faculty advisor.

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees.

GRADUATION REQUIREMENTS

1. See the beginning of this chapter for University Requirements for Master's Degrees.
2. An official program developed jointly between the student and faculty advisor must be approved before completion of 12 credits of course work.
3. Only 9 credits may be at the 400-level.
4. Completion of a minimum of 36 credits of approved course work in the program.
5. Successfully complete VE A698: Individual Research (project or thesis) with committee approval.
6. Once the final project or thesis is approved, students must enroll in at least 3 credits of VE A698, Individual Research, and maintain continuous enrollment every semester (except summer) until project or thesis is completed.
7. Pass a comprehensive written examination based on the student's program of study.

DEGREE REQUIREMENTS

1. Technical Competency
Students must demonstrate technical competency appropriate to vocational education using one of the following methods:
 - A. An occupational credential that documents at least one year's experience beyond the apprentice level. Examples include journey-level union card, certified dental assistant, etc.
 - B. Three or more years of documented experience beyond the apprentice level in a field of employment such as automobile mechanics, building contracting, accounting, or culinary arts.
 - C. An associate degree in a vocational area.

- D. At least 30 credits of course work of subject matter corresponding to a major. Up to 9 credits of upper-division course work may be applied toward the Master of Science degree.
- E. A combination of academic and employment experience with a minimum of 30 credits in a vocational area and two years of successful work experience.
2. Computer Competency
Students must demonstrate computer competency appropriate to vocational education using one of the following methods:
- A. A 3-credit or equivalent course using one or more of the following applications: word processing, spreadsheets, databases, or communications, or an introductory course in data processing or microcomputers.
- B. Work-related experience in computer competency as approved by the student's graduate advisor.
- C. Self-initiated computer competency as approved by the student's graduate advisor.

PROGRAM REQUIREMENTS

1. Complete the Vocational Education core courses (18 credits):
- | | | |
|---------|---|-----|
| ED A626 | Technology in Teaching and Learning | 3 |
| VE A611 | Philosophical Foundations of Vocational Education | 3* |
| VE A622 | Organization and Administration of Vocational Education | 3 |
| VE A633 | Current Issues in Vocational Education | 3 |
| VE A643 | Methods of Instruction in Vocational Education (3) | 3** |
| | or | |
| VE A644 | Improving Instruction in Vocational Education (3) | |
| VE A655 | Curriculum Development in Vocational Education | 3 |

*If credit was earned for VE A411, students must substitute a three credit, VE 600-level course approved by the advisor for VE A611.

**VE A643 is recommended if an educational methods course has not been completed.

2. Complete the research component (a minimum of 6 credits):
- | | | |
|---------|-----------------------------------|---|
| ED A627 | Educational Research | 3 |
| VE A698 | Individual Research (1-6 credits) | 3 |
3. Complete 12 credits of electives jointly selected with the graduate advisor. Electives may be in a technical area. Only six credits of Performance Based Teacher Education (PBTE) modules and 6 credits of VE A690 may be used in partial fulfillment of this requirement. 12
4. A total of 36 credits is required for the degree.

SCHOOL OF ENGINEERING

The School of Engineering offers graduate degrees in Arctic Engineering, Civil Engineering, Engineering Management, Science Management, Environmental Quality Engineering and Environmental Quality Science. The four engineering degree programs require a baccalaureate degree in engineering for admission while the two science degree programs require a baccalaureate degree in science as an entrance requirement. The graduate offerings of the School of Engineering are scheduled to accommodate evening students. As a result the graduate programs normally require two or more years for completion.

A project or thesis may be required as a part of each graduate program within the School of Engineering. A lecture course may, with the approval of the student's graduate committee, be substituted for the project. For this option, students must have completed the equivalent of a master's research project.

