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Graduate Study

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

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

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

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

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

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

Admissions

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

Admission Requirements for Graduate Degrees

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

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

Applicants with transcripts from non-U.S. or from French Canadian institutions must submit official transcripts for translation and

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

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

Admissions are undertaken by individual graduate programs, subject to review by the Graduate School. Each graduate program has individual admission standards and document requirements. Additional information such as goal statements, letters of recommendation, research proposals, writing samples and/or personal interviews may be required by specific programs. These materials must be submitted directly to the department chair or designee. At the time of admission, students will be assigned an advisor (see Graduate Advisor in this chapter). All admitted graduate students are expected to attend a formal orientation before the beginning of their first semester of study.

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

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

No more than 9 credits may be completed in the student's graduate program before formal program admission.

International Graduate Students

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

1. Official TOEFL (minimum score of 79-80 IBT) or IELTS (International English Language Testing System) (minimum score of 6-6.5) scores, sealed by the issuing agency. Alternate documentation of English proficiency, such as previous study in a U.S. institution or alternate test scores may be considered on a case-by-case basis. International students from English-speaking countries should contact the Office of Admissions to request a waiver of the test score requirement.
2. A notarized affidavit of financial support from the student or the student's financial sponsor and documentation of financial resources to cover one full academic year of study.
3. A completed Admissions Agreement for Prospective F-1 Students.
4. Students who earned their baccalaureate degree outside the U.S. or English-speaking Canada must submit an international credential evaluation from the World Evaluation Service (WES) International Credential Advantage Package (ICAP) Course-by-Course Evaluation Service, stating that they have earned the equivalent of

a U.S. baccalaureate degree. These WES ICAP evaluations should be sent directly to the UAA Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629.

5. Students transferring from other institutions in the U.S. must also complete and submit the F-1 Transfer Eligibility Form.

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

Western Regional Graduate Program

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

Application and Admission Status Definitions for Graduate Degree-Seeking Students

Application Status

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

Admission Status

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

- **Withdrawn After Admission:** Admission may be withdrawn when students do not attend classes during, or have not postponed their admission by, the end of their admission semester. Students whose admissions have been withdrawn must apply for re-admission if they later choose to attend UAA.

Related Graduate Degree Policies

Transfer Credits

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

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

Resident Credit

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

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

Change of Major or Emphasis Area

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

Change of Degree

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

Concurrent Degrees

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

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

Additional Master's Degrees

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

Formal Acceptance to Graduate Degree Programs

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

Non-Degree-Seeking Students

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

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

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

Graduate Assistantships

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

Graduate assistantships are available through the programs offering graduate degrees. These programs may set policies governing required duties for these assistantships, and may require organizational meetings prior to the beginning of the semester. Fellowships or scholarships may also be granted by graduate programs; these may be governed by specific

program rules or policies, including tuition awards. Graduate student assistantship contracts offered by programs are subject to review by the Graduate School. Contract letters must be brought to the Graduate School before the deadline for payment of student tuition and fees.

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

Graduate assistants receive stipends for either a semester or for the academic year. Graduate assistants can be paid for a maximum of 20 hours per week while school is in session. Students with assistantships must be registered for at least 9 credits during the fall and spring semesters or as attendance is appropriate to their program (audited credits are not eligible). This requirement does not apply to graduate students undertaking fieldwork during the summer semester. Graduate students spending significant time in the field during the fall or spring semester on a research assistantship (see below) are only required to enroll in 6 credits. Graduate students in their final semester of study are only required to register for 6 credits for graduate assistantships. For UAA graduate students in collaborative/cooperative graduate programs with other units of the University of Alaska system, payment of tuition scholarships may be governed by specific memoranda of agreement. Tuition scholarships may be used for tuition only. All fees are the responsibility of the student unless the department or grant makes other arrangements with the UAA Business Office prior to registration. Graduate assistants receive a health insurance benefit paid on their behalf. Graduate students must come to the Office of the Graduate School each semester and show a copy of their contract letter to complete the health insurance enrollment process. Students who expect to have teaching, service or research assistantships during an upcoming academic year may have health insurance paid by the relevant department, school or college for the preceding summer period.

Teaching or service assistantships include a tuition scholarship from the university for no more than 9 credits during each semester if the workload is 15 to 20 hours per week. If the workload is 10 to 14 hours per week, no more than 5 credits will be included. No tuition will be included if the workload is less than 10 hours per week. Graduate programs should provide prospective teaching and/or service assistants with notification of positions no later than April 30 for fall positions or December 1 for spring positions. Students are under no obligation to respond to such offers prior to April 30, but any acceptance of a position after this time commits the student not to accept another offer without first obtaining a written release from the Graduate School.

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

Catalog Year for Graduate Degree Programs

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

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

transfer credit, must be earned within the consecutive 10-year period prior to graduation.

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

Continuous Registration

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

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

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

Leave of Absence

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

Academic Standing for Students

Good Standing

Graduate students are in good standing when they have a UAA cumulative GPA of 3.00 or higher and a semester GPA of 3.00 or higher for the most recently completed semester. For those programs with a pass/no pass grading option, a grade of P is considered equivalent to a grade of B (3.00) or higher in graduate courses. Individual departments may establish additional criteria for good standing. Students are presumed to be in good standing during their first semester at UAA. Graduate students in their second year of study and beyond must also have an Annual Report of Student Progress on file with the Graduate School to be considered in good standing. Students in good standing are academically eligible to re-enroll at UAA.

Academic Action

Admitted graduate certificate- and degree-seeking students who fail to earn a UAA semester and/or cumulative GPA of 3.00 will be subject to academic action. Academic action may result in probation, continuing probation or loss of graduate certificate- or degree-seeking status. Individual departments may establish additional criteria for departmental academic action. Failure

to meet or maintain these criteria may result in departmental probation or removal from a major program.

Academic Probation

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

Continuing Probation

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

Academic Disqualification

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

Removal from Graduate Degree-Seeking Status

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

Reinstatement to Graduate Degree-Seeking Status

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

Academic Appeals

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

Graduate Advisor

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

Graduate Studies Committee

For graduate programs with a thesis, independent scholarship or research project, the advisor and the student select a graduate studies committee as part of the process to complete the requirements of the graduate degree. Depending on the graduate degree, the committee minimally consists of three or four UAA faculty members, including the committee chair, who shall normally be a full-time faculty member. Committee members and chairs whose status has changed to emeritus faculty may continue to serve on the committee. One faculty committee member may be from a discipline outside the student's school or college

or UAA. Committee members who are not UAA faculty but have appropriate professional credentials may be included with the approval of the graduate advisor, the college dean and the dean of the Graduate School. The committee members must agree to serve and the committee must be approved by the college dean and dean of the Graduate School by submitting the Appointment of Graduate Committee form. For doctoral degrees, an additional outside examiner is required to attend and evaluate the dissertation defense. For thesis-option students (see below), graduate committees should be selected by the end of the second semester, or the equivalent of 18 credits of study, and should be listed on the initial Graduate Studies Plan (see below). Graduate committees should plan to meet at least twice during the academic year.

Responsibilities of Graduate Advisor/Committee

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

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

Graduate Studies Plan

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

University Requirements for Graduate Degrees

To complete a graduate degree, a student must complete the University Requirements for Graduate Degrees, school or college requirements, and

program requirements. University requirements for all graduate degrees are as follows:

1. A student must be admitted to the degree program and establish an approved Graduate Studies Plan.
2. No more than 9 credits may be completed in the student's graduate program before program admission, unless a student wishes to apply credits from a previous graduate certificate in the same or closely related subject area.
3. The student must complete at least 30 approved semester credits beyond the baccalaureate degree for a master's degree, and must complete at least three years of post-baccalaureate study for a doctoral degree. For a master's degree, individual programs may place limits on the number of credits derived from thesis, individual research and/or independent study courses. No more than 45 credits may be required by any master's degree program, unless specifically approved by the University of Alaska Board of Regents. The actual number of credits required for each graduate degree program, including prerequisites for required courses, are specified in the current course catalog. While no minimum or maximum credits are specified for doctoral programs, a student is expected to be affiliated with the university for at least two years. On approval by the dean of the Graduate School and college dean, an official Graduate Study Plan may stipulate other course credit requirements, including leveling courses.
4. Up to 9 semester credits not used toward any other degree (graduate or 400 level) may be transferred to UAA from an accredited institution and counted toward a graduate degree. In the case of a second master's degree, up to 9 credits may be transferred from a previous master's degree. In the case of a doctoral degree, up to 21 credits may be transferred from previous graduate study. Acceptance of transfer credit toward program requirements is approved by individual programs, college deans, and the Graduate School.
5. Only 400- and 600-level courses approved by the graduate student's advisor, graduate studies committee and dean or designee may be counted toward graduate program requirements. Courses at the 500 level are for professional development and are not applicable toward any degree.
6. A cumulative GPA of at least 3.00 must be earned in courses identified in the official Graduate Study Plan.
7. In 600-level courses, a grade of C is minimally acceptable, provided the student maintains a cumulative GPA of 3.00 (B) in all courses applicable to the graduate program. At least 21 credits must be taken at the graduate level (600) for any master's degree, including thesis credits. For performance comparison only, in 600-level courses a grade of P (pass) is equivalent to a B or higher, but does not enter into the GPA calculation.
8. Courses taken as credit by examination, or graded credit/no credit (CR/NC) do not count toward graduate program requirements. They may, however, be used to satisfy prerequisites or establish competency in a subject, allowing the advisor or committee to waive certain courses in an established program as long as the total credits in the program remain the same.
9. All credits counted toward the degree, including transfer credits, must be earned within the consecutive seven-year period for a master's degree or the consecutive 10-year period for a doctoral degree prior to graduation. If these requirements are not met, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of readmission or graduation.
10. Students must be continuously registered throughout their graduate program (see Continuous Registration in this chapter).
11. Students must complete all requirements established by the program and must pass a written or oral comprehensive examination; an evaluation of independent scholarship, project or thesis defense; or similar evaluation as established by the program. For programs with a thesis option, selection of that option will be indicated on the GSP and on the annual progress report. The evaluation, examination or defense must be approved by all

graduate committee members as passing the requirement. For programs with projects that result in a written record, those records will be maintained by the programs for one year and are subject to review by the Graduate School. After the completion of a written or oral comprehensive exam, a thesis or a project, the student's graduate committee chair must submit a Graduate Requirement Report (GRR), indicating the date of completion; this form is then approved by the program chair, school/college dean and the Graduate School.

12. When an oral comprehensive examination, project or thesis defense, or evaluation of independent scholarship is required, the student may select an outside reviewer approved by the dean of the Graduate School and college dean to participate in the evaluation. An outside examiner is required for a doctoral defense. Typically, the outside examiner is a faculty member from another department in the university, or other qualified individual in the area in which the student is seeking a degree.
13. All theses and dissertations must have final approval by the dean of the Graduate School.

Examinations (Requirement Determined by Program)

Qualifying Examinations

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

Comprehensive Examinations

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

Defense of Project

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

Defense of Thesis

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

Examination Committee

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

Outside Examiner (for Doctoral Defense)

An outside examiner representing and appointed by the dean of the Graduate School is required at all doctoral defenses. The examiner must be from a different department than the student and the chair of the advisory committee. The outside examiner

is present to determine that a stringent, unbiased examination is fairly administered and evaluated, but may also make substantive contributions to the evaluation process.

Advancement to Candidacy (Requirement Determined by Program)

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

To be approved for candidacy, a student must:

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

Thesis Review

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

Application for Graduation

Graduate students must submit an Application for Graduation, accompanied by the required fee, to the Office of the Registrar. The current deadline for submitting an Application for Graduation is the last day of the semester, although students wishing to appear in the commencement program need to apply by April 1.

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

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

Diplomas and Commencement

UAA issues diplomas to graduates throughout the year. All students who complete degree requirements during the academic year are invited to participate in the annual hooding and commencement ceremonies in May.

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

1. Successfully completed all required coursework, examinations and thesis/project defense prior to commencement; and
2. Submitted to the Graduate School, by April 15, a memorandum signed by the student and the graduate advisor certifying that any

required revisions to the thesis can be completed and final copies submitted to the Graduate School by July 10 of the same year. For a project, the student must make a commitment to complete the project by July 31 of the same year.

Graduate Student Research

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

Interdisciplinary Studies Degree

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

1. The student submits a UAA Graduate Application for Admission (as an Interdisciplinary Studies Major) with the appropriate fee to the Office of Admissions. This application will be reviewed by the Graduate School for determination of acceptance to graduate study, contingent on items 2-5 below.
2. The student invites a faculty member to chair their graduate studies committee and to serve as the student's graduate advisor. The chair shall normally be a full-time faculty member. The chair must agree to serve and must be approved by the Graduate School dean or designee.
3. The student proposes a graduate studies committee of at least three faculty members (including the chair) from the appropriate academic disciplines. The committee members and chair must represent all concentration areas of 9 credits or more. The committee members must agree to serve and be approved by the Graduate School dean or designee by submitting an Appointment of Committee form.
4. The student develops an interdisciplinary proposal, including a paper Graduate Studies Plan specifying the degree (MA/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 his or her proposal all University Requirements for Graduate Degrees and any school or college requirements applicable. Of the minimum 30 credits required for the master's degree, a minimum of 21 credits must be drawn from existing 600-level courses. No more than 6 thesis credits should be included. Additional coursework, including remedial courses that are not on the GSP, may be required by the committee. The graduate committee may also require a master's thesis or research project.
5. The student presents the proposed Graduate Studies Plan and (if applicable) master's thesis or research project proposal to the committee and chair for preliminary review and approval. If the committee and chair support the GSP, it will be forwarded to the Graduate School dean or designee for approval in consultation with the affected graduate programs.
6. Students work with their advisors and graduate committees to ensure that satisfactory progress is made toward completing degree requirements. Students are expected to be continuously registered

throughout their graduate program (see Continuous Registration in this chapter).

7. The student must complete all requirements established in the official Interdisciplinary Graduate Studies Plan, and must pass a written and/or oral comprehensive examination, an evaluation of independent scholarship, and/or a project or thesis defense or similar final evaluation as established by the program. The examination, evaluation or defense must be approved by all graduate committee members as passing the requirement and by the dean of the Graduate School or designee. All theses and projects must have final approval by the dean or designee of the Graduate School.
8. When an oral comprehensive examination, evaluation of independent scholarship, or project or thesis defense is required, the student may select an outside reviewer approved by the dean or designee of the Graduate School to participate and ensure that the evaluation, examination or defense is fair and appropriate. Typically the outside reviewer is a faculty member from another department in the university or another qualified individual in the area in which the student is seeking a degree.
9. During the semester of the project or thesis defense or similar final evaluation, the student must apply for graduation in a timely fashion. The diploma will indicate that it is an interdisciplinary degree, as well as the applicable subjects/concentration.
10. All theses and projects must meet formatting requirements as established by the Graduate School.

Cooperative Doctoral Programs

University of Alaska Fairbanks (UAF)

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

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

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

Creighton University/UAA Occupational Therapy Program

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

Up to 10 students per year are accepted to this three-and-a-half year, full-time program. To be eligible for the program, applicants must have

a bachelor's degree and meet the required prerequisites. After successful completion of the program, students are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) examination, and to apply for licensure.

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

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

Creighton University/UAA Pharmacy Program

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

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

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

For information on prerequisites, curriculum and application procedures, please visit the Creighton program website at <http://spahp.creighton.edu/admission/pharmacy/pharmd-distance-alaska-online> or contact the UAA Pharmacy Technology department at afdas@uaa.alaska.edu.

University of Washington School of Medicine WWAMI School of Medical Education

Health Sciences Building (HSB), Room 301, (907) 786-4789

www.uaa.alaska.edu/wwami

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

Eligibility

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

Admissions

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

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Graduate Certificates

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

Admissions

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

Admission Requirements for Graduate Certificates

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

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

Applicants with transcripts from non-US or from French Canadian institutions must submit official transcripts for translation and evaluation as well as an official statement of educational equivalency from the World Evaluation Service (WES) International Credential Evaluation Package (ICAP) Course-by-Course Evaluation Service. These WES ICAP evaluations should be sent directly to the UAA Office of Admissions, P.O. Box 141629, Anchorage, AK 99514-1629. Applicants whose native language is not English or whose baccalaureate degree was conferred by an institution where English was not the language of instruction must also submit scores from the Test of English as a Foreign Language (TOEFL). TOEFL scores may be waived if the applicant has

been a long-term resident of the U.S. or demonstrates fluency in reading, writing and speaking in English.

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

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

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

International Graduate Certificate Students

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

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

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

Application and Admission Status Definitions for Graduate Certificate-Seeking Students

Application Status

- **Incomplete Application:** An incomplete application is one that is not accompanied by all required documents; generally, an application is considered incomplete until all required official transcripts and test scores have been received.
- **Pending Application:** A pending application has met university requirements and is awaiting departmental recommendation for admission.
- **Postponed Application:** Students may postpone their applications to a future semester by notifying the Office of Admissions prior to the end of the semester for which they originally applied.

- **Withdrawn Before Admission:** Students must complete or postpone their admission by the end of the semester for which they have applied. At the end of each semester, all applications still incomplete or not postponed will be withdrawn. Students whose applications have been withdrawn must re-apply for admission if they later choose to attend UAA.

Admission Status

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

Related Graduate Certificate Policies

Graduate Certificate Transfer Credits

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

Change of Graduate Certificates

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

Concurrent Graduate Certificates

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

Additional Graduate Certificates

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

certificates may be awarded only if they differ by at least one-third of their credit requirements.

Formal Acceptance to Graduate Certificate Programs

Once all required admission documents have been received by the Office of Admissions, the student's admission packet is forwarded to the chair or designee of the specific program. The acceptance decision is made by the chair or designee, subject to review by the Graduate School. The Graduate School then informs the Office of Admissions of the decision. The Office of Admissions sends a letter of acceptance directly to the applicant, accompanied by an official Certificate of Admission from the Graduate School. Acceptance to a graduate certificate program does not guarantee later admission to other graduate certificates or degrees.

Non-Degree-Seeking Students

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

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

A student who has been admitted to a UAA graduate certificate program and is enrolled at UAA for 9 or more 600-level credits is classified as full-time. A graduate certificate student enrolled at UAA for 5-8 credits is classified as half-time. Courses at the 400 level will count toward full-time status only if they are applicable to the graduate certificate program (i.e., listed on the Graduate Studies Plan). A graduate certificate student enrolled at UAA for fewer than 5 credits is classified as part-time. Audited courses, continuing education units (CEUs) and professional development courses (500 level) are not included in the computation of the student's full-time, half-time or part-time status.

Catalog Year for Graduate Certificate Programs

Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a graduate certificate program or the catalog in effect at the time of graduation. If the requirements for a graduate certificate program as specified in the entry-year catalog are not met within seven years of formal acceptance into the program, admission expires and the student must re-apply for admission and meet the admission and graduation requirements in effect at the time of readmission or graduation.

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

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

Good Standing for Graduate Certificate-Seeking Students

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

Removal from Graduate Certificate-Seeking Status

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

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

Each school or college has developed procedures to deal with appeals arising from removal from graduate certificate-seeking status.

Reinstatement to Graduate Certificate-Seeking Status

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

Academic Appeals

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

Graduate Certificate Advisor

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

Responsibilities of the Graduate Certificate Advisor/Committee

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

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

University Requirements for Graduate Certificates

University requirements for all graduate certificates are as follows:

1. A student must be admitted to the certificate program and establish an approved Graduate Studies Plan. Students must fulfill all General University Requirements, college requirements and certificate program requirements.
2. No fewer than 12 nor more than 29 credits may be required for any graduate certificate.
3. The student must complete all requirements established by individual programs, as specified in the current UAA catalog.
4. A cumulative GPA of at least 3.00 (B) must be earned in courses identified on the official Graduate Studies Plan.
5. Only 400- and 600-level courses approved by the student's graduate certificate advisor/committee and the dean or designee, may be counted toward graduate certificate requirements.

6. In 400-level courses, a minimum grade of B is required for the course to count toward the certificate program requirements.
7. Courses at the 500 level are for professional development and are not applicable toward any certificate, even by petition.
8. In 600-level courses, a grade of C is minimally acceptable, provided the student maintains a cumulative GPA of 3.00 (B) in all courses applicable to the graduate certificate program. At least two thirds of the credits required for the certificate must be taken at the graduate level (600). For performance comparison only, in 600 level courses a grade of P (pass) is equivalent to a B or higher, but does not enter into the GPA calculation.
9. Up to one-third of the semester credits used to complete the requirements of a graduate certificate may be transferred to UAA from a regionally accredited institution. Acceptance of transfer credit toward program requirements is at the discretion of the individual program.
10. At least one third of the credits used to satisfy graduate certificate requirements must be UAA resident credit completed after acceptance into the program.
11. Courses taken by correspondence, credit by examination or graded credit/no credit (CR/NC) do not count toward graduate certificate requirements. They may, however, be used to satisfy prerequisites or to establish competency in a subject, thus allowing the advisor or committee to waive certain courses in an established program, as long as the total credits in the graduate certificate program remain the same.
12. All credits counted toward the graduate certificate, including transfer credits, must be earned within the consecutive seven-year period prior to graduation.
13. If the requirements for a graduate certificate as specified in the entry-year catalog are not met within seven years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of readmission or graduation.

Application for Graduation

Graduate certificate students must submit an Application for Graduation, accompanied by the required fee, to the Office of the Registrar. Students must apply for graduation no later than the last day of the semester, although they need to apply by April 1 to be included in the commencement program. Students who apply for graduation but do not complete the graduate certificate requirements by the end of the semester must re-apply for graduation. A new application fee must be paid with each Application for Graduation.

COLLEGE OF ARTS AND SCIENCES

ANTHROPOLOGY

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

www.uaa.alaska.edu/anthropology

Master of Arts, Anthropology

The Master of Arts 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, medical anthropology, and other practical applications of physical anthropology. The Cultural Resource Management track involves the inventory, assessment, and conservation of archaeological and historical sites and remains, and places of traditional cultural importance, as a part of a larger management framework.

Program Student Learning Outcomes

Students graduating with a Master of Arts in Anthropology will be able to:

- Demonstrate comprehension at a graduate level in their knowledge of core concepts, research methods and findings in archeology, cultural anthropology and biological anthropology;
- Demonstrate comprehension of specialized knowledge in the track or subfield they select from program choices;
- Demonstrate the capacity to design anthropological research, conduct that research, analyze research results and present a thesis concerning that research acceptable by the faculty of the anthropology department;
- Effectively apply the perspective, skills, and knowledge obtained in the anthropology Master's program in an employment capacity that requires their utilization.

Admission Requirements

See Admission Requirements for Graduate Degrees at the beginning of this chapter. Deadline for application: February 15 for fall semester admission. Students seeking admission into the Anthropology MA degree program must meet the following requirements (1-3) and must submit the following documents (4-9):

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 student has completed a minimum of 18 credits of undergraduate coursework in Anthropology with a GPA of 3.00. An undergraduate major in anthropology is preferred.
3. Students must have at least a 3.00 overall undergraduate GPA.
4. Completed UAA graduate admissions application form.
5. Official transcripts of college-level work from each institution attended.
6. Graduate Record Examination (GRE) results (General Test Scores), taken within five years prior to the application date.
7. Three letters of recommendation from professors or other professionals particularly qualified to attest to the applicant's qualifications for graduate study.

8. A letter of intent, including a brief statement of the applicant's research and career goals and reasons for pursuing graduate study in Anthropology at UAA.
9. Optional: An example of a substantial paper or research proposal indicative of the applicant's potential for graduate study.

Applicants may also be requested to complete a personal interview.

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

1. The prospective student's overall credentials and
2. The 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. Conditionally admitted students are notified of those deficiencies, and required to rectify 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 assistantships, research assistantships or departmental travel/research grants.

Prospective graduate students are strongly advised to contact all potential faculty for research/advisor arrangements at an early stage of their admission process. An attempt is made to assign an initial advisor to students based on interests and other academic criteria.

Academic Progress

To maintain continuous progress toward the MA degree, a student in the graduate program is expected to complete each semester a minimum of 9 credits of coursework 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. The same is true of students who fail to rectify conditions of their admission. In addition, students must advance to candidacy within five years, unless on an approved leave of absence. Such leaves of absence may not total more than four semesters.

Candidacy Requirements

See the beginning of this chapter for Advancement to Candidacy requirements. A student advances to candidacy by doing the following:

1. Select a graduate studies committee by the end of the first semester of graduate study.
2. Submit an official Graduate Studies Plan, as described in the UAA Catalog, after no more than three semesters of full-time graduate study.
3. Complete at least 24 semester-credits of non-thesis coursework applicable to the MA program.
4. Demonstrate research or statistical competence needed to complete the degree program, as approved by a student's graduate studies committee. Usually, UAA courses such as STAT A252 or STAT A253 or the equivalent, or computer skills such as photogrammetry, SEM image analysis, or GIS analysis will meet this requirement.
5. In addition, a student may be required to demonstrate mastery of a foreign language, if deemed necessary by the graduate studies committee.
6. Pass ANTH A602, ANTH A605, and ANTH A611 proseminars with a grade no less than a B. If necessary, a proseminar may be repeated once, but failure to earn a B or higher the second time will result in removal from the program.
7. Prepare a thesis prospectus for approval by the graduate studies committee.

Graduation Requirements

See University Requirements for Graduate 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/Practicum or Independent Study may be applied to the degree, unless a student is taking more than one track in the Applied Anthropology emphasis, in which case 3 additional credits are available.
4. Courses outside the field of Anthropology may be taken as electives if approved by the student's advisor.
5. The student must advance to candidacy within three years based upon fulfillment of the Candidacy Requirements listed above.
6. The student must submit a written MA thesis to the graduate studies committee, conforming to UAA specifications.
7. The student must pass an oral defense of the thesis, open to the university community and the general public.
8. The student must submit an Application for Graduation.
9. One of the following study 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 A620	Research Design	3
ANTH A699	Thesis Research	1-6
600 level elective courses		11-17
400 level elective courses		0-6
2. A total of 30 credits are 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 A620	Research Design	3
ANTH A699	Thesis Research	1-6
600 level elective courses		2-8
400 level elective courses		0-6
2. Complete one of the following tracks:

** All proseminar courses and Research Design must be taken in residence at UAA. These courses may not be taken by directed study or by correspondence. Students may not take Research Design or any proseminar until formally admitted to the MA program.*

Applied Cultural Anthropology Track

Complete the following courses (9 credits):

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

**If this course was taken as an undergraduate upper division course (ANTH A430 or the equivalent), another course may be substituted with the approval of the student's graduate studies committee.*

Applied Biological Anthropology Track

Complete 9 credits from the following:

ANTH A645	Advanced Evolution of Humans and Disease (3)	9
ANTH A655	Advanced Medical Anthropology (3)	
ANTH A657	Nutritional Anthropology (3)	
ANTH A685	Advanced Human Osteology (3)	
ANTH A686	Advanced Applied Human Osteology (4)	
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
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ANTH A676	Ethical Issues in Archaeology (3)
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.*

- A total of 30 credits are required for the degree.

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BIOLOGICAL SCIENCES

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 (907) 786-4770

www.uaa.alaska.edu/biology

The WWAMI School of Medical Education may be found at
www.uaa.alaska.edu/wwami

Master of Science, Biological Sciences

The graduate program in Biological Sciences offers a research program of study leading to the Master of Science degree. The MS requires a thesis that is the result of research performed under the supervision of a UAA faculty member.

We recommend that prospective students review the program guidelines and expectations, which are detailed in the department's graduate handbook at www.uaa.alaska.edu/biology/graduate/documentsanddates.cfm. General guidelines for prospective students can also be found on UAA's Graduate School webpage: www.uaa.alaska.edu/graduateschool/prospective.

Program Student Learning Outcomes

Students graduating with a Master of Science in Biological Sciences:

- Have mastered the fundamental concepts of Biology, including cell and molecular biology, genetics, physiology, evolution, and ecology.
- Will have a working knowledge of the principles of scientific methodology, of the methods and technology of biological research, of quantitative analysis of scientific data, and will be capable of writing a publishable scientific paper.
- Will have a demonstrated mastery of at least one focus area within Biology or Biochemistry.
- Are prepared for a career in Biological Sciences, or are prepared to pursue more advanced research opportunities (e.g., PhD or postdoctoral programs).

Admission Requirements

Students seeking admission into the Biological Sciences MS degree program should meet the following requirements. Details on this process are available at www.uaa.alaska.edu/biology/graduate/documentsanddates.cfm.

- Students must have a bachelor's degree in biology, chemistry, or equivalent science to be determined by the Graduate Affairs Committee (GAC). 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

- Applicants must take the general Graduate Record Examination (GRE). Applicants are encouraged to take the subject (biology, biochemistry, or chemistry) exam, but this is not required.
- Applicants must have at least a 3.00 GPA, or at least a 70th percentile in two out of the six possible GRE scores (verbal reasoning, quantitative reasoning, analytical writing, and the three subtests of the subject GRE). Successful applicants ordinarily have no grade lower than a C in undergraduate science courses.
- If English is not the applicant's native language or was not the language of instruction for the applicant's baccalaureate degree, students must take the Test of English as a Foreign Language (TOEFL) Exam and, at a minimum, meet the TOEFL score guidelines set by UAA for undergraduate admission. These guidelines can be found in the UAA Catalog. TOEFL scores may be waived if the applicant has been a long-term resident of the United States or other English speaking country.

Required Documents for Admission

- The UAA graduate application form, which is available at www.uaa.alaska.edu/admissions/printed_application_forms.cfm.
- Official transcript(s) reflecting graduate-level credits and credits pertaining to the baccalaureate degree from each institution attended. Applicants with transcript(s) from institution(s) outside the United States or Canada must provide an official statement of equivalency from a recommended credentials evaluation service and, if necessary, an English translation of the transcript.
- Official scores from the GRE must be requested by the student and sent directly by the testing agency to the university. Scores must be received prior to admission to the program.
- If necessary, scores from the TOEFL exam must be requested by the student and sent directly by the testing agency to the university. Scores must be received prior to admission to the program.
- A brief (typically one page) statement of the applicant's research and career goals.
- Three letters of recommendation from persons who are qualified to evaluate the applicant's ability to successfully perform graduate-level coursework and research should be submitted directly to the department.
- A letter of support from a UAA faculty member from the Department of Biological Sciences expressing willingness to accept the applicant into his/her research group and a statement of available funding or funding opportunities for research support for the student. Because students will not be admitted to the program without a faculty mentor from the department, prospective graduate students are strongly advised to contact faculty for research/advisor arrangements at an early stage of their admission process. Faculty research interests are available online: www.uaa.alaska.edu/biology/facultyandstaff/tenuretrackfaculty.cfm

Items 1-4 must be submitted to Enrollment Services; items 5-7 should be submitted directly to the Department of Biological Sciences. Applicants should also submit unofficial copies of items 1-4 to the department. Questions about this process should be directed to the departmental secretary, at (907)-786-4770.

Mailing address:

Department of Biological Sciences Graduate Program
3101 Science Circle, CPSB 101N
Anchorage, AK 99508

Admission deadlines: All materials are due by March 1 for fall admission and by November 1 for spring admission. Acceptance is determined by the GAC and is based on the prospective student's overall credentials and the availability of appropriate faculty for student research interests. Files received after these deadlines will be considered on a case-by-case basis for admission the subsequent semester.

Graduation Requirements

In order to receive the Master of Science in Biological Sciences, students must:

1. Satisfy all the University Requirements for Graduate Degrees listed at the beginning of this chapter;
2. Complete 30 credits of coursework approved in advance by the student's graduate study committee (GSC);
3. Satisfactorily complete thesis research approved in advance by the student's GSC and pass an oral thesis defense;
4. Submit a written graduate thesis that has been approved by the GSC, departmental director, and deans of the College of Arts and Sciences and the Graduate School.

Course Requirements

1. Students must complete the following courses:

600-level	Science Electives	minimum 9
<i>[does not include BIOL A692, BIOL 696, BIOL A698 or BIOL A699 credits]</i>		
BIOL A601	Experimental Design and Statistics (3)	3
	or	
BIOL A604	Experimental Design for Cell/Molecular Biologists (3)	
BIOL A605	Graduate Proseminar in Sciences	3
BIOL A606	Advanced Analysis and Interpretation *	3

**This requirement can be waived by the student's GSC if the student has sufficient other experience or coursework in statistical analysis.*

BIOL A698	Directed Research (1-6)**	1
BIOL A699	Thesis (1-6)**	1

*** In combined total, no more than 12 credits of BIOL A698 and BIOL A699 can count toward the 30 credits required for graduation; however more can be taken.*

2. Upper division (400-level) credits may be applied to the degree only with approval of the student's GSC via inclusion on the Graduate Studies Plan. In order to receive credit for coursework, students must receive a minimum grade of B in all 400-level courses, and a minimum grade of C in all 600-level courses, provided that the cumulative GPA does not drop below 3.00.

Program Requirements

1. Within the first semester of study, each student must select a GSC consisting of a minimum of three members (no more than five is recommended). Two of the three members must be full-time, tenure-track faculty in the Department of Biological Sciences. The committee chair will be the student's primary research advisor if that person is a full-time UAA faculty member in the Department of Biological Sciences. If the primary research advisor is an affiliate faculty member, the chair will be shared with a full-time UAA faculty member from the Department of Biological Sciences, and both will be designated as co-chairs. To be a co-chair, a non-UAA faculty member must have official affiliate status within the department.
2. A student's GSC must meet at least once each year to review a student's progress. The annual report on student progress (available online from the Graduate School) must be completed by the student and committee, signed by the GSC, filed with the departmental secretary, and submitted to the UAA Graduate School no later than September 15 of each year. Failure to file annual progress reports will be taken as an indication of inadequate progress, and is grounds for probation and subsequent dismissal from the program.
3. Each student must submit an official Graduate Study Plan (GSP) form by the end of the first semester of graduate work. The GSP formally establishes the specific program requirements that will, upon satisfactory completion, entitle the student to receive the graduate degree or certificate. This form must be approved by the student's GSC and also be signed by the department director and the dean of the Graduate School.

4. All graduate students must remain in good standing throughout their program. At a minimum, students not in good standing will not be able to compete for teaching assistantships or be awarded tuition waivers from the department, college, or Graduate School. Students not in good standing risk being placed on probation and/or removed from the degree program. In order to remain in good standing in the program, students must:
 - a. maintain a 3.00 GPA (cumulative) in all coursework listed on their GSP,
 - b. file a GSP by the end of their first semester in residence, and
 - c. file satisfactory progress reports during each year in residence.
5. Within their first year in the program, each graduate student is required to submit a written thesis proposal that details the plan for the student's graduate work. This document is developed in consultation with the graduate advisor, and once prepared must be submitted and approved by the student's GSC. A copy of the approved proposal shall be placed in the student's departmental file.
6. Students will conduct the research outlined in the thesis proposal and present their results as a graduate thesis following guidelines provided by the Graduate School. This written thesis must be approved by the GSC, the director of the Biological Sciences Department, the dean of the College of Arts and Sciences, and the dean of the Graduate School in order to be considered complete. No student shall graduate without completing a written thesis.
7. Following submission of their thesis to their GSC, students must present a thesis defense seminar, which will be followed by a private meeting with their GSC to finalize the defense. The student must successfully defend the thesis in order to graduate.