ARCTIC ENGINEERING

www.engr.uaa.alaska.edu/ae/
Engineering Building (ENGR), Room 201, (907) 786-1900

The Arctic Engineering program is designed to provide graduate education for engineers who must deal with the unique challenge of design, construction, and operations in the cold regions of the world. The special problems created by the climactic, geological and logistical conditions of the Arctic and sub-Arctic require knowledge and techniques not usually covered in the normal engineering courses. Of primary importance is a thorough knowledge of heat transfer processes and properties of frozen ground and frozen water, which are basic to most engineering activities in the Arctic. The areas of hydraulics, hydrology, materials and utility operations are also uniquely affected by Arctic considerations.

The Arctic Engineering program requires a set of core courses that will prepare an engineer to understand and adapt to problems of cold regions. The program also allows students to study electives and advanced courses in their particular area of interest. Research activities carried out by faculty associated with this program can provide opportunities for project papers dealing with the most current Arctic knowledge.

Development of petroleum and other natural resources has accentuated the demand for engineers trained in northern operations, both from private industries involved in development and government agencies planning or regulating these activities.

MASTER OF SCIENCE, ARCTIC ENGINEERING

The Masters of Arctic Engineering degree curriculum is designed to provide graduate education via the World Wide Web for engineers who must deal with the unique challenge of design, construction, and operations in the cold regions of the world. Special problems created by the climactic, geological and logistical conditions of the Arctic and sub-Arctic require knowledge and techniques that are rarely presented in conventional engineering courses. A thorough knowledge of heat transfer processes and properties of frozen ground and frozen water is basic to most engineering activities in the cold regions. The subject areas of hydraulics, hydrology, materials and utility operations are also uniquely affected by Arctic considerations.

The Arctic Engineering program requires completion of a set of core courses that will prepare an engineer to understand and adapt prior engineering knowledge and skills to problems of cold regions. The program also allows students to study advanced elective courses in a particular area of specialized interest. Research activities carried out by faculty of the UAA School of Engineering provide opportunities for project reports dealing with current Arctic knowledge. A graduate Advisory Committee composed of at least three members, the Chair and one other member of which must be UAA Arctic Engineering faculty, is appointed to guide each admitted student to degree completion. Additional program guidance is available via the URL referenced above

On successful completion of the program, students will have gained sufficient knowledge to:

1. Recognize natural conditions and engineering challenges that are unique to cold regions,
2. Interpret associated specialized language and units of measure,
3. Locate, interpret, and apply public information about cold regions physical conditions,
4. Apply fundamental physical principles for solutions to common cold regions engineering problems,
5. Assess need for complex specialized Arctic engineering solutions,
6. Determine physical and thermal properties, evaluate frost heave rates, and estimate heat flow in soils, prevent foundation failure due to seasonally frozen ground or permafrost by appropriate project site exploration and design of constructed features,
7. Determine mathematical and physical properties governing heat and mass transfer in cold climates,
8. Determine temperature profiles in structure walls, roof, and foundations, predict moisture content and mass flow rates in structures,
9. Acquire, integrate, and interpret data from public archives regarding site conditions associated with planning and design of community utility systems and formulate field measurement programs to determine site conditions for planning and design,
10. Analyze properties of lake, river, and sea ice, predict behavior of ice under natural conditions, and predict ice forces on engineering structures, and
11. Apply the sum of specialized Arctic engineering knowledge and skills gained in the program toward solution of a practical engineering problem and report this to fellow specialists.

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees. All students admitted to the Arctic Engineering program must have previously earned a baccalaureate degree in an engineering discipline with a cumulative GPA of at least 2.5. Admitted students are also responsible for completion of prerequisites for Arctic Engineering program courses, which may not have been included in their undergraduate education.

GRADUATION REQUIREMENTS

See the beginning of this chapter for University Requirements for Master's Degrees.