Doctoral Program, Biological Sciences

The department also offers PhD degrees in collaboration with the University of Alaska Fairbanks. Because application guidelines and requirements differ among the departments at UAF with which we collaborate, we recommend that you contact the faculty member at UAA with whom you would like to work, and discuss how to proceed.

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CREATIVE WRITING AND LITERARY ARTS

Administration/Humanities Building (ADM), Room 270, (907) 786-4394

www.uaa.alaska.edu/cwla

Master of Fine Arts, Creative Writing and Literary Arts

The Department of Creative Writing and Literary Arts offers a 45-credit Master of Fine Arts in Creative Writing and Literary Arts through a low-residency program. The MFA is a professional degree that prepares students for various careers, including those involving professional writing, teaching, and editing. The MFA in Creative Writing and Literary Arts combines mentorships with a residency period of approximately 12 days held on campus each summer. The residency session includes all faculty and students in an intensive schedule of workshops, classes, presentations, and readings. Students and mentors will then conduct one-on-one coursework at a distance during fall and spring semesters, supported by web resources. Mentors will include core faculty members and associate faculty who are established teachers and writers. Residency sessions also will feature annual guests from other disciplines, including scientists, artists, musicians, cultural leaders, and scholars. Students will participate in three residency sessions as part of their workshop credits. During a fourth residency, they will present and defend their thesis projects and give a public reading.

The department offers a studio program that balances the study and practice of craft, and the study of form and theory. Students are accepted into a particular genre: fiction, literary nonfiction, or poetry and will concentrate their studies in that genre. During mentorships, students produce original works of literature as well as critical analyses of books chosen in collaboration with the mentor. The program offers — but is not limited to — special emphasis on writing about the relationships between people and place, landscape, nature, science and the arts, regardless of where these relationships exist or how they are expressed. In their final year, students will prepare and present a thesis that includes a book-length work of original creative writing, a thesis essay, and an annotated bibliography. Through completion of the coursework and the thesis, students will develop and demonstrate an understanding of the history, traditions, theory, and contemporary issues in their genre and be able to situate their own work within that genre; articulate and demonstrate craft elements in their creative work; and develop and demonstrate the skills necessary for professional employment in literary fields such as writing, teaching, and editing.

Program Student Learning Outcomes

Students graduating with a Master of Fine Arts in Creative Writing and Literary Arts will be able to:

- Demonstrate a thorough understanding of historical context, traditions, and contemporary issues in form and theory by situating the content of their own work within their genre.
- Demonstrate their skills in craft by producing a substantial body of original creative work and by articulating the craft elements in their genre.
- Demonstrate skills necessary for professional employment in literary fields such as writing, and editing by planning, organizing, and presenting works or projects of literary and public value.

Admission Requirements

See Admission Requirements for Graduate 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. Personal essay (see website for topic and detailed instructions)
2. List of references, including email addresses; no need to send reference letters
3. Unofficial transcripts

4. Creative work: your best work

Fiction — One story (15 pages or less) or a chapter of a novel accompanied by a brief synopsis

Poetry — Ten pages of poetry, no more than one poem to a page

Literary nonfiction — Fifteen pages or less of an essay, memoir, or other creative work of nonfiction.

Please see the CWLA website for the most current and detailed application instructions.

All materials must be received by the Department of Creative Writing and Literary Arts by January 15 for earliest consideration for admission into the program. Summer 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 Graduate Degrees at the beginning of this chapter.

Program Requirements

1. Complete 15 credits in the student's chosen genre from the following:

CWLA A652	Graduate Writer's Workshop: Poetry	5
CWLA A662	Graduate Writer's Workshop: Fiction	5
CWLA A672	Graduate Writer's Workshop: Literary Nonfiction	5

2. Complete 15 credits of:

CWLA A690	Studies in Form and Theory (5)	15
This is an umbrella course and may be repeated with changes in subtitle.		

3. Complete 5 credits of:

CWLA A695	Literary Practicum (1-5)	5
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4. Complete 10 credits of:

CWLA A699	Thesis (5)	10
To produce a book-length creative work, annotated bibliography, and thesis essay.		

5. Successful presentation of thesis in colloquium.

6. A total of 45 credits is required for the degree.

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ENGLISH

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www.uaa.alaska.edu/english

Master of Arts, English

The Department of English offers a 36-credit Master of Arts in English emphasizing balanced coursework in literature, rhetoric, composition and linguistics. This degree prepares students both to pursue a more specialized PhD program and to take a variety of jobs in teaching, writing, editing and related fields. Students take three required courses: Contemporary Literary Theory (ENGL A602), Advanced Research and Professional Practices (ENGL A689) and Thesis (ENGL A699). Teaching assistants (TAs) also are required to take Composition Theory and Practice (ENGL A687). Otherwise, students enjoy significant flexibility in designing their degree. The degree culminates in the master's thesis, a thoroughly researched and carefully argued article-length work that

demonstrates the student's academic achievement and enables students to take on a variety of professional roles or to pursue advanced study.

Competitive teaching assistantships and research assistantships are also available. Contact the English Department for details, deadlines and applications.

Program Student Learning Outcomes

Students graduating with a Master of Arts in English will be able to:

- Address precisely articulated critical questions,
- Demonstrate deep familiarity with print and electronic scholarship,
- Apply detailed evidence to support claims,
- Utilize field-appropriate theories and methodologies effectively,
- Write analytically according to disciplinary conventions, and to
- Document fully according to disciplinary stylesheets.

Admission Requirements

Admission to the MA in English requires a baccalaureate degree from a regionally accredited institution in the United States (or foreign equivalent) as defined by the Council of Higher Education, with at least a 3.00 undergraduate GPA. See Admission Requirements for Graduate Degrees at the beginning of this chapter for additional prerequisites. Complete application packets are due by May 1 for fall enrollment (April 1 if applying for a teaching assistantship) and November 1 for spring enrollment. Late applications will be reviewed for the following semester. TA/RA applications are due to the department by April 1 (for fall semester).

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

1. A three- to five-page application essay that addresses the student's background in English, reasons for applying to the Master of Arts program, specific area(s) of interest, learning goals and professional objectives.
2. A recent sample (from within the past five years) of the applicant's academic or professional writing.
3. Two letters of recommendation from faculty who know the applicant's academic work (or professional writing, when appropriate).
4. Official transcripts for all prior coursework.

Admission to the program is based upon the evaluation of the entire application packet in conjunction with the applicant's undergraduate GPA.

Under-Prepared Students/Admission for Students without an Undergraduate Degree in English (or Related Discipline)

An applicant who does not have sufficient undergraduate experience in English, at the discretion of the department, may be required to take up to 9 credits of additional coursework at the undergraduate level. These preparatory courses do not count toward the MA degree and must be passed with a grade of B or better.

International Students

According to the UAA Admission Requirements for Graduate Degrees, applicants whose native language is not English must submit official Test of English as a Foreign Language (TOEFL) scores, and the department reserves the right to require TOEFL scores above the university requirement for graduate admission.

Teaching Assistantships

Applicants to the graduate program who are also interested in an assistantship should contact the Department of English for an application packet. Students selected for teaching assistantships are required (1) to attend all training, informational and evaluation sessions and (2) to meet the academic and professional standards set by faculty members. If these requirements are not met, students risk forfeiting their assistantships.

Advising and Program Sequence

Admitted students are assigned an initial advisor whose responsibility is to assist the student prior to initial enrollment. Students shall acquaint themselves with different faculty members during the first year and approach a faculty member to serve as a mentor for the duration of the student's program. It is also expected that the mentor will assist the student in course selection and should advise the student in selecting a thesis committee and thesis advisor. Students are advised to complete the required MA courses in the following sequence: ENGL A602, ENGL A689, ENGL A699 (final semester).

The thesis proposal, a requirement of ENGL A689, must be approved by the graduate English coordinator; students will not be allowed to enroll for ENGL A699 without completing ENGL A689 and having an approved thesis proposal.

Developed in consultation with the mentor and in reference to the program requirements (see below), the Graduate Studies Plan (GSP) detailing the student's actual coursework should be submitted during the semester that the student takes ENGL A689. See the beginning of this chapter for a description of the GSP and other university requirements. The Graduate Studies Plan and other paperwork may be found on the UAA Graduate School webpage at www.uaa.alaska.edu/graduateschool.

Thesis Requirements

The thesis is the culmination of the MA program. It is an extended, article-length writing project that demonstrates MA students' ability to think creatively, research thoroughly, write effectively and argue analytically at the graduate level. Students are expected to have conversations with faculty members about possible thesis topics during their coursework, and the thesis committee and thesis chair should be chosen in conversation with the graduate English coordinator. Additional thesis requirements follow:

1. The thesis should focus upon, and fall within, a disciplinary specialty covered by a tenured or tenure-track UAA English Department faculty member. (See the faculty profiles on the English Department webpage for descriptions of faculty members' fields of expertise.)
2. The thesis should primarily address recognized disciplinary specialties (literary, rhetorical, linguistic, cinematic, or electronic texts, concepts, and perspectives) and methodologies (literary critical and rhetorical analysis, qualitative or quantitative research). Secondly, the project may incorporate cultural studies approaches, popular culture topics, or extra-canonical texts, if pertinent and approved by the thesis advisor.
3. The thesis should articulate a critical approach to the topic according to a clearly defined literary theory, rhetorical approach or linguistic consideration (a key question, idea, concept, theorist or school of thought).
4. The thesis may be an extension of coursework; however, under no circumstances is it permissible to turn in the same paper for both a course and the thesis.
5. The thesis must be developed out of the thesis proposal required in ENGL A689 and approved by the graduate English coordinator.
6. The completed thesis should be submitted to the thesis committee at least two weeks prior to the thesis defense. See the English Department for specific dates and deadlines. If the thesis is not submitted with adequate lead time, and revisions are required, it is unlikely that the thesis can be completed in time to meet graduation deadlines. See the UAA Graduate School website for thesis deadlines.
7. Students must be aware that after the thesis defense is completed, and before the degree can be awarded, the thesis must also be:
 - Revised according to the instructions of the thesis defense committee (if any);
 - Submitted, reviewed and approved by the chair of the Department of English;
 - Revised according to the chair's instructions (if any);
 - Submitted, reviewed and approved in the College of Arts and Sciences Dean's Office;

- Revised according to the CAS Dean's Office's instructions (if any);
- Submitted, reviewed and approved by the Graduate School;
- Revised according to the Graduate School instructions (if any); and
- Submitted to the Graduate School for binding and archiving (required), and copyrighting (optional) according to current requirements.

Please see the English Department support staff for a detailed description of the procedures to follow after the thesis defense. The degree can be posted, and a student can officially graduate, only after meeting all additional paperwork and administrative requirements as determined by the Graduate School. The Office of the Registrar completes the final degree check to ensure that all degree requirements have been met, including the resolution of any incomplete (I) or deferred (DF) grades.

Continuous Registration and Leaves of Absence

Students have seven years to complete all requirements for the MA in English, and continuous registration is expected of all students throughout their courses of study. Students planning not to take coursework or register for thesis credit during any fall or spring semester (or summer, if they plan to use university facilities or consult with faculty during that time) prior to completion of their degree must submit the appropriate continuous registration paperwork and fee to ensure continuous enrollment during the degree-seeking period. Students not continually registered or on an approved leave of absence risk being removed from degree-seeking status. See the Related Graduate Degree Policies at the beginning of this chapter for additional details.

Graduation Requirements

See University Requirements for Graduate Degrees at the beginning of this chapter. Application for Graduation deadlines are July 1 for summer graduation, November 1 for fall graduation, and March 1 for spring graduation. Late or incomplete applications are processed the following term, and students who apply for graduation but do not complete the requirements must reapply with the appropriate fee in a subsequent semester.

Program Requirements

In general, MA degrees in English should follow the guidelines below, but the graduation requirements for individual students are based upon each student's approved Graduate Studies Plan.

1. Core courses (9-12 credits*)

Complete the following three core courses		
ENGL A602	Contemporary Literary Theory	3
ENGL A689	Advanced Research and Professional Practices	3
ENGL A699	Thesis (1-6)	3
*TAs are also required to take ENGL A687 Composition Theory and Practice		
		3
2. Distribution requirements (18 credits)

All courses are repeatable up to 6 credits with a change of subtitle:

ENGL A610	Studies in Literary Periods and Movements (3)	18
ENGL A611	Studies in Genre (3)	
ENGL A612	Studies in English Linguistics (3)	
ENGL A613	Studies in Rhetoric and Composition (3)	
ENGL A636	Studies in Contemporary Theory (3)	
ENGL A676	Studies in Texts and Cultures (3)	
3. Elective courses (6-9 credits)

Elective courses may include, with the approval of the committee chair:

Any additional 600-level ENGL course (3-6)

Up to 6 credits of 400-level ENGL courses (3-6)

6-9

Up to 6 credits of approved coursework outside the department (3-6)

4. A minimum of 36 credits is required for the MA in English

Note: A tentative course rotation schedule is available from the English Department.

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PSYCHOLOGY

Social Sciences Building (SSB), Room 264, (907) 786-1795

www.uaa.alaska.edu/psych

Graduate Certificate, Children's Mental Health

The Graduate Certificate in Children's Mental Health prepares graduate students and post graduates to practice children's mental health using principles and methods from multidisciplinary sources to assist in the mental health treatment of children and their families. This certificate will strengthen competencies for work in education, social work and psychology jobs that specialize in children's mental health. The program builds on the knowledge and skills acquired through current or previous master's level study in these or related fields. The 14-credit graduate certificate is designed to supplement each candidate's existing experience and academic preparation and the extent to which each candidate achieves the program outcomes. Therefore, specific required courses are not listed for some of the course requirements, since individual graduate studies plans may vary considerably based on the prior coursework of each candidate. The faculty advisors will use the program's academic preparation requirements derived from state and national children's mental health workforce competency guidelines to guide coursework selections included on the graduate studies plan. Students develop advanced knowledge and competencies for working with children's mental health issues as well as cross-discipline skills for working in Alaska's systems of care. Applicants may either be in a behavioral health graduate program or have graduated from an approved program.

Program Student Learning Outcomes

The program is designed to expand specific skills and clinical experiences in children's mental health and allow students to expand their expertise through a multidisciplinary understanding of children's mental health practices in Alaska. Outcomes for the program are based on state and national competency guidelines for children's mental health. Students who complete this program will be able to:

1. practice within the legal and ethical parameters of the profession;
2. identify children and their families who are at risk and to assess and intervene properly;
3. apply a variety of theories and methods of assessment and intervention in their practice;
4. understand systems of care as they apply to children's mental health; and
5. assess, collaborate, intervene and document resources and services for children's mental health.

Admission Requirements

Applicants for the Graduate Certificate in Children's Mental Health must:

1. satisfy the Admission Requirements for Graduate Certificates at the beginning of this chapter;
2. complete the Children's Mental Health Graduate Certificate Application (application can be found on the program website);
3. have graduated from or are currently students in an accredited or approved program of Social Work, Psychology, or Counseling/Special Education or a related field with a cumulative graduate GPA of 3.00 on a 4.00 scale (with no course below a grade of B);
4. have completed a prerequisite or corequisite course in child development; and
5. provide a written summary of their children's mental health related experiences, and career goals.

Curriculum Requirements

Applicants must complete the following requirements for a total of 14 credits.

Area Requirements (minimum 9 credits)*

Applicants who have graduated from or are currently students in an accredited or approved program of Social Work, Psychology, or Counseling/Special Education or a related field are required to complete or show evidence of having successfully completed graduate coursework in the following areas:

Family systems	3
Assessment/intervention/ethics in children's mental health	3
Specialty content coursework in children's behavioral health issues	minimum 3

*Graduate coursework completed as part of a degree program may be used toward certificate programs. (Note: Courses that fulfill these requirements must be approved by the advisor)

Course Requirements

In addition, applicants are required to complete the following courses as part of the certificate program:

PSY/SWK/ EDSE A677	Multidisciplinary Seminar in Children's Mental Health (1)*	2
PSY/SWK/ EDSE A691	Children's Mental Health Systems of Care	3

*To be taken 1 credit per semester over 2 sequential semesters. While attending this seminar, students should be involved with an academic or work experience involving children's mental health.

Certificate Completion Requirements

Admitted students are required to complete curriculum requirements for the graduate certificate with a cumulative GPA of 3.00 or better. All courses must be at or above a grade of B.

Program Requirements

1. Submit all graduate transcripts to the advisor for review.
2. Collaborate with the advisor to create a Graduate Studies Plan within the first semester of program admission.
3. Complete coursework as specified on the Graduate Studies Plan.
4. Maintain an overall GPA of 3.00 in the program with no grade below a B.

Master of Science, Clinical Psychology

The Master of Science 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 MS degree allows graduates to pursue either the Licensed Professional Counselor (LPC) or the Licensed Psychological Associate (LPA) license.

The goal of the program is to provide students with a well-rounded education that includes an evidence-based background in the best practices applicable to community mental health settings. The curriculum addresses local behavioral health needs in a context that is culturally sensitive and community focused. An important program goal is the recruitment and retention of nontraditional students.