MAJOR REQUIREMENTS

1. Candidates must complete the following core courses (9 credits):

CE A603	Arctic Engineering (3)	1-3
CE A681	Frozen Ground Engineering	3
ME A685	Arctic Heat and Mass Transfer	3
2. Candidates must also complete at least 3 additional courses (9 credits) from the following Arctic Engineering program elective courses:

CE A682	Ice Engineering (3)
CE A683	Arctic Hydrology and Hydraulic Engineering (3)
CE A684	Arctic Utility Distributions
ME A687	Arctic Materials Engineering (3)
CE A688	Snow Engineering (3)
3. Candidates must complete additional graduate electives (9 credits) in mathematical, science, or engineering subjects related to or supportive of the student's program of study, as approved by the student's Advisory Committee to fulfill the minimum 30-credit degree requirement. One technical undergraduate elective course at the "400" level may be applicable with prior permission of the student's Advisory Committee and provided a grade of "B" or better is achieved. All course work applied toward degree requirements must be approved by the student's Advisory Committee
4. Each student must complete the following course (3 credits) after Advancement to Candidacy is approved by their Advisory Committee. Advancement to Candidacy requires prior approval of a project proposal by the student's Advisory Committee:

CE A686 Engineering Project	3
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- a. The Arctic Engineering project must solve a practical engineering problem to the extent that original developments by the candidate are evident in the project report.
 - b. The project problem and solution must be presented in the context of the current state of the art by means of a thorough review of pertinent literature.
 - c. The project must include innovative components directly involving cold regions engineering.
 - d. The project must have sufficient scope to clearly demonstrate the candidate's advanced technical expertise in cold regions engineering.
 - e. The project report must demonstrate command of knowledge and skills directly associated with the candidate's graduate program of study.
 - f. The written project report, in the judgment of the candidate's Advisory Committee, must be publishable in the proceedings of a cold regions engineering specialty conference.
 - g. The work must require a level of effort consistent with three semester hours of credit (approximately 45 to 60 hours per credit hour or 135 to 180 hours total effort).
5. A total of 30 credits is required for the degree.

FACULTY

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CIVIL ENGINEERING

www.egr.uaa.alaska.edu

Engineering Building (ENGR), Room 201, (907) 786-1900

Engineering embraces the wide range of cultural and professional subjects having to do with the planning, design, and construction of works necessary for civilization. Civil Engineering in particular deals with environmental control; bridges, buildings, dams, and harbor facilities; water resource development and waste disposal; water power, irrigation works, and drainage; air, water, highway, and railway transportation; construction and management; topographic surveying and geodesy; city management and development planning.

Graduate students should enter one of two programs: those whose goal is broad professional practice will ordinarily choose the curriculum leading to the Master of Civil Engineering degree; those whose interests or background favor a specialized program with emphasis on research and/or advanced specialized study will ordinarily select the Master of Science in Civil Engineering degree.

A degree program can include courses in Environmental Quality Engineering, Engineering Management, and other areas in addition to the Civil Engineering courses.

MASTER OF SCIENCE, CIVIL ENGINEERING

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees. All students must hold a baccalaureate degree in an engineering discipline.

GRADUATION REQUIREMENTS

See the beginning of this chapter for University Requirements for Master's Degrees.

PROGRAM REQUIREMENTS

Complete 30 credits of course work approved by the student's graduate committee, of which 6 to 12 credits will be thesis (CE A699).

MASTER OF CIVIL ENGINEERING

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees. All students must hold a baccalaureate degree in an engineering discipline.

GRADUATION REQUIREMENTS

See the beginning of this chapter for University Requirements for Master's Degrees.

PROGRAM REQUIREMENTS

Complete 30 credits of course work beyond the Bachelor of Science degree. This shall include 3 credits of a Civil Engineering Project (CE A686). All course work must be approved by the student's graduate committee.

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ENGINEERING MANAGEMENT AND SCIENCE MANAGEMENT

www.egr.uaa.alaska.edu/esm

Engineering Building (ENGR), Room 201, (907) 786-1900

The Engineering Management and Science Management curriculum is designed for graduate engineers and scientists who will hold executive or managerial positions in engineering, construction, industrial, or governmental organizations. It includes human relations, financial, economic, quantitative, technical, and legal subjects useful in solving problems of management.