Program Student Learning Outcomes

Students graduating with a Master of Science in Clinical Psychology will be able to:

- Apply a broad knowledge of contemporary psychology, with special emphasis in clinical psychology.
- Master and specialize in clinical psychology in either (a) psychological research or (b) a clinical issue related to community treatment.
- Demonstrate acceptable skills in research analysis (including writing and mastery of APA style).
- Demonstrate competence in basic clinical skills sufficient to practice under general supervision.

Admission Requirements

Forms and instructions are available at www.uaa.alaska.edu/psych/masters/admissions.cfm.

1. Application deadline: April 1 for fall admission. This is the only opportunity for program admission each year.
2. Compliance with Admission Requirements for Graduate Degrees as given in the University of Alaska Anchorage catalog.
3. Undergraduate training in general psychology; statistics or research; learning and cognition or strategies of behavior change; clinical psychology; and psychological testing. Examples of UAA courses that meet these requirements are PSY A111, PSY A260 or PSY A420; PSY A355 or PSY A445; PSY A425; PSY A473. Alternative courses and/or experiences will also be considered. Students without an undergraduate degree in psychology must have all prerequisites.
4. Submission of a letter of intent describing the applicant's interest and purpose in pursuing the MS degree in Clinical Psychology. The letter should address the reasons why the degree is being sought at this point in the applicant's professional development. See instructions on the website.
5. Submission of three professional letters of reference that address the applicant's suitability for the program.
6. Submission of Student Disclosure Form. See website.
7. Submission of a resume or vita that documents the applicant's vocational and professional experiences, academic achievements, research accomplishments, special projects, recognitions, and other information relevant to the applicant's qualifications for the program.
8. Submit copy of complete application packet to the Psychology program office.

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

Graduation Requirements

Students must meet all applicable university requirements for master's degrees given earlier in this chapter and achieve a grade of B or better in all coursework applied to the degree. It is required that students comply with the American Counseling Association (ACA) and the American Psychological Association (APA) ethical guidelines throughout program completion. Violation can result in immediate dismissal from the program.

Program Requirements

1. Complete the following required courses:

PSY A604	Biological and Pharmacological Bases of Behavior	3
PSY A609	Applied Research Methods	3
PSY A611	Ethics and Professional Practice	3

PSY A612	Human Development in a Cultural Context	3
PSY A622	Multicultural Psychopathology	3
PSY A623	Intervention I	3
PSY A624	Group Therapy	3
PSY A626	Family Therapy	3
PSY A627	Community-Based Intervention Skills	3
PSY A633	Tests and Measurements in Multicultural Context	3
PSY A654	Cultural Issues in Psychotherapy	3
PSY A665	Psychotherapy Practicum (1-3)	3
PSY A670	Psychotherapy Internship (3)	6
PSY A681	Substances of Abuse in Alaska	1
PSY A682	Clinical Interventions for Substance Abuse	1
PSY A683	Substance Abuse Assessment and Treatment Planning	1
2.	Elective: Select 3 credits to be approved by advisor.	3
	Some options are the following:	
PSY A631	Cognitive Behavior Therapy (3)	
PSY A638	Child Clinical Psychology (3)	
PSY A690	Advanced Topics in Psychology (1-3)	
PSY A699	Thesis (1-6)	
3.	A total of 48 credits is required for the degree.	

PhD, Clinical-Community Psychology

ayphd@uaa.alaska.edu
<http://psyphd.alaska.edu>

The PhD program in Clinical-Community Psychology is accredited by the American Psychological Association as a clinical psychology program.

The PhD program in Clinical-Community Psychology with Rural, Indigenous Emphasis is a program jointly delivered and administered by the Departments of Psychology at the University of Alaska Anchorage and the University of Alaska Fairbanks. The degree is awarded jointly by UAA and UAF. Students can complete the entire degree program in residence at UAA. All program courses are co-taught across campuses via video conference and all program components are delivered by faculty at both campuses. The student experience is equivalent regardless of students' city of residence (Fairbanks or Anchorage). The program focus includes clinical, community and cultural psychology with a focus on rural, indigenous issues and an applied emphasis on the integration of research and practice. As a UAA-UAF partnership, the program integrates the strengths and resources of both campuses to advance academic excellence, promote innovative and practical research, and provide solid graduate training in clinical-community psychology.

The program ensures that graduates have obtained the full range of clinical training mandated for doctoral-level clinical psychologists and will be adequately prepared for licensure as psychologists.

Program Student Learning Outcomes

Students graduating with a Ph.D. in Clinical-Community Psychology will be able to:

- Demonstrate culturally grounded knowledge and skills in scientific inquiry.
- Demonstrate competency in using the research and evaluation skills to disseminate new knowledge and inform clinical and community practice.
- Demonstrate culturally grounded knowledge and skills in rural clinical-community practice.
- Demonstrate competence in developing and implementing culturally relevant prevention and intervention efforts and programs.
- Demonstrate culturally grounded knowledge and skills relevant to social and healthcare solutions.
- Possess the competency to facilitate policy and social change.

Application

Students apply to the joint PhD program in Clinical-Community Psychology at both UAA and UAF. All applicants submit identical application materials to both institutions; materials are collected and evaluated by the joint UAA-UAF PhD admissions committee, which makes admissions recommendations to the dean of the UAA or UAF Graduate School, depending on a selected applicant's campus of residence. Applicants may specify a preference for either campus as a location for their studies. For more information about the application process, visit the program website.

Admission Requirements

1. Application deadline: Received by February 1 for fall admission. This is the only opportunity for program admission each year.
2. Compliance with the requirements for admission to graduate studies as detailed in the UAA and UAF catalogs.
3. Minimum of a bachelor's degree (BS or BA or BED); major in psychology or related field preferred. All requirements for bachelor's degree must be completed by June 30 prior to matriculation.
4. Minimum undergraduate grade point average of 3.00.
5. Minimum 3.00 grade point average in major and in all psychology courses.
6. Coursework in the areas of abnormal psychology, statistics, research methods and one of the following: personality, clinical psychology, social psychology or community psychology. All prerequisite coursework must be completed by June 30 prior to matriculation.
7. Letter of intent describing the applicant's interest and purpose in studying clinical-community psychology, the reasons why a PhD in Clinical-Community Psychology through the joint UAA-UAF program is sought at this point in the applicant's professional development, and demonstrating an understanding of relevant professional ethics.
8. Professional vita, including documentation regarding academic, research, and professional experiences; special projects and activities; and recognitions or honors.
9. Three professional letters of reference (preferably curriculum or research advisors, major course instructors with whom the student had contact in more than one course, and/or supervisors).
10. Disclosure statement, located at <http://psyphd.alaska.edu/forms/annualdisclosure.pdf>, must accompany the application to the program. Lifetime criminal background check must be submitted by students invited to a personal interview at least two weeks prior to the interview. Additional information on the FBI criminal background check is located at <http://psyphd.alaska.edu/admissions.htm>.

Graduation Requirements

1. Complete the university requirements for graduate degrees as outlined in the UAA or UAF catalog, depending on the student's campus of residence.
2. Complete the program and additional requirements listed below.

Program Requirements

Students must complete 26 required courses (for a total of 70 credits), 18 credits of dissertation, 18 credits of predoctoral internship, and 9 credits of electives. Students must accumulate a minimum 115 credits to graduate and must have completed all required coursework. Students entering the program with a master's degree in psychology or related field must complete at least two years of full-time coursework, 18 credits of dissertation, and one year of predoctoral internship, all as approved by the student's advisory committee.

1. Cultural experience: During their time in the PhD program, students must participate in a cultural experience as defined by program faculty. The actual experience will vary from year to year, but includes direct exposure to Alaska Native and other cultural worldviews, values and life experiences through contact with cultural elders and advisors. The goal of the cultural experience

is to provide an opportunity to interact directly with cultures in a non-classroom setting.

2. Complete the following required courses.

PSY A602	Native Ways of Knowing	3
PSY A603	Alaskan and Rural Psychology	3
PSY A604	Biological and Pharmacological Bases of Behavior	3
PSY A605	History and Systems	1
PSY A607	Cognition, Affect, and Culture	3
PSY A611	Ethics and Professional Practice	3
PSY A612	Human Development in a Cultural Context	3
PSY A616	Program Evaluation and Community Consultation I	3
PSY A617	Program Evaluation and Community Consultation II	3
PSY A622	Multicultural Psychopathology	3
PSY A623	Intervention I	3
PSY A629	Intervention II	3
PSY A632	Community Psychology Across Cultures	3
PSY A633	Tests and Measurement in Multicultural Context	3
PSY A639	Research Methods	3
PSY A652	Practicum Placement - Clinical I (1-3)	6
PSY A653	Practicum Placement - Clinical II (1-3)	6
PSY A657	Quantitative Analysis	3
PSY A658	Qualitative Analysis	3
PSY A672	Practicum Placement - Community I (1-3)	3
PSY A679	Multicultural Psychological Assessment I	3
PSY A681	Substances of Abuse in Alaska	1
PSY A682	Clinical Interventions for Substance Abuse	1
PSY A683	Substance Abuse Assessment and Treatment Planning	1
PSY A686	Predoctoral Internship (6)	18
PSY A699D	Dissertation (1-9)	18
3. Electives		9

4. A total of 115 credits is required for the degree.

Additional Requirements

Clinical Competency

Clinical competency is demonstrated through preparation of a clinical portfolio that will be evaluated by an ad hoc committee. Criteria for the clinical portfolio are clearly defined and samples will be provided for students. Students must demonstrate clinical competency before applying to Advance to Predoctoral Internship and must pass the clinical competency and community competency before starting PSY A686 Predoctoral Internship.

Community Competency

Community competency is demonstrated through preparation of a Community portfolio that will be evaluated by an ad hoc committee. Criteria for the portfolio will be clearly defined and samples will be provided for students. Students must pass both the clinical competency and community competency before starting PSY A686 Predoctoral Internship.

Research Competency

Research competency is demonstrated through preparation of a research portfolio that will be evaluated by an ad hoc committee. Criteria for the research portfolio will be clearly defined and samples will be provided for students.

Advancement to Candidacy

Before students are allowed to register for dissertation credits, they will be reviewed for performance by the joint UAA-UAF PhD committee, using existing university standards and forms for advancement to candidacy. Review will be based on faculty experience with the student to date, submitted paperwork and the student's progress through the program. Feedback from the review will be provided to the student by

her or his advisor. To advance to candidacy, students must also have received at least a conditional pass on their comprehensive exam. The program defines the comprehensive exam as being met through passing the required competency portfolios. Passing one portfolio qualifies the student for a conditional pass on the comprehensive exam, which is sufficient for advancement to candidacy. All portfolios must be passed for the comprehensive exam to be fully passed.

Doctoral Dissertation Proposal Defense

Before commencing data collection for a dissertation project, students must defend their proposal to their dissertation committee. The defense must be based on a written dissertation proposal to be distributed to the dissertation committee after approval by the dissertation chair. The defense will be an oral presentation to the committee by the student and will not be a public meeting. For data-collection based dissertations, the proposal must also be approved by the UAA or UAF Institutional Review Board before data collection can commence.

Doctoral Dissertation

A doctoral dissertation must be carried out successfully and approved by a doctoral dissertation committee. The dissertation committee will consist of at least four members. It is recommended that the dissertation chair be on the same campus as the student. There must be at least one committee member from each psychology department at UAF and UAA. Content areas can vary widely, but must be related to clinical, community, or cross-cultural issues and applicable in Alaska settings.

Advancement to Internship

Students must pass the clinical portfolio before applying to advance to PSY A686 Predoctoral Internship. In addition to passing the clinical portfolio, students must apply to the local program director (PD), by September 30 (the fall semester prior to the year during which the student seeks to complete the internship) stating their intent to advance to internship. For most students this will mean that the application needs to be made in the fall of the fourth year in the program. The PD will notify the core faculty committee, who will review each student's coursework, ensure that adequate progress has been made toward all prior milestones [i.e., clinical competency, community competency, research competency, doctoral dissertation outline (the outline must be completed, submitted, and approved by the chair), and advancement to candidacy] before approving the student for internship and before writing a letter of support for the student. Students must fully pass both the clinical portfolio and the community portfolio before starting internship. Failure to pass the Clinical Portfolio or the Community Portfolio results in the student not being eligible to enroll in internship credits.

Predoctoral Internship (PSY A686)

A full-time, one-year predoctoral internship is required. This internship should meet the criteria laid out by the American Psychological Association; selection of an Association of Psychology Postdoctoral and Internship Centers (APPIC)-approved internship is encouraged. Placements in Alaska are preferred, but not required.

APA Ethical Guidelines

Strict compliance with APA ethical guidelines is required throughout participation in the degree program. Violations can result in immediate dismissal from the program and failure to graduate. Completion of an annual disclosure statement is also required. Affirmative answers may result in dismissal from the program and failure to graduate. The disclosure statement may be viewed at <http://psyphd.alaska.edu>.

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COLLEGE OF BUSINESS AND PUBLIC POLICY

The College of Business and Public Policy (CBPP) offers three graduate degrees: Master of Business Administration, General Management; Master of Science, Global Supply Chain Management; and Master of Public Administration. These degree programs prepare students to function as effective leaders and managers in for-profit and not-for-profit organizations. Because of the related nature of the three CBPP degrees, students interested in pursuing two degrees simultaneously or in pursuing a second graduate degree may be able to complete the second degree with a significantly reduced number of credit hours, in accordance with the Graduate School's policies on Additional Master's Degrees in this catalog.

BUSINESS ADMINISTRATION

Edward & Cathryn Rasmuson Hall (RH), Room 304, (907) 786-4171

www.uaa.alaska.edu/cbpp

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 International).

Program Policies and Administration

Students must maintain a minimum 3.00 GPA in all coursework in the MBA program. Although minimally acceptable, a grade of C in a graduate course may be offset with an A grade in another graduate 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 one academic year. All advanced MBA course requirements (core plus electives) must be completed within seven calendar years.

The faculty reserves the right, where warranted by evaluation of a student's progress and apparent knowledge, to require additional coursework or other preparation to ensure the degree candidate 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 CBPP'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 CBPP Graduate Programs 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.

Contact the CBPP Graduate Programs Office for full program information, including application forms and procedures.

Graduate Programs Office

UAA College of Business and Public Policy

3211 Providence Drive, Anchorage, AK 99508, U.S.A.

Telephone: (907) 786-4171

Facsimile: (907) 786-4115

Master of Business Administration, General Management

The MBA in General Management provides students with perspectives and skills to prepare them for increasingly significant managerial leadership roles.

The focus of the program is management practice, recognizing 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.

The program serves full- and part-time students and classes are generally scheduled evenings or Saturdays. Although many students are from the greater Anchorage area, the program also attracts students from throughout the United States and from foreign countries, particularly those on the Pacific Rim.

Students may enter the program in either 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 CBPP Graduate Programs Office.

Program Student Learning Outcomes

Students graduating with a Master of Business Administration in General Management will be able to:

- Develop an understanding of the organization as a complex goal-seeking system interacting with and adapting to the dynamics of its external environment.
- Demonstrate an understanding of the key elements and tools of business performance management.
- Demonstrate effective communication skills utilizing a variety of tools and media suited to specific situations.
- Provide leadership in settings ranging from the organization-wide level to the team.
- Demonstrate professionalism through the maintenance of high standards of personal performance, teamwork, professional development and ethical behavior.

Admission Requirements

Applicants must meet both the Admission Requirements for Graduate Degrees and the College of Business and Public Policy requirements outlined here.

Admission to the MBA program is limited to students who have earned a baccalaureate degree from an AACSB or regionally accredited university, or foreign equivalent. Undergraduate GPA on a 4.00 scale and the Graduate Management Admission Test (GMAT) score must satisfy the following formula:

Undergraduate GPA x 200 + GMAT > 1150.

GMAT waivers may be considered for applicants meeting any of the following criteria:

1. Hold another master's degree from an accredited university.
2. Have a professional designation beyond the baccalaureate (such as CPA, CFA).
3. Have an undergraduate GPA of 3.50 or higher.

If an applicant is not eligible for a GMAT waiver, admission will be deferred until he or she submits an examination score.

Additional indicators for predicting success in individual cases may be provided through documented performance in extracurricular activities; evidence of creativity and leadership; or a record of accomplishment in business or other professional activity.

Each applicant must submit the following to the UAA Office of Admissions as part of their application materials:

- A statement of purpose.
- A resume, including the names and contact information of three references.
- All transcripts from prior college/university studies.

Applicants whose native language is not English must score at least 80 (Internet based exam scale) on the TOEFL examination, 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.

General Management Program Structure

Requirements consist of two parts: foundation courses and advanced courses in business or accounting or relevant experience and expertise. In key functional areas of business, additional foundational coursework may be required. These foundation courses are:

ACCT A601	Accounting Foundations for Executives	3
BA A603	Fundamentals of Finance	3
ECON A602	Introduction to Economics for Managers	3

All students must complete the three foundation courses. Advisors may, however, waive one or more of the foundation courses if the student has completed disciplinary equivalent coursework within five years preceding their admission.

Entering students are expected to have basic mathematical, computer, and communication skills. Students lacking these fundamental skills will be required to improve by means of independent study, noncredit courses, undergraduate coursework, or seminars and workshops.

The main body of the MBA curriculum consists of seven core courses (21 credits) and 15 credits of curricular options, for a total of 36 credits of advanced coursework:

Core Courses (21 credits):

ACCT A650	Seminar in Executive Uses of Accounting	3
BA A610	Business Intelligence and Analytics	3
BA A613	Applied Leadership	3
BA A632	Organizational Behavior and Foundations of Behavioral Science	3
BA A635	Current Marketing Issues Seminar	3
BA A636	Financial Decision Making	3
BA A655	Strategic Management Seminar	3

In certain cases, where warranted by previous education or experience, students may petition to substitute an elective instead.

Curricular Options (15 credits):

- a. Executive Focus (3 credits): Select at least one course from the following:

BA A628	Executive Leadership	3
BA A629	Negotiation and Conflict Management	3
BA A631	Business Environment Analysis	3
BA A634	Organizational Design and Development	3

- b. Elective Coursework (9 credits)

Students may design an area of concentration from CBPP courses that focus on management theory and practice, marketing, finance, international business and global economics, management information systems, logistics and supply chain management, or public administration. In addition, elective coursework can be selected from graduate courses offered by other colleges, disciplines, or graduate courses offered by other accredited universities.

- c. Capstone course requirement (3 credits)

Capstone courses provide the opportunities to integrate acquired knowledge of business administration. Select one course based on preferred nature of experience (practical or academic) and application (applied or theoretical):

BA A656	Management Project	3
BA A686	Management Simulation	3
BA A698	MBA Individual Research	3

Thesis Option:

BA A699	Thesis	6
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Students (especially those who are considering pursuing a PhD degree) may elect to complete a master's thesis.

MBA with an Emphasis in Business Intelligence and Business Analytics

MBA degree candidates will receive a degree with an emphasis in Business Intelligence and Business Analytics by completing the following sequence of elective courses as a part of their degree program:

BA A633	Problem Formulation and Decision Analysis	3
BA A648	Business Intelligence and Data Mining	3
BA A690	Advanced Topics in Business (1-6)*	3

*Recommended Advanced Topics in Business courses include business statistics and data analysis.

FACULTY

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LOGISTICS

Edward & Cathryn Rasmuson Hall (RH), Room 304, (907) 786-4171
www.uaa.alaska.edu/cbpp

Graduate Certificate, Supply Chain Management

Admission to the certificate program is currently suspended. Contact the department for further information.

Master of Science, Global Supply Chain Management

The MS GSCM degree focuses on managing global supply chain systems with an emphasis on managerial leadership, information technology and international business practices. The degree requires five six-credit courses, to be completed over five consecutive semesters. Time to completion is approximately 20 months for a total of 30 credit hours.

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

Classes are kept to a maximum of 25 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 and Public Policy at (907) 786-4171 for tuition and pre-application information.

Program Student Learning 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, undergraduate degree transcripts, and must complete the Graduate Management Admission Test (GMAT). The minimum acceptable GMAT score is determined by:

(Undergraduate GPA x 200) + GMAT score > 1050.

Conditional admission may be granted if the GMAT has not been completed, 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 examination or otherwise demonstrate competency in English.

Academic Progress

A minimum GPA of 3.00 is required 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. A student must withdraw from the program if he or she earns three C course grades.

The program's cohort format allows students to develop working relationships with group members, undertake group activities and research, and share professional experiences.

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

Contact the CBPP Graduate Programs Office for full program information, including application forms and procedures:

Graduate Programs Office
UAA College of Business and Public Policy
3211 Providence Drive, Anchorage, AK 99508 U.S.A.
Telephone: (907) 786-4171
Facsimile: (907) 786-4115

Program Requirements

- Complete the following requirements:

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 final research project is required as part of the degree requirements.
- A total of 30 credits is required for the degree.

FACULTY

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 Darren Prokop, Professor/Chair, AFDJP1@cbpp.uaa.alaska.edu

PUBLIC POLICY AND ADMINISTRATION

Edward & Cathryn Rasmuson Hall (RH), Room 304, (907) 786-4171
www.uaa.alaska.edu/cbpp

Master of Public Administration

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

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, nonprofit organizations; and in government relations units of private corporations. It provides basic tools of public management, understanding of structure and processes of public organizations, and the history and context of the field of public administration.

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

The Health Administration emphasis prepares students as health administrators in local, state or federal agencies; nonprofit 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 provides a theoretical basis for management careers in criminal justice. Students develop knowledge and skills necessary for effective public management: planning and decision-making, and managing people, money and programs. These skills are applicable to a wide spectrum of employment areas in law enforcement and the criminal justice system, and they prepare students seeking to earn a terminal degree in justice administration.

The dual emphasis in Public Management and Public Policy Analysis is designed for those who work for, or plan to work for, both executive and legislative agencies of local, state and federal government; for private, nonprofit organizations; and in government relations units of private corporations. It combines the basic tools of public management with the capability to analyze the effects of a broad range of actual or hypothetical government policies. It provides an understanding of the structure and processes of public organizations, the history and context of the field of public administration, and emphasizes the application of economic analysis and other quantitative and qualitative methods to Alaska and national policy issues. This dual emphasis requires an additional 9 credits.

Various additional dual emphasis areas may be created by combining individual emphasis areas. Interested students should speak with their advisor.

Students who have earned the MPA degree may earn a Master of Business Administration (MBA) degree by completing a minimum of 21 resident credits not used for any previous degree. Specific course requirements are at the discretion of the CBPP director of graduate programs and will be reflected in the student's MBA program plan prior to beginning coursework toward a second degree.

Program Student Learning Outcomes

Upon graduation, students earning the MPA at UAA will be able to:

- Demonstrate leadership and decision-making skills.

- Demonstrate effective communication skills.
- Describe the values and tradeoffs in public service, including sustainability, citizen engagement, democratic values and transparency.
- Explain the role of financial, human, information, technology and other resources.
- Explain the policy process, including assessment and problem solving, including the use of evidence.
- Apply information processing and technology for effective administration.

Admission Requirements

Students enter the MPA program with a bachelor's degree from a variety of educational backgrounds. Accordingly, the program meets the needs of students with a wide mix of professional and educational backgrounds and interests.

Students interested in the MPA program may accumulate up to 9 credits in the program as a non-degree-seeking student before applying for admission to the program. To apply for admission, applicants must meet both the UAA Admission Requirements for Graduate Degrees and the Department of Public Policy and Administration requirements outlined below.

1. Students applying for admission to the MPA program must submit a 300-500 word statement on their career goals and how the MPA degree relates to them.
2. Applicants must submit a professional resume or vita.
3. In addition, applicants must meet one of the following criteria:
 - a. Have a combined undergraduate GPA plus GRE Analytic score totaling 7.0 or higher. The GRE test is not required for students having already earned a master's degree from a regionally accredited institution in the United States or a foreign equivalent, provided they have an undergraduate GPA of 3.00.
 - b. Have an undergraduate GPA of 3.00 and have taken an introductory course in government (or demonstrate knowledge by taking an approved UAA college-level achievement examination)
 - c. Complete two PADM core courses with a grade of B or better and complete all PADM core course prerequisites (BA A273, ECON A201 and ECON A202 or ECON A602, and PS A101) or their equivalents.

Detailed admission standards are available on our website, www.mpa.alaska.edu.

Contact the CBPP Graduate Office for full program information, including application forms and procedures.

Graduate Office

UAA College of Business and Public Policy

3211 Providence Drive, Anchorage, AK 99508 U.S.A.

Telephone: (907) 786-4171

FAX: (907) 786-4115

Academic Progress

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

Graduation Requirements

See University Requirements for Graduate Degrees at the beginning of this chapter.

Program Requirements

1. Complete the MPA core courses (18 credits):

COLLEGE OF EDUCATION

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.

The College of Education promotes the following 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 people's 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.

We believe that learning must be designed, delivered and evaluated within the contexts of these core values and program outcomes.

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. The College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). Our professional preparation programs are approved by the Alaska Department of Education and Early Development and are based on NCATE standards.

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. Many courses and programs are offered through distance delivery methods. The college offers high-quality, distance-delivered coursework in order to improve access for rural students and provide flexible scheduling for practicing educators. Additionally, the college partners with UAA community campuses in optimizing the use of technology for distance delivery through intercampus collaboration.

All students who desire a degree, certification or endorsement must apply for admission to the University of Alaska Anchorage and to the

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 Public Administration	3
PADM A606	The Policymaking Process	3
PADM A628	Public Financial Management	3

2. 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 and Labor Relations	3
Plus two 600-level electives		6

Public Policy Analysis Emphasis (15 credits)

PADM A632	Public Policy Analysis	3
PADM A688	Program Evaluation and Performance Measurement	3
Plus three 600-level electives		9

Health Administration Emphasis (15 credits)

HS/NS A626	Principles of Epidemiology	3
HS A605	Public Health and Society	3
HS A615	Health Services Administration	3
PADM A624	Human Resources Administration and Labor Relations	3
Plus one 600-level elective		3

Criminal Justice Emphasis (15 credits)

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

Dual Emphasis: Public Management and Public Policy Analysis (24 credits)

PADM A603	Management Analysis	3
PADM A610	Organizational Theory and Behavior	3
PADM A624	Human Resources Administration and Labor Relations	3
PADM A632	Public Policy Analysis	3
PADM A688	Program Evaluation and Performance Measurement	3
Plus three 600-level electives		9

3. Candidates for the MPA who do not have public administration work experience must complete one additional course (3 credits):
- | | | |
|-----------|--|---|
| PADM A620 | Internship in Public Administration/Policy (1-3) | 3 |
|-----------|--|---|
4. Take the core comprehensive examination after completing the core courses. This examination must be passed before the student may enroll in the capstone course.
5. Complete the capstone project course (3 credits):
- | | | |
|-----------|--------------------------------|---|
| PADM A659 | Public Administration Capstone | 3 |
|-----------|--------------------------------|---|
6. A total of 36-39 credits is required for the degree, 45-48 credits required for a degree with a dual emphasis.

FACULTY

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College of Education. 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. 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 website.

Applicants admitted to a graduate program work with an advisor from the major and related areas. The advisor 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.

The College of Education has three academic departments:

1. The Department of Teaching and Learning with programs in school-age care, early childhood education, elementary education and secondary education. (907) 786-4412
2. The Department of Counseling and 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 educational leadership (principal, superintendent, and teacher leadership preparation). (907) 786-4450

Professional and Continuing Education (PACE)

www.uaa.alaska.edu/coe

Quality professional learning enriches the knowledge and skills of educators and improves the educational experiences of all students. Therefore, the Office of Professional and Continuing Education (PACE) partners with UAA academic units, schools, professional societies and other organizations to support learning opportunities such as 500-level courses and academies. The flexible structure of PACE allows for rapid response to the dynamic learning needs of educators and related-services professionals around the state.

Master of Arts in Teaching

www.uaa.alaska.edu/coe/degrees

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 coursework 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 content based 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.

Program Student Learning Outcomes

Students graduating with a Master of Arts in Teaching will be able to:

- Demonstrate and examine how their educational philosophy affects their teaching in the classroom. (AK Standard 1)

- Demonstrate application of learning theory, effective instructional planning and practice, and assessment processes for all students. (AK Standards 2, 5)
- Demonstrate knowledge of the individual and cultural diversity in Alaskan communities and schools and apply that knowledge in educational practice. (AK Standard 3)
- Demonstrate content and pedagogical knowledge in the endorsement area as specified by the appropriate Specialized Professional Association (SPA) - NCTM, NSTA, NCSS, NCTE, ACTFL, TESOL, NASM, etc. (AK Standard 4)
- Demonstrate technological knowledge and proficiency to enhance instructional practice. (AK Standard 5)
- Demonstrate an appropriate learning environment including effective classroom management. (AK Standard 6)
- Demonstrate participation in and contribution to the profession by maintaining high professional standards, including collaboration and communication (both oral and written), with all stakeholders in the university and school community. (AK Standards 7, 8)
- Complete the MAT program and receive an Institutional Recommendation for initial licensure. (AK Standards 1-8)

Admission Requirements

See the beginning of this chapter for Admission Requirements for Graduate Degrees. The application deadline for the MAT is October 1 for applicants seeking spring admission and February 20 for applicants seeking summer admission. Students must apply for admission to both the University of Alaska Anchorage and the College of Education. Students are admitted and proceed through the program as a cohort. An application packet is on the website.

Applicants for the MAT degree must meet subject area requirements for a teaching endorsement.

Approved secondary (7-12) teaching endorsement areas for the MAT are:

- Business Education
- English as a Second Language
- English/Language Arts
- Family and Consumer Science
- General Science
- Mathematics
- Social Studies
- Technology Education
- World Languages (this endorsement is for a specific language)

Approved K-12 teaching endorsement areas for the MAT are:

- Music
- Physical Education

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 College of Education 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 coursework 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 are expected to have basic technology skills such as general computer use, email, word processing, Internet research, etc.

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.

- Dispositions for teaching, including collaborative skills, fairness, the belief that all students can learn, 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 strong potential candidate for admission, then an admissions interview is scheduled. Applicants' knowledge, skills and dispositions as documented in the MAT application packet and demonstrated in the admissions interview will be holistically evaluated with two exceptions:

- Passing scores on the Praxis I examination. Scores are determined by the Alaska State Board of Education and Early Development.
- Demonstrated writing ability. Because the MAT is a graduate program, and because teachers are required to communicate effectively with a wide audience, applicants must demonstrate that they are able to meet high expectations for written work.

If the candidate is recommended for admission based on the preliminary review and admissions interview, a physical examination 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:

- Verification of a baccalaureate with an expected minimum of a 2.75 GPA in the last 30 credits of the baccalaureate degree or subsequent graduate-level coursework. Undergraduates may apply during senior year with anticipated graduation in May.
- 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.
- Scores from the relevant content knowledge Praxis II test. Competitive scores will be at the national median or higher.
- 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.
- An essay addressing questions based on the MAT program purpose and outcomes, as described in the application packet.
- Documentation of experience with school-aged children and adolescents.
- Two 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 the academic expertise in the endorsement area.

Stage II: Admissions Interview

- 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. Admission to the MAT program does not guarantee an internship placement (see note under Professional Field Experiences).

Additional Requirements

Applicants accepted for admission must provide the following documents:

- 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. The College of Education requires compliance with specific background clearance policies and procedures for candidates participating in university-sponsored fieldwork. Failure to pass the criminal history background check or failure to comply with the College of Education background check requirements will

result in removal from the program. More information is located at www.uaa.alaska.edu/coe/currentstudents/field-experiences/background-checks.cfm.

- Documentation of a current physical examination.

Academic Progress

Students enrolled in the MAT must maintain a minimum GPA of 3.00, with no individual course grade lower than a C, or B where specified. EDFN A478 Issues in Alaska Native Education, K-12 and EDFN A649 Capstone Seminar: Inquiry in Teaching and Learning 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, may not 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.

Graduation Requirements

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

Teaching Endorsement and Grade Level Options

There are two grade level options in the MAT:

- Secondary Education (7-12)
- K-12

The grade level option an applicant selects is based on the teaching endorsement area.

A. Secondary Education 7-12

with a teaching endorsement in Business Education, English as a Second Language, English/Language Arts, Family and Consumer Science, General Science, Mathematics, Social Studies, Technology Education or World Languages

Program Requirements

- Required Foundations Courses (6-9 credits)

EDFN A478	Issues in Alaska Native Education, K-12	3
EDFN A601	Foundations: Philosophy of Education	2
EDFN A602	Foundations: Educational Psychology	2
EDFN A603	Foundations: Educational History and Sociology	2

(Career and technical education candidates may take CTE A611 Historical and Philosophical Foundations of Career and Technical Education, instead of EDFN A601 and EDFN A603)

Notes: Minimum grade of B required in EDFN A478. With departmental approval, the above courses may be taken before formal admission to the MAT program. If EDFN A478 is taken as part of an undergraduate program, it may be waived for the MAT.
- Required Core Courses (11 credits)

EDFN A647	Developing Literacies Across the K-12 Continuum	1
EDFN A649	Capstone Seminar: Inquiry in Teaching and Learning	2
EDSE A637	Inclusive Teaching and Learning in Content Area Classrooms	2
EDSY A630	Language, Culture, and Teaching in Secondary Schools	2
EDSY A644	Community of Learners in Content Area Classrooms	3
EDSY A648	Developing Literacies in the Secondary Content Areas	1

Note: Minimum grade of B required in EDFN A649.
- Required Methods Classes (6 credits)

Choose appropriate two-course sequence:

EDSY A661	General Methods for Secondary Classrooms	3
	<i>and (select appropriate content course):</i>	3

- | | | |
|-----------|--|--|
| CTE A643 | Teaching in Career and Technical Education (3) | |
| | or | |
| EDSY A663 | Teaching English/Language Arts in Secondary Schools (3) | |
| | or | |
| EDSY A664 | Teaching Social Studies in Secondary Schools (3) | |
| | or | |
| EDSY A665 | Teaching Mathematics in Secondary Schools (3) | |
| | or | |
| EDSY A667 | Teaching World Language in Secondary Schools (3) | |
| | or | |
| EDSY A668 | Teaching English as a Second Language in Secondary Schools (3) | |
| | or | |
| EDSY A669 | Teaching Science in Secondary Schools (3) | |
4. Required Field Experiences (9 credits)
- | | | |
|-----------|------------------|----|
| EDFN A695 | Internship (1-9) | 9* |
|-----------|------------------|----|
- (Career and Technical Education candidates may take CTE A695)
- *Special Note: Completion of 9 credits required for degree and certification.*
5. Total credits for degree: 32-35
6. Candidates must successfully complete a comprehensive portfolio demonstrating that they have met all of the applicable standards.