MASTER OF SCIENCE, ENGINEERING MANAGEMENT MASTER OF SCIENCE, SCIENCE MANAGEMENT

ADMISSION REQUIREMENTS

Students who are working toward the Master of Science in Engineering Management must hold a Bachelor of Science or Master of Science in an engineering discipline. Students enrolling in the Master of Science in Science Management must hold a Bachelor of Science or Master of Science in a scientific field. Students are expected to be proficient in the use of computers for word processing, spreadsheet analysis, and scientific calculations. A candidate should have had on-the-job experience in engineering or science.

Students must formally apply for admission to the program. No more than 9 semester credits may be taken before applying for admission.

GRADUATION REQUIREMENTS

Students must earn a 3.00 GPA in graduate courses that are part of the program. No course included in the credits of a student's program may be counted toward another degree. A student may not repeat a course that is part of their program if they have received a "C" or better in that course.

Students who have not successfully completed an engineering economy course as undergraduates or in other graduate work must include either ESM A605 or ESM A606 in their academic programs.

PROGRAM REQUIREMENTS

Note: Substitutions for one or more of the courses listed below may be permitted if similar courses are included in the student's previous academic background. No more than 9 semester credits of appropriate graduate-level course work completed at other institutions with a grade of "A" or "B" may be transferred and applied toward the total 30 credits of required and elective courses. Both substitutions and transfer of credit must be approved by the department.

- Complete the following Area requirements (21 credits):

Management Area (9 credits minimum):

ESM A601	Engineers in Organizations	3
Choose one course from the following:		3
ESM A609	Project Management (3)	
ESM/BA A617	Technology Management (3)	
Choose one course from the following:		3
ESM A608	Legal Environment for Engineering Management (3)	
ESM A609	Project Management (3)	
ESM A613	Management of Technical People (3)	
ESM/BA A617	Technology Management (3)	
ESM/BA A623	Total Quality Management (3)	
ESM/BA A625	Marketing of Business Products and Services (3)	

Fiscal Area (6 credits minimum):

Complete two of the following courses:	6
ESM A605 Engineering Economy (3)	
ESM A606 Advanced Engineering Economy (3)	
ESM A610 Cost Estimating (3)	

Quantitative Area (6 credits minimum):

Choose one course from the following:	3
ESM A620 Statistics for ESM (3)	
ESM A621 Operations Research (3)	
Choose one course from the following:	3
ESM/BA A619 Computer Simulation of Systems (3)	
ESM A620 Statistics for ESM (3)	
ESM A621 Operations Research (3)	
ESM A622 Management Decisions Under Uncertainty (3)	

2. To register for ESM A684 or ESM A699 students must have a 3.0 GPA or better in courses listed on their academic program plans: **Non-Thesis Option.** Complete ESM A684 and 6 credits of electives in the student's technical specialty and/or additional courses in A, B, or C above. Electives must have the approval of the department and may include advanced courses in computer science.

Thesis Option.

Complete 6-9 credits of ESM A699 and 0-3 credits of electives in the student's technical specialty and/or additional courses in A, B or C above. Electives must have the approval of the department and may include advanced courses in computer science.

3. A total of 30 credits is required for the degree.

Questions:

School of Engineering	Jang W. Ra, Ph.D (Chair)
University of Alaska Anchorage	907-786-1862
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Anchorage, AK 99508	
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FACULTY

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ENVIRONMENTAL QUALITY ENGINEERING AND ENVIRONMENTAL QUALITY SCIENCE

www.engr.uaa.alaska.edu
Engineering Building (ENGR), Room 201, (907) 786-1900

The Environmental Quality Engineering curriculum is designed for graduate engineers and scientists who wish to pursue a career in the areas of water supply, treatment, and distribution; waste management; stream pollution; air pollution; and solid waste management. Consideration is given for broad study of the environment, prevention and abatement of quality deterioration, and solutions to environmental problems.

Graduates will be prepared to hold positions in federal, state, and municipal agencies as well as in consulting engineering offices. The Environmental Quality Engineering degree requires a baccalaureate degree in engineering. For students having non-engineering degrees, an interdisciplinary program is available leading to the Master of Science in Environmental Quality Science.