B. K-12

with a teaching endorsement in Music or Physical Education

Program Requirements

- Required Foundations Courses (6-9 credits)

EDFN A478	Issues in Alaska Native Education, K-12	3
EDFN A601	Foundations: Philosophy of Education	2
EDFN A602	Foundations: Educational Psychology	2
EDFN A603	Foundations: Educational History and Sociology	2

Notes: Minimum grade of B required in EDFN A478. With departmental approval, the above courses may be taken before formal admission to the MAT program. If EDFN A478 is taken as part of an undergraduate program, it may be waived for the MAT.
- Required Core Courses (10 credits)

EDFN A647	Developing Literacies Across the K-12 Continuum	1
EDFN A649	Capstone Seminar: Inquiry in Teaching and Learning	2
EDSE A637	Inclusive Teaching and Learning in Content Area Classrooms	2
EDSY A630	Language, Culture, and Teaching in Secondary Schools	2
EDSY A644	Community of Learners in Content Area Classrooms	3

Note: Minimum grade of B required in EDFN A649.
- Required Methods Classes (6 credits)

MUS A668A	Methods for Teaching Music I, K-12 (3)	6
MUS A668B	Methods for Teaching Music II, K-12 (3)	
	or	
PEP A645	Methods in Elementary Physical Education (3)	
PEP A646	Methods in Secondary Physical Education (3)	
- Required Field Experiences (9 credits)

EDFN A695	Internship (1-9)	9*
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**Special note: Completion of 9 credits required for degree and certification.*

- Total credits for degree: 31-34
- Candidates must successfully complete a comprehensive portfolio demonstrating that they have met all of the applicable standards.

Program Options

1. Fast Track Option

The Fast Track Option is an intensive three-semester program that allows candidates to complete the MAT as full-time students in 12 to 18 months. Candidates admitted in the fall take classes "spring-fall-spring." Candidates admitted in the spring take classes "summer-fall-spring." The yearlong internship is during the fall and spring semesters.

2. Two-Year Option

The Two-Year Option allows candidates to complete the MAT as part-time students over a period of 24 to 30 months. Depending on admission, candidates take the 9 credits of foundations courses either during the spring or summer semester. Beginning in the fall semester when candidates are enrolled in the core courses and/or methods courses, their schedule includes a required field experience component (internship).

3. Alternate Route to Certification Option

The Alternate Route Option is for candidates who have secured a teaching position with an Alaska school district. Generally this option is available only to those candidates in areas of teacher shortage. Candidates will complete the MAT in 24 to 30 months. Please contact the College of Education for further information about this option.

Professional Field Experiences

The Master of Arts in Teaching program includes a comprehensive internship experience in an educational setting. Internship placements are arranged and supervised by university faculty in partnership with the principal and staff from the public school. University coursework and classroom practice are closely linked and communication about performance in both the coursework and classroom practice is shared among the partners. Internships follow the K-12 school year calendar and not the university academic year calendar.

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 Beginning 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 university candidates according to the district's established policies and practices. Because cooperating districts also determine the number of placements available for candidates, placement 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 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 I and II examinations;
4. Satisfactorily completed internships; and
5. Met all standards listed in the standards-based Initial Endorsement Content Preparation Review.

Alaska certification note: Certification is awarded by the State of Alaska through the Alaska Department of Education and Early Development (EED) in Juneau. Graduates must meet all requirements specified by EED at the time of application for certificate.

Master of Education

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

- A. Counselor Education
School Counseling (K-8, 7-12, or both)
Community Agency Counseling
- B. Early Childhood Special Education
- C. Educational Leadership
Principal (K-8, 7-12, or both)
Teacher Leadership — *admission suspended*
- D. Teaching and Learning
- E. Special Education
Special Education
Special Education Administration — *admission suspended*

Professional Field Practice

Prior to permitting the candidate to enter the final stage of preparation, which is characterized in most options 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

Most College of Education graduate programs require field experiences in school or agency settings.

Criminal History Background Clearance

The College of Education requires compliance with specific background clearance policies and procedures for candidates participating in university-sponsored fieldwork and those enrolling in coursework offered at the Providence Early Learning Lab (PELL). In some cases, criminal history background clearance is required for admission to a department or program. In addition to self disclosure of criminal history to the College of Education and its partners, a check of the Alaska and National Sex Offender Registries, a fingerprint-based check by the

Federal Bureau of Investigation, and a name-based check through the Alaska Public Safety Information Network may be required. Various agencies and centers may have additional requirements.

Failure to comply with the College of Education background check requirements will result in denial of access to field placement settings or PELL. Failure to pass the criminal history background check will result in removal from the program. More information is available at www.uaa.alaska.edu/coe/currentstudents/field-experiences/background-checks.cfm.

Cooperating School/Agency

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. Unacceptable academic performance, an unprofessional attitude, unsatisfactory field reports, violation of professional ethics, or other factors may result in removal from the field placement.

Transfer

Candidates who have taken all or part of an approved program at another university must take at least 9 credits of approved education courses at the University of Alaska prior to being admitted to an advanced practicum or internship.

Admission Procedures

Individuals applying to the MEd must complete both UAA's graduate application (www.uaa.alaska.edu/admissions) and the application for the specific program in the College of Education. When all official transcripts and other required materials are received by the Office of Admissions, 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 the appropriate department. In some cases, applicants may be contacted about providing writing samples or for scheduling personal interviews with the department after their completed files are received. When all documents are received and reviewed by the department, the applicant will be notified of the department's decision.

Admission Deadlines

Applicant files are reviewed throughout the year. However, applications for admission need to be submitted by specific dates (July 1, November 1, and May 1) to qualify for financial aid.

Admission Requirements

1. Satisfy Admission Requirements for Graduate Degrees at the beginning of this chapter.
2. Hold a baccalaureate degree from a regionally accredited institution or equivalent from another country.
3. Have a GPA of 3.00 (on a 4.00 point scale) in the last 30 credits.
4. Satisfy the admission requirements as specified by the appropriate program. In general, programs require submission of a resume documenting professional experience, goal statements, and professional references. Some programs may require teacher certification. Departments may request writing samples or interviews as part of the admission process.

Competitive Qualifications

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

Continuous Registration

Graduate students must demonstrate continuous progress toward program completion. College of Education candidates must complete at least one approved program course during any 24-month consecutive period to maintain active status in their programs. Candidates not making continuous progress and not on an approved leave of absence (see Leave of Absence policy at the beginning of this chapter) may be removed from master's degree-seeking status.

Graduate Studies Plan

An official Graduate Studies Plan must be approved before completion of more than 12 credits of coursework.

Graduation Requirements

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

1. Satisfy University Requirements for Graduate Degrees and master's level graduation requirements at the beginning of this chapter.
2. Complete a minimum of 30 credits of approved coursework. Specific programs may require more than 30 credits. See appropriate program for credit requirements.
3. Satisfy the requirement of a comprehensive examination, comprehensive portfolio, or other scholarly work as specified by the program.

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, coursework 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.
2. Cumulative GPA of 3.00 in the program coursework.
3. For endorsements, all requirements for a current Teacher Certificate must be successfully met.
4. For Principal Type B Administrative Certificates, candidates must have three years of successful certificated contract experience as a teacher or special services provider (Type C). In addition, a minimum of a master's degree is required.
5. For the Principal Type B Certificate, the MEd must be conferred.
6. For the Type F Special Education Administration Certificate, candidates must have three years of successful contract experience as a special services provider. The certificate is restricted to those candidates who hold a Type C Special Services Certificate with an endorsement in school psychology, speech-language pathology, or school counseling. In addition, a minimum of a master's degree is required.
7. For the Type B Administrative Certificate with an endorsement in special education administration, candidates must have three years of successful certificated contract experience as a special education teacher. In addition, a minimum of a master's degree is required.
8. Demonstration of basic computer/technology competence. See specific programs for additional information.

Note: Certification is awarded by the State of Alaska through the Alaska Department of Education and Early Development (EED) in Juneau. Graduates must meet all requirements specified by EED at the time of application for the certificate.

Program Requirements (MEd)

Complete one of the following courses of study:

A. Counselor Education

www.uaa.alaska.edu/coe/degrees

The MEd in Counselor Education is designed for individuals who desire initial professional preparation as counselors in public schools or community agencies. The program encompasses theory, technology, research, and practice relating to the delivery of counseling services to children, adolescents or adults who require assistance with developmental, academic, personal, social, or career issues.

Program Student Learning Outcomes

Upon completion of this program, graduates will be able to:

1. Communicate essential knowledge and understandings of the profession of counseling including an ability to integrate knowledge into personally meaningful frameworks.
2. Apply practical knowledge that is developmentally appropriate to individuals and groups in multicultural contexts.
3. Utilize individual and group approaches to assessment and evaluation to support and improve counseling practices in multicultural contexts.
4. Show dispositions relating to effective counseling practices for diverse populations.
5. Engage in work that meets ethical standards and legal mandates in the field of counseling.
6. Communicate essential knowledge and understanding of career development and related life issues.
7. Utilize professional literature, research methods, and program evaluation to support and improve counseling practices.
8. Communicate essential knowledge of and skills in effective group counseling practice including theoretical and experiential understanding of group approaches in a multicultural society.
9. Create a plan for continued professional development in a counseling specialty area.

Admission Requirements

1. See Admission Requirements for Graduate Degrees at the beginning of this chapter and Admission Requirements for Master of Education degrees at the beginning of this section.
2. Complete the Counselor Education application (application packet can be found on the program web site).
3. Submit three letters (or reference forms) of professional recommendation (see application packet for forms).
4. Provide a goal statement of approximately 500 words that contains an autobiography, career goals, and how the MEd program relates to those goals.
5. Participate in an interview, if requested.
6. Provide an additional writing sample, if requested.

Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

Program Requirements

1. Research Core (6 credits):

EDRS A660	Fundamentals of Research in Education	2
EDRS A664	Developing and Writing Literature Reviews*	2
EDRS A667	Program Evaluation	2

*Must be taken within the first 12 credits of program coursework.
2. Counselor Education Core (30 credits):

EDCN A610	Professional and Ethical Orientation to Counseling	3
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EDCN A613	Human Development for Helping Professionals	3
EDCN A614	Counseling Diverse Populations	3
EDCN A616	Counseling Theories	3
EDCN A620	Assessment in Counseling	3
EDCN A623	Counseling Skills and Techniques	3
EDCN A624	Group Counseling	3
EDCN A632	Lifespan Career Development	3
EDCN A680	Counseling Practicum	3
EDSE A632	Special Education Law: Principles and Practices	3

3. Choose one of two options:

- School Counseling
- Community Agency Counseling.

The School Counseling and Community Agency options address the academic requirements for the credential of National Certified Counselor (NCC). Additional requirements apply. See the National Board for Certified Counselor for more information: www.nbcc.org. Both options also address partial academic requirements for the credential of Licensed Professional Counselor (LPC) in Alaska. Candidates must have a total of 60 credits approved by the LPC Board. Additional requirements apply. See the Alaska Board of Professional Counselors website for more information: www.commerce.state.ak.us/occ/ppco.htm. Also see the Graduate Certificate in Counselor Education.

a. **School Counseling (12 credits)**

The School Counseling option is designed for individuals who want to work as counselors in public school settings.

EDCN A625	Administration and Practices in School Counseling	3
EDCN A633	Counseling Children and Adolescents	3
EDCN A695E*	Counseling Internship: Elementary School (3-6) or	3
EDCN A695S*	Counseling Internship: Secondary School (3-6)	3
Electives by advisement		3

**EDCN A695E Counseling Internship: Elementary School and EDCN A695S Counseling Internship: Secondary School cannot be used to fulfill elective course requirements for the degree.*

The School Counseling option may lead to an institutional recommendation for a Type C Special Services Certificate with an endorsement in School Counseling. Candidates will be considered for endorsement at the elementary (K-8) or secondary (7-12) level upon completion of an internship at the appropriate level. Thus, candidates seeking institutional recommendation for grades K-12 must successfully complete internships at both elementary and secondary levels. The School Counseling option addresses EED's academic requirements for a Type C Special Services Certificate with an endorsement in School Counseling. In addition to program completion and institutional recommendation, EED requires approved coursework in multicultural education/cross-cultural communication and Alaska studies. The multicultural education/cross-cultural communication requirement is met through completion of EDCN A614 Counseling Diverse Populations if taken after May 2008. Candidates are encouraged to complete an approved course in Alaska studies in addition to program coursework to qualify for a regular Type C certificate. Candidates who do not complete an approved course in Alaska studies may qualify for an initial Type C certificate. For a list of all approved courses, see the EED website at www.eed.state.ak.us.

b. **Community Agency Counseling (12 credits)**

The Community Agency Counseling option is designed for individuals who want to work as counselors in community agency settings.

EDCN A627	Counseling in Community Agencies	3
EDCN A637	Treating Emotional and Mental Disorders	3
EDCN A695C*	Counseling Internship: Community Agency (3-6)	3
Electives** by advisement		3

**EDCN A695C Counseling Internship: Community Agency cannot be used to fulfill elective course requirements for the degree.*

***Students seeking a concentration in career education counseling should choose CTE A611 Historical and Philosophical Foundations of Career and Technical Education.*

- See College of Education Graduation Requirements at the beginning of this section.
- Successful completion of a portfolio is required.
- Successful completion of a case study analysis is required.
- A minimum of 48 credits is required for the degree. Note: EDRS A660 is waived for candidates entering the program with a master's degree that included an equivalent research course. EDCN A680 Counseling Practicum and an internship (EDCN A695E, EDCN A695C, EDCN A695S) are required for all candidates seeking a master's degree in Counselor Education. Also, coursework taken at another institution to satisfy requirements for the master's degree must be pre-approved by an advisor in the Counselor Education program in order to be accepted as part of the graduate studies plan.

B. Early Childhood Special Education

www.uaa.alaska.edu/coe/degrees

The MEd 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 from birth to 5 years of age who experience developmental delays and disabilities. In addition to the degree, this program may also lead to an institutional recommendation for initial teacher certification* or endorsement in Early Childhood Special Education-Birth to Five on an existing certificate from the Alaska Department of Education and Early Development (EED).

Program Student Learning Outcomes

Student outcomes for the program are based on the Council for Exceptional Children (CEC) standards (www.cec.sped.org/Standards/Special-Educator-Professional-Preparation?sc_lang=en) and the Division of Early Childhood Special Education standards (www.dec.sped.org/About_DEC/Personnel_Standards_for_Early_Intervention_and_Early_Childhood_Special_Education).

Students who complete this program will be able to:

- Apply legal and ethical policies that affect young children with developmental delays and disabilities, families, and programs for young children.
- Use intervention strategies with young children having developmental delays and disabilities and their families that affirm and respect family, cultural, and linguistic diversity.
- Develop and apply instructional practices based on knowledge of the child, family, community, and the curriculum.
- Design, implement, and evaluate environments to ensure developmental and functional appropriateness.
- Assess the development and learning of young children with developmental delays and disabilities and use that information to direct intervention.

- Critically analyze and apply principles of research in the area of early childhood special education.

Admission Requirements

- Satisfy Admission Requirements for Graduate Degrees at the beginning of this chapter and Admission Requirements for Master of Education degrees at the beginning of this section.
- Provide transcripts documenting a GPA of 3.00 in most recent 30 credits.
- Submit a resume documenting experience in early childhood special education, early childhood education or a related field. Students without the experience may be required to take additional coursework and enter the program on a provisional admission status.
- Submit a goal statement on career goals and how they relate to the MEd program.
- Submit three letters of recommendation or rating forms from professional references, including one from a supervisor.
- Participate in an interview if requested by the department.
- Submit copies of applicable licenses, certificates, or other professional credentials.
- Successfully complete the Praxis I: Pre-Professional Skills Test (PPST).

Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

Program Requirements

This program includes courses delivered by distance. Admitted students must have the technological knowledge and skills, and access to equipment to engage in distance learning

- Complete required courses (36 credits):

EDRS A660	Fundamentals of Research in Education	2
EDRS A661	Data-Informed Instruction (2)	2
	or	
EDRS A662	Action Research in Education (2)	
EDRS A664	Developing and Writing Literature Reviews	2
EDSE A474	Special Children from Birth Through Five	3
EDSE A610Y	Assessment: Early Childhood Special Education	3
EDSE A622Y	Strategies: Early Childhood Special Education	3
EDSE A633	Autism: Communication and Social Disorders	3
EDSE A674	Family Partnerships in Early Childhood Special Education	3
EDSE A695Y	Advanced Internship: Early Childhood Special Education (3-6)	6
	Electives by advisement	9
- Complete a portfolio documenting attainment of CEC standards.
- Satisfy College of Education Graduation Requirements at the beginning of this section.
- Complete a total of 36 credits for the degree.

Alaska certification note: Prior to receiving an institutional recommendation for initial teacher certification, candidates must: a. pass the Praxis I or other EED-approved test at the level established by EED, and b. successfully complete 3 credits of multicultural education/ cross-cultural communication and 3 credits of Alaska studies from the state's approved list; and c. provide documentation of appropriate field experience in a public school setting. Also, prior to advancing to the professional certificate, EED requires passing scores on the Praxis II examination for elementary teachers. EED may have additional

requirements for certification/endorsement. See the EED website for more information: www.eed.state.ak.us.

C. Educational Leadership

www.uaa.alaska.edu/coe/degrees

The MEd in Educational Leadership is designed for individuals seeking advanced professional preparation to become school leaders. The program specifically prepares individuals for principal or teacher leadership positions. The options include:

- Principal (with Type B certificate)
- Teacher Leadership (without Type B certificate) — *admission suspended*

Admission Requirements

- Satisfy Admission Requirements for Graduate Degrees at the beginning of this chapter and Admission Requirements for Master of Education degrees at the beginning of this section.
- Have at least three years of experience as a certificated elementary teacher, secondary teacher, or special services provider (Type C).
- Hold a current teacher certificate or provide evidence of eligibility for an Alaska Teacher Certificate.

Program Student Learning Outcomes

Student learning outcomes for the MEd in Educational Leadership are based on the Educational Leadership Constituent Council (ELCC) Standards for School Leaders. Students who complete the Educational Leadership degree program will be able to:

- Facilitate the development, implementation, and monitoring of a shared vision of learning, involving all stakeholders.
- Shape, nurture, and sustain a school culture and instructional program based on student learning and professional growth.
- Ensure effective management of operations and resources for a safe, efficient, and effective learning environment.
- Collaborate with family and community members to mobilize community resources to respond to diverse community interests and needs.
- Act with integrity and fairness in an ethical manner.
- Understand, respond to, and influence the larger political, social, economic, legal and cultural context.

a. Principal (with Type B Administrator Certificate)

Students completing this program are eligible for an institutional recommendation for an administrator certificate to serve as school principals.

Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

Program Requirements

This program includes courses delivered by distance. Admitted students must have the technological knowledge and skills to engage in distance learning.

- Foundation Core (12 credits):

EDL A610	Orientation to Graduate Studies in Leadership	3
EDL A620	Leadership in Alaska Culture and Social Justice Issues	3
EDRS A660	Fundamentals of Research in Education	2
EDRS A661	Data-Informed Instruction	2
EDRS A667	Program Evaluation	2
- Principal Core (24 credits):

EDL A637	Educational Leadership and Organizational Behavior	3
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|----------|--|---|
| ED F631 | Culture, Community,
and the Curriculum (3) | |
| | or | |
| EDL A638 | Instructional and Curricular
Leadership (3) | 3 |
| EDL A639 | The Politics of Education | 3 |
| EDL A640 | Law and Ethics in Education | 3 |
| EDL A641 | Principal Internship (3-6) | 6 |
| EDL A642 | Principal's Seminar I | 3 |
| EDL A643 | Principal's Seminar II | 3 |
- 3) Comprehensive portfolio required.
- 4) A total of 36 credits is required for the degree and to apply for an institutional recommendation for a Type B Administrator Certificate from the Alaska Department of Education and Early Development (EED).

Alaska certification note: EED requires 3 credits of multicultural education/cross-cultural communication and 3 credits of Alaska studies for state licensure. See the Alaska Department of Education and Early Development website for more information: www.eed.state.ak.us.

b. Teacher Leadership

Admission to the Teacher Leadership option is suspended.

D. Teaching and Learning

www.uaa.alaska.edu/coe/degrees

The MEd in Teaching and Learning is designed for professionals seeking advanced studies in education. The program offers a selection of courses appropriate for individuals committed to reflecting on, refining and enhancing professional practice. Culturally responsive practice and applying that practice and theory to the Alaskan context is emphasized, particularly with respect to Alaska Native education. A comprehensive portfolio, as one element of the degree, is constructed throughout the program to document professional growth and reflective practice. Programs will be planned with an advisor to allow concentrations in particular areas of interest (e.g., Early Childhood, English for Speakers of Other Languages, Professional Development, Special Education, Research, Literacy and Teacher Leadership). Candidates may also work with faculty to co-design a program that meets their professional needs.

For those interested in or seeking certification by the National Board for Professional Teaching Standards (NBPTS), the coursework can be tailored to support candidate's specific area of certification. Most NBPTS certification fields can be accommodated within the parameters of this master's program. Also, for those who have already completed board certification course work, up to nine of those approved graduate credits may be applied to the master's degree. Candidates should contact a faculty advisor for information on this and other NBPTS options.

Program Student Learning Outcomes

Student outcomes for the MEd in Teaching and Learning are informed by the American Association of Colleges for Teacher Education (AACTE) core principles, the NBPTS five core propositions, the eight Standards for Alaska Teachers and the Alaska Culturally Responsive Teaching Standards. Students who complete this program will present a comprehensive portfolio that documents their growth in the following areas:

1. Deepening subject matter knowledge for teaching
2. Understanding and using research to inform practice, strengthen skills and foster dispositions toward becoming change agents within the professional context
3. Developing leadership and facilitation skills
4. Extending and refining personal and professional resources
5. Translating theoretical ideas and concepts into culturally responsive practice.

Admission Requirements

1. Satisfy Admission Requirements for Graduate Degrees listed at the beginning of this chapter and Admission Requirements for Master of Education degrees as noted earlier in this section.
2. Complete the Department of Teaching and Learning application packet, including two letters of reference, an application essay, and transcripts documenting a minimum GPA of 3.00 in the most recent 30 credits.
3. Submit a resume documenting education or leadership experience and at least one year of appropriate professional experience; or successful completion of a teacher education program from a regionally accredited university.
4. Participate in an interview if requested by the department.

Program Requirements

1. Research (9 credits):

EDFN A698	Individual Research (1-3)	3
EDRS A660	Fundamentals of Research in Education*	2
Select 4 credits from the following:		4
EDRS A661	Data-Informed Instruction (2)	
EDRS A662	Action Research in Education (2)	
EDRS A663	Research Design (2)	
EDRS A664	Developing and Writing Literature Reviews (2)	
EDRS A667	Program Evaluation (2)	

**This required course must be completed within the first 12 credits of program coursework.*

2. Professional Concentration (12 elective credits) 12
In consultation with a faculty advisor, candidates are required to choose an approved area of concentration designed to enhance their professional expertise, then select 12 credits of coursework that maintain thematic integrity in support of the professional concentration. Examples of concentrations include courses from Mathematics, Science, English, Humanities, Business, Early Childhood, Special Education, Literacy, English for Speakers of Other Languages, Research, etc.

Note: Concentration may include courses outside the College of Education.

3. Select nine (9) credits from the following courses that support the teaching and learning core principles:

EDCN A613	Human Development for Helping Professionals (3)
EDEC A600	Contemporary Issues and Approaches in Education (3)
EDEC A604	Responsive Practices in Early Childhood (3)
EDEC A650	Leadership and Advocacy in Early Childhood (3)
EDFN A478	Issues in Alaska Native Education, K-12 (3)
EDFN A609	Philosophical Communities of Inquiry (3)
EDFN A621	Culture, Language, and Teaching (3)
EDFN A622	Philosophy of Education (3)
EDFN A631	Advanced Educational Psychology (3)
EDFN A636	Innovations in Teaching and Learning (3)
EDFN A651	Curriculum Theory and Development (3)
EDFN A654	Brain, Mind, and Education (3)
EDL A637	Educational Leadership and Organizational Behavior (3)
EDL A638	Instructional and Curricular Leadership (3)
EDL A639	The Politics of Education (3)
EDSE A623	Language and Literacy: Best Practices in Assessment and Intervention (3)
EDSE A624	Social/Emotional Development, Assessment, and Intervention (3)
EDSE A625	Teaching Mathematics to Special Learners (3)

4. Complete a comprehensive portfolio documenting professional growth and reflective practice throughout the program. An oral presentation is required.
5. Satisfy College of Education Graduation Requirements listed at the beginning of this section.
6. Complete a minimum of 30 credits for the degree.

E. Special Education

www.uaa.alaska.edu/coe/degrees

The MEd in Special Education has two options:

- a. Special Education Concentration
- b. Special Education Administration Concentration — *admission suspended.*

a. Special Education Concentration

The MEd in Special Education with the Special Education Concentration 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.

Program Student Learning Outcomes

Student outcomes for the program are based on the professional standards of the Council for Exceptional Children (CEC) located at www.cec.sped.org.

Students who complete this program will be able to:

- 1) Utilize a variety of assessments to identify specific areas of student strengths and weaknesses and use the results to guide instruction.
- 2) Individualize instruction to meet the specific needs of students with disabilities in inclusive settings.
- 3) Support and promote inclusiveness and equity for students with diverse cultural and ethnic backgrounds.
- 4) Apply the legal and ethical principles associated with special education.
- 5) Promote a positive social environment for all students, particularly those with significant emotional and/or behavioral disorders.
- 6) Develop and maintain an atmosphere of collaboration with teachers, parents, administrators, and paraprofessionals.
- 7) Critically analyze and apply principles of research.
- 8) Demonstrate literacy regarding theoretical perspectives associated with human development and learning.

Admission Requirements

- 1) Satisfy Admission Requirements for Graduate Degrees at the beginning of this chapter and Admission Requirements for Master of Education degrees at the beginning of this section.
- 2) Provide transcripts documenting a minimum GPA of 3.00 in the most recent 30 credits.
- 3) Provide evidence of a current teaching certificate or proof of eligibility for obtaining a teaching certificate.
- 4) Submit a resume documenting educational experience with at least one year of appropriate professional experience.
- 5) Submit a 300-500 word goal statement on career goals and how they relate to the MEd program.

- 6) Submit three letters of recommendation or rating forms from professional references.
- 7) Participate in an interview if requested by the department.

Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

Program Requirements

The College of Education (COE) provides coursework through a variety of methodologies and delivery formats, including distance education. Candidates must have the technological knowledge, skills and access to engage in distance learning.

- 1) Complete required courses (36 credits):

EDRS A660	Fundamentals of Research in Education	2
	Research courses by advisement	4
EDSE A622	Theories and Strategies	3
EDSE A632	Special Education Law: Principles and Practices	3
EDSE A633	Autism: Communication and Social Disorders	3
	Electives by advisement	21
- 2) Satisfactorily complete a comprehensive examination documenting attainment of CEC standards.
- 3) Satisfy College of Education Graduation Requirements at the beginning of this section.
- 4) Complete a total of 36 credits for the degree. NOTE: EDRS A660 (2 credits) and research credits by advisement (4 credits) may be waived for candidates entering the program with a master's degree. Candidates pursuing an additional master's degree are required to take a minimum of 21 resident credits not used for any other previous degree. Candidates admitted or seeking admission to the MEd in Special Education must receive pre-approval from their advisor prior to taking coursework from another institution intended to satisfy requirements for the master's degree.

Alaska certification note: Students who already hold a teaching certificate may receive an institutional recommendation for a special education endorsement at the developmental level listed on the existing certificate. (See section on Graduate Certificate in Special Education. The certificate courses may be used to fulfill elective requirements for the MEd.) The Alaska Department of Education and Early Development (EED) requires 3 credits of multicultural education/cross-cultural communication and 3 credits of Alaska studies for the professional certificate. See the EED website for more information: www.eed.state.ak.us.

b. Special Education Administration Concentration

Admission to the Special Education Administration Concentration option is suspended.

Speech-Language Affiliated Program

UAA is affiliated with two graduate schools outside Alaska to provide a master's degree in speech-language pathology. The graduate schools offer academic coursework by distance education while UAA sponsors internships and leveling courses. Contact the project director at slp@uaa.alaska.edu for further information.

Graduate Certificates

The College of Education offers six graduate certificate programs:

1. Graduate Certificate in Counselor Education
2. Graduate Certificate in Educational Leadership: Principal
3. Graduate Certificate in Educational Leadership: Superintendent

4. Graduate Certificate in e-Learning — *admission suspended*
5. Graduate Certificate in Language Education: English as a Second Language (ESL) and Culturally Sustaining Pedagogy Concentration
6. Graduate Certificate in Special Education.

Each program is designed to provide the student with initial or advanced preparation in professional education. With the exceptions of Counselor Education and e-Learning, successful completion of the programs leads to an institutional recommendation for a state certificate or endorsement. Admitted students must have the technological knowledge and skills to engage in distance learning.

Coursework that is applied to graduate certificates may also apply to the MEd with faculty advisor approval.

Professional Field Practice

See Master of Education section for description of requirements for admission and performance in internships.

Field Placements

See Master of Education section for description of factors affecting field placements with cooperating school districts.

Admission Deadlines

Individuals applying to the graduate certificate programs must complete UAA's graduate application and the College of Education application. Applicant files are reviewed throughout the year. However, applications for admission need to be submitted by specific dates (June 15, November 1, and May 1) to qualify for financial aid.

Continuous Progress

College of Education graduate certificate candidates must demonstrate continuous progress toward program completion. Candidates must complete at least one approved program course during any 24-month consecutive period to maintain active status in their programs. Candidates not making continuous progress and not on an approved leave of absence may be removed from certificate-seeking status.

A. Graduate Certificate, Counselor Education

www.uaa.alaska.edu/coe/degrees

The Graduate Certificate in Counselor Education provides graduates of counseling programs with continuing professional preparation as counselors in public schools and community agencies. The graduate certificate program builds on the knowledge and skills acquired through previous master's level study in counselor education and related fields.

This graduate certificate provides structured support to those seeking continuing education for maintaining current certifications or obtaining additional credentials through the Alaska Board for Professional Counselors and/or the National Board of Certified Counselors. It is designed to supplement each candidate's existing experience and academic preparation and the degree to which each candidate achieves the program outcomes. Therefore, specific required courses are not listed since individual graduate studies plans may vary considerably based on prior coursework of each candidate. The faculty advisors will use the academic preparation requirements set forth by the licensing boards to guide the coursework selections included on the graduate studies plan.

Program Student Learning Outcomes

The outcomes for the program are based on the National Board of Certified Counselors standards located at www.nbcc.org. Students who complete this program will be able to:

1. Articulate a personalized meaning of the professional and ethical issues in the counseling field.
2. Demonstrate mastery in the counseling field content areas of:
 - a. Research including program evaluation

- b. Appraisal of the individual
- c. Social and cultural foundations
- d. Human growth and development
- e. Group work
- f. Career development through the lifespan
- g. Helping relationships

Admission Requirements

1. Satisfy the Admission Requirements for Graduate Certificates at the beginning of this chapter.
2. Complete the Counselor Education Application (application can be found on the program website).
3. Hold a master's degree in counselor education or closely related field from a regionally accredited institution with a grade point average of 3.00 on a 4.00 scale.
4. Submit three letters (or reference forms) of professional recommendation (see application packet for forms).
5. Provide a goal statement of approximately 500 words that contains an autobiography, career goals, and how the certificate program relates to those goals.
6. Participate in an interview (if requested).
7. Submit a writing sample (if requested).

Graduation Requirements

1. Satisfy the University Requirements for Graduate Certificates found at the beginning of this chapter.
2. Complete program requirements below.

Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

Program Requirements

1. Submit all graduate transcripts to the advisor for review.
2. Collaborate with the advisor to create a Graduate Studies Plan within the first semester of program admission.
3. Complete a total of 12 – 18 selective credits of coursework as specified on the student's Graduate Studies Plan.
4. Maintain an overall GPA of 3.00 in the program with no more than one C.
5. Submit a Professional Disclosure Statement.
6. Pass the Counselor Preparation Comprehensive Examination.

Alaska Type C Special Services Certification Note: This program does not lead to certification or endorsement from the Alaska Department of Education and Early Development. Individuals holding master's degrees in counseling related fields who are interested in certification as an Alaska school counselor should consider applying to the MEd in Counselor Education as a second master's degree candidate.

Alaska Licensed Professional Counselor and National Certified Counselor Note: This program addresses academic preparation requirements for the Alaska Licensed Professional Counselor (LPC) and the National Certified Counselor (NCC). Other requirements apply. Completion of the graduate certificate program does not automatically result in an LPC or NCC credential, but focuses on professional development and advanced practice for counseling professionals under the guidance of a faculty advisor. However, through advisement, candidates completing the graduate certificate program are well prepared to take the examinations and fulfill other requirements set forth by the licensing boards.

Candidates seeking the Alaska LPC credential must have a total of 60 credits approved by the Alaska Board of Professional Counselors. See their website for more information: www.commerce.state.ak.us/occ/ppco.htm.

The credential of NCC is awarded by the National Board of Certified Counselors (NBCC). See their website for more information: www.nbcc.org.

B. Graduate Certificates, Educational Leadership

www.uaa.alaska.edu/coe/degrees

Principal and Superintendent

The Educational Leadership Graduate Certificate programs are designed for individuals with master's degrees who are seeking advanced professional preparation to become principals or superintendents.

Program Student Learning Outcomes

Student outcomes for these certificates are based on the Educational Leadership Constituent Council (ELCC) Standards for School Leaders. Students who complete the Educational Leadership Graduate Certificate programs will be able to:

1. Facilitate the development, implementation, and monitoring of shared vision of learning, involving all stakeholders.
2. Shape, nurture, and sustain a school culture and instructional program based on student learning and professional growth.
3. Ensure effective management of operations and resources for safe, efficient, and effective learning environment.
4. Collaborate with family and community members to mobilize community resources to respond to diverse community interests and needs.
5. Act with integrity and fairness in an ethical manner.
6. Understand, respond to, and influence the larger political, social, economic, legal, and cultural context.

Admission Requirements

1. Satisfy Admission Requirements for Graduate Certificates found at the beginning of this chapter.
2. Hold a master's degree from a regionally accredited institution with a grade point average of 3.00 on a 4.00 scale.
3. Hold appropriate certification:
 - a. Current teacher or special services provider (Type C) certificate or equivalent for Educational Leadership Graduate Certificate: Principal.
 - b. Current administrator certificate with a principal endorsement for Educational Leadership Graduate Certificate: Superintendent.
4. Provide a resume documenting educational experience including at least three years of experience as a certificated elementary teacher, secondary teacher, or special services provider (Type C).
5. Submit an educational goal statement.
6. Submit three letters of recommendation or rating forms from professional references.

Graduation Requirements

1. Satisfy the University Requirements for Graduate Certificates found at the beginning of this chapter.
2. Complete program requirements below.

Educational Leadership: Principal (K-8, 7-12, or K-8 & 7-12), Graduate Certificate

Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

Program Requirements

This program includes courses delivered by distance. Admitted students must have the technological knowledge and skills to engage in distance learning.