MASTER OF SCIENCE, ENVIRONMENTAL QUALITY ENGINEERING MASTER OF SCIENCE, ENVIRONMENTAL QUALITY SCIENCE

ADMISSION REQUIREMENTS

See the beginning of this chapter for Admission Requirements for Master's Degrees. Students who are working toward the Master of Science in Environmental Quality Engineering must have a baccalaureate degree in an engineering discipline.

GRADUATION REQUIREMENTS

See the beginning of this chapter for University Requirements for Master's Degrees.

PROGRAM REQUIREMENTS

- Complete 18 credits from the following required courses:

EQE A601	Aquatic Process Chemistry	3
EQE A602	Water Quality Management	3
EQE A603	Solid Waste Management (3)	3
	or	
EQE A609	Measure and Control of Air Pollution (3)	
EQE A604	Environmental Quality Evaluation	3
EQE A605	Chemical and Physical Water and Wastewater Treatment Processes	3
EQE A606	Biological Treatment Processes	3
- Students working toward the MS in EQE or EQS may choose one of the following options. All electives must be approved by the student's graduate committee. 12

Thesis Option:
Thesis (6)
Electives (6)

Non-Thesis Option:
Special Project (3)
Electives (9)
- A total of 30 credits is required for the degree.

FACULTY

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PROJECT MANAGEMENT

Engineering Building (ENGR), Room 201, (907) 786-1900

Project Management has become essential in virtually all areas of business and industry, including Engineering, Construction, Oil & Gas, Mining, Communications, Healthcare, Information Technology, Utilities, Education, Military, Government, Transportation, Retail and other sectors.

While acknowledging and encouraging the application of Project Management skills and approaches in all these areas, the Master of Science in Project Management will concentrate on Technology (Engineering and Science) driven projects.

The program is organized around the nine knowledge areas defined in the Project Management Body of Knowledge (PMBOK® Guide), a globally recognized standard for managing projects in today's marketplace. The PMBOK® Guide is approved as an American National Standard (ANS) by the American National Standards Institute (ANSI). Students completing the program will be fully trained to plan and execute engineering and technology projects and to meet user requirements.

MASTER OF SCIENCE, PROJECT MANAGEMENT

ADMISSION REQUIREMENTS

See the Admissions Requirements for Master's Degrees at the beginning of this chapter.

Admission to the Graduate program in Project Management is offered to applicants who provide sufficient evidence that they meet the requirements for study at an advanced level. Applicants must meet the minimum admissions requirements of the University of Alaska Anchorage. In addition, an entering Masters student will normally have:

1. Earned at least a Bachelor's degree in engineering, science, or equivalent areas (as agreed to by the Department Chairman), from an accredited university with a minimum of a "B" average in the last two years of undergraduate work.
2. Completed an undergraduate statistics course with a "B" or better.
3. Become proficient in the use of computers for word processing and spreadsheet analysis.
4. Completed a minimum of two years of appropriate project management experience in a science or engineering related field.
5. Obtained three letters of recommendation from professors, former or current employers or supervisors who are familiar with the applicant's work experience.
6. Provided a statement of professional career objectives related to the study of project management.

GRADUATION REQUIREMENTS

The University Requirements for Master's Degrees must be met along with the Program Requirements that follow.

PROGRAM REQUIREMENTS

1. Complete the following requirements (33 credits):

PM A601	Project Management Fundamentals	3
PM A610	Project Scope Management	3
PM A612	Project Time Management	3
PM A614	Project Cost Management	3
PM A616	Project Quality Management	3
PM A620	Project Human Resource Management	3
PM A622	Project Communications Management	3
PM A624	Project Risk Management	3
PM A626	Project Procurement Management	3
PM A685	Project Management Case Study and Research	6

It is strongly recommended that PM A601 - Project Management Fundamentals be taken in the students first semester.

As a prerequisite for PM A685 registration students must have a cumulative 3.0 GPA or better in courses listed on their academic program plans.

2. A total of 33 credits is required for the degree

FACULTY

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