1. Complete required courses (24 credits):

EDL A637	Educational Leadership and Organizational Behavior	3
ED AF631	Culture, Community, and the Curriculum (3)	
	or	
EDL A638	Instructional and Curricular Leadership (3)	3
EDL A639	The Politics of Education	3
EDL A640	Law and Ethics in Education	3
EDL A641	Principal Internship (3-6)	6
EDL A642	Principal's Seminar I	3
EDL A643	Principal's Seminar II	3
2. Complete portfolio documenting attainment of ELCC standards.
3. Complete a total of 24 credits for the certificate and to apply for an institutional recommendation for the Type B Administrator Certificate with a principal endorsement from the Alaska Department of Education and Early Development.

Alaska certification note: The Alaska Department of Education and Early Development requires 3 credits of multicultural education/ cross-cultural communication and 3 credits of Alaska studies for state licensure. See www.eed.state.ak.us for more information.

Educational Leadership: Superintendent (K-12), Graduate Certificate

Program Requirements

This program includes courses delivered by distance. Admitted students must have the technological knowledge and skills to engage in distance learning.

1. Complete 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 (3-6)	6
EDL A676	Superintendent Seminar I	3
EDL A677	Superintendent Seminar II	3
2. Complete portfolio documenting attainment of ELCC standards.
3. Complete a total of 24 credits for the certificate and to apply for an institutional recommendation for the superintendent endorsement from the Alaska Department of Education and Early Development.

Alaska certification note: The Alaska Department of Education and Early Development requires 3 credits of multicultural education/ cross-cultural communication and 3 credits of Alaska studies for state licensure. See www.eed.state.ak.us for more information.

Institutional Recommendation Principal Type B Administrator Certificate or Superintendent Endorsement

Following are the requirements for an institutional recommendation. The candidates must have:

- a. Completed all program courses with a grade of C or higher.
- b. Received a cumulative GPA of 3.00 in the program coursework.
- c. Met all requirements for a current Alaska Teacher Certificate, or Type C Special Services Certificate or equivalent from another state.
- d. Acquired appropriate professional experience:

- For Principal Type B Administrator Certificate, candidates must have three years of successful certificated contract experience as a teacher or special services provider (Type C).
 - For a Superintendent's endorsement, candidates must have five years (minimum three years as a teacher and one as an administrator) of experience.
- e. Earned a master's degree from a regionally accredited institution.
 - f. Demonstrated basic computer/technology competence.
 - g. Demonstrated mastery of the relevant standards through a professional portfolio.

C. Graduate Certificate, e-Learning

Admission to the Graduate Certificate in e-Learning (electronic learning) is suspended. Contact the Department of Teaching and Learning for more information.

D. Graduate Certificate, Language Education

www.uaa.alaska.edu/coe/degrees

The Graduate Certificate in Language Education is designed for individuals seeking advanced professional preparation to increase knowledge and skills in working with language learners in the P-6 setting. Those who teach languages in public or private settings, both in the United States and abroad, may enhance their knowledge and practice by completing this standards-based program.

English as a Second Language (ESL) and Culturally Sustaining Pedagogy Concentration

The ESL concentration is for candidates who are seeking one of the following:

1. Institutional Recommendation for an English as a Second Language (ESL) endorsement on a current teacher certificate or
2. Advanced preparation in ESL for increasing professional performance in community programs.

Program Student Learning Outcomes

The student outcomes for this concentration are based on the Teachers of English to Speakers of Other Languages (TESOL), and World-Class Instructional Design and Assessment (WIDA) standards. More information about these standards may be found at www.tesol.org and www.wida.us. Students who complete the Graduate Certificate in Language Education with a concentration in English as a Second Language and Culturally Sustaining Pedagogy will:

- Demonstrate understanding of language as a system and demonstrate a high level of competence in helping language learners acquire and use the new language in speaking, reading and writing for social and academic purposes.
- Understand and apply concepts, theories, research and practice to facilitate the acquisition of a primary and a new language in and out of classroom settings.
- Know, understand and use the major concepts, principles, theories and research related to the nature and role of culture in language development and academic achievement that support an individual student's learning and apply this knowledge to improve teaching and learning.
- Know, understand and use knowledge of how cultural groups and students' cultural identities affect language learning and school achievement.

- Know, understand and apply concepts from research to plan instruction in a supportive learning environment for language learners.
- Understand various issues of measurement (e.g., equity; cultural and linguistic bias; and political, social, and psychological factors) in assessment, IQ and special education testing; the importance of standards; and the difference between language proficiency and other types of assessment.
- Serve as a professional advocate and resource for language learners and the community.

Admission Requirements

1. Satisfy the Admission Requirements for Graduate Certificates found at beginning of this chapter.
2. Document professional background (must hold or be eligible to hold a teacher certificate from the State of Alaska.)
3. Provide a minimum of three letters of recommendation addressing the candidate's potential for program success.
4. Submit a current resume.
5. Submit a writing sample including an educational goal statement directly related to the certification program.

Graduation Requirements

1. Satisfy the University Requirements for Graduate Certificates found at the beginning of this chapter.
2. Complete program requirements below.

Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

Program Requirements

This program includes courses delivered by distance. Admitted students must have the technological knowledge and skills to engage in distance learning.

1. Complete a minimum of 18 credits beyond the baccalaureate degree including:

EDFN A621	Culture, Language and Literacy	3
EDFN A645	Culturally Sustaining Literacy for P-6 English Language Learners	3
EDFN A646	Culturally Sustaining Instruction in Science, Technology, Engineering, Arts and Mathematics (STEAM) for English Language Learners in P-6 Classrooms	3
EDFN A689	Action Research Experience: Culturally Sustaining Pedagogy for English Language Learners in P-6 Classrooms	1-6
EDFN A691	Current Topics in Second Language Education (1-3)	3
EDSY A668	Teaching English as a Second Language in Secondary Schools	3
2. Meet the TESOL Standards for ESL teachers. This may require students to take additional credits beyond the minimum of 18 required for a graduate certificate.
3. Maintain an overall GPA of 3.00 in the program with no more than one C in a required course.

Note: As with all graduate certificates in the College of Education, coursework applied to the certificate may apply to the MEd with faculty advisor approval.

Institutional Recommendation

Following are the requirements for an institutional recommendation for an ESL endorsement:

1. Professional Teacher Certificate or equivalent.
2. Baccalaureate degree from a regionally accredited institution or foreign equivalent.
3. Completion of all program requirements as indicated above.

Alaska certification note: The State of Alaska Department of Education and Early Development (EED) in Juneau awards endorsements. Graduates must meet all requirements specified by EED at the time of application for the endorsement.

E. Graduate Certificate, Special Education

www.uaa.alaska.edu/coe/degrees

The Graduate Certificate in Special Education is designed for individuals who want to become certificated special education teachers. This program expands teaching competencies by providing the theory, knowledge, and practical experience in special education needed to serve children with disabilities and their families. Graduates of this program are eligible for an institutional recommendation for (a) an initial teaching certificate with a special education endorsement, or (b) a special education endorsement on an existing teaching certificate from the Alaska Department of Education and Early Development (EED). Students who are admitted to the Graduate Certificate in Special Education may apply to the MEd in Special Education. Courses applied to this certificate may also apply to the MEd in Special Education.

Program Student Learning Outcomes

Student outcomes for the Special Education Graduate Certificate program are based on the professional standards of the Council of Exceptional Children (CEC) located at www.cec.sped.org. Students who complete this program will be able to:

1. Utilize a variety of assessments to identify specific areas of student strengths and weaknesses and use the results to guide instruction.
2. Individualize instruction to meet the specific needs of students with disabilities in inclusive settings.
3. Support and promote inclusiveness and equity for students with diverse cultural and ethnic backgrounds.
4. Apply the legal and ethical principles associated with special education.
5. Promote a positive social environment for all students, particularly those with significant emotional and/or behavioral disorders.
6. Develop and maintain an atmosphere of collaboration with teachers, parents, administrators, and paraprofessionals.
7. Critically analyze and apply principles of research.
8. Demonstrate literacy regarding theoretical perspectives associated with human development and learning.

Admission Requirements

1. Satisfy Admission Requirements for Graduate Certificates found at the beginning of this chapter.
2. Hold a baccalaureate degree from a regionally accredited institution or foreign equivalent and have appropriate experience in the field of special education. (See department for specific requirements).
3. Provide transcripts documenting a minimum GPA of 3.00 in the most recent 30 credits of academic coursework.
4. Submit a resume documenting educational experience and at least one year of appropriate, recent experience with children experiencing disabilities at the developmental level in which the special education endorsement is sought.
5. Submit an essay of 300-500 words addressing career goals and how the program relates to these goals.
6. Provide three letters of recommendation or rating forms from professional references.
7. Participate in an interview if requested by the department.

Graduation Requirements

1. Satisfy the University Requirements for Graduate Certificates found at the beginning of this chapter.
2. Complete program requirements below.

Concentrations

There are two concentrations within the program leading to a Graduate Certificate in Special Education. These concentrations have different entry points.

- a. **Certification Route I:** This concentration is for applicants seeking their first teacher certificate and requires completion of prerequisite coursework before admission to the program.
- b. **Certification Route II:** This concentration is for applicants seeking a special education endorsement on an existing teacher certificate.

The concentration one completes is based on the professional background an applicant brings to the program.

a. Certification Route I (Special Education with Initial Teaching Certification), Graduate Certificate

Certification route I is for individuals with baccalaureate degrees who are not certificated teachers, but have professional experience in working with children with disabilities. Individuals in this concentration will need to take the Praxis II examination in a content area prior to receiving an institutional recommendation for certification.

Special Admission Requirements

- 1) Provide documentation of passing scores on the Praxis I or other EED-approved basic skills test.
- 2) Submit Interested Person Report.
- 3) Complete the following 15 credits of prerequisite courses with a minimum grade of B in each course. An advisor may waive one or more of the prerequisite courses if the applicant can demonstrate successful completion of an equivalent course taken at a regionally accredited institution within the consecutive seven-year period prior to graduation. Prerequisites must be successfully completed prior to beginning the graduate-level program requirements.

EDEL A426	Teaching Mathematics in Elementary Schools	3
EDFN A303	Foundations of Teaching and Learning	3
EDSE A212	Human Development and Learning	3
EDSE A482	Inclusive Classrooms for All Children	3
EDSE A483	Language and Literacy: Assessment and Interventions	3

Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

Program Requirements

The College of Education allows access to coursework through a variety of methodologies and delivery formats, including distance education. Candidates must have the technological knowledge, skills and access to engage in distance learning.

Prerequisite courses must be successfully completed prior to taking the following program requirements.

- 1) Complete required courses (24 credits):

EDSE A610	Clinical Assessment: Eligibility and Program Planning	3
EDSE A623	Language and Literacy: Best Practices in Assessment and Intervention	3
EDSE A624	Social/Emotional Development, Assessment, and Intervention	3
EDSE A625	Teaching Mathematics to Special Learners	3
EDSE A632	Special Education Law: Principles and Practices	3
EDSE A634	Support and Supervision of Paraeducators	3
EDSE A695E	Advanced Internship in Special Education: Elementary (3-6)	6
or		
EDSE A695S	Advanced Internship in Special Education: Secondary (3-6)	

Note: Criminal history background clearance is required before the internship. Background checks take up to five months to process, so they must be initiated well in advance of the semester in which the candidate enrolls in the internship.

- 2) Complete a total of 24 credits for the graduate certificate and application for an institutional recommendation for initial teacher certification with an endorsement in special education. Candidates admitted or seeking admission to the Graduate Certificate in Special Education must receive pre-approval from their advisor prior to taking coursework from another institution intended to satisfy requirements for the graduate certificate.

b. Certification Route II (Special Education Endorsement), Graduate Certificate

Certification Route II is for teachers holding a current Alaska teaching certificate who wish to add a special education endorsement to their existing teaching certificate.

Special Admission Requirements

Provide documentation of a current teaching certificate.

Background Check Requirements

See Field Placements located at the beginning of the College of Education section of this chapter.

Program Requirements

The College of Education (COE) allows access to coursework through a variety of methodologies and delivery formats, including distance education. Candidates must have the technological knowledge, skills and access to engage in distance learning.

- 1) Complete one advisor-approved prerequisite course in special education or provide documentation of other appropriate experience with children or adults with disabilities. Course may be taken concurrently with other program requirements.
- 2) Complete required courses (24 credits):

EDSE A610	Clinical Assessment: Eligibility and Program Planning	3
EDSE A623	Language and Literacy: Best Practices in Assessment and Intervention	3
EDSE A624	Social/Emotional Development, Assessment, and Intervention	3
EDSE A625	Teaching Mathematics to Special Learners	3

EDSE A632	Special Education Law: Principles and Practices	3
EDSE A634	Support and Supervision of Paraeducators	3
EDSE A695E	Advanced Internship in Special Education: Elementary (3-6)	6
or		
EDSE A695S	Advanced Internship in Special Education: Secondary (3-6)	

- 3) Complete a total of 24 credits for the graduate certificate and application for an institutional recommendation for a special education endorsement on an existing teaching certificate. Candidates admitted or seeking admission to the Graduate Certificate in Special Education must receive pre-approval from their advisor prior to taking coursework from another institution intended to satisfy requirements for the graduate certificate.

Institutional Recommendation

Following are the requirements for an institutional recommendation for a special education certificate or endorsement. The candidate must have:

- 1) Completed all applicable prerequisite courses with a minimum grade of B.
- 2) Completed all required courses with a minimum overall GPA of 3.00, with no grade lower than a C.
- 3) Earned a baccalaureate degree from a regionally accredited institution, or foreign equivalent.
- 4) Completed internships and professional portfolio documenting attainment of CEC standards.
- 5) Passed applicable examinations. For candidates in the Certification Route I, passing scores on the Praxis I, or other EED-approved basic skills examination, and the Praxis II are required. The passing scores are established by EED. Elementary special education teachers must take one of the Praxis II examinations designated for elementary teachers; middle and high school teachers must take one of the Praxis II examinations in Mathematics, English, Science, or Social Studies.

Alaska certification note: The institutional recommendation for an initial certificate with a special education endorsement (Certification Route I) will be at the level of the internship. The institutional recommendation for special education endorsement (Certification Route II) on an existing teaching certificate will be at the level of that certificate. EED may have additional requirements for certification/endorsement.

For those graduates receiving an initial certificate (Certification Route I), prior to advancing to the professional certificate, EED requires completion of 3 credits of approved Alaska studies coursework and 3 credits of approved multicultural/cross-cultural communications coursework. See the EED website for more information: www.eed.state.ak.us.

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COLLEGE OF HEALTH

HEALTH SCIENCES

Diplomacy Building (DPL), Room 405, (907)786-6540

www.uaa.alaska.edu/healthsciences

Master of Public Health, Public Health Practice

Public health embraces an ecological approach that recognizes the interactions and relationships among multiple determinants of health. Public health professionals typically take a community or population focus. Our graduate program prepares public health practitioners who identify and assess needs of populations; plan, implement and evaluate programs to address those needs; and otherwise assure conditions that protect and promote the health of populations. 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, with a particular focus on the needs of Alaska and the circumpolar north. Students with backgrounds in the natural sciences, social sciences, health professions, human services, business, education and law have successfully entered the field of public health at the graduate level.

Both mid-career students and recent graduates may pursue their careers with minimal disruption while working on the MPH degree, because all required courses are offered via distance format. Students are required to attend one mandatory meeting in Anchorage each year, typically in conjunction with the Alaska Public Health Summit, and are expected to communicate frequently with their MPH academic advisor. In-person oral defense of capstone thesis in Anchorage is also expected of the student at the end of the MPH program.

This degree requires core courses in health education and behavioral sciences, environmental and occupational health, health management and policy, biostatistics, and epidemiology. It also includes coursework in research methods, program evaluation, circumpolar health issues and management of public health emergencies and disasters, as well as the opportunity to create an individualized emphasis as the foundation for the required capstone project.

MPH Mission Statement

The MPH in Public Health Practice program at the University of Alaska Anchorage enhances health in diverse communities across Alaska, the circumpolar north, the nation, and the world. This is accomplished through excellence in the education of public health practice leaders, scientific investigation of public health issues, and engaging communities in an organized effort to identify, assess, prevent, and mitigate community health challenges.

MPH Program Goals and Program-Level Objectives

Based on national accreditation criteria and quality standards, the program goals are:

Service

- A. To provide leadership and service to enhance public health practice at the local, state, national and international levels.
 1. Provide expertise to public health agencies and organizations in the surrounding region in order to find innovative solutions to existing public health problems.
 2. Promote collaboration with a variety of public and private agencies in the rural areas and the surrounding region to meet current and future public health practice needs.
 3. Provide leadership to national, regional, and state public health and community health education professional organizations.

Teaching and Research

- B. To develop an academic public health program that contributes to and helps train students and support faculty to participate in conducting and translating the growing body of knowledge to enhance the health of communities and strengthen evidence-based public health practice.
1. Support a local and global research agenda through enhanced international collaboration and increased graduate student involvement in research.
 2. Increase the opportunities for students to participate in and learn from faculty-directed research designed to inform public health decision-making.
 3. Facilitate qualitative, quantitative, and mixed-method research.
 4. Stimulate innovative, crosscutting, interdisciplinary research (grounded in the ecological model) that will help solve public health problems.
 5. Facilitate the publication and dissemination of student and faculty research.
 6. Strengthen and support student and faculty capacity for conducting ethical research.

Workforce Development

- C. To provide an instructional program that enhances public health education practice and strengthens the capacity of the existing public health workforce.
1. Conduct needs and/or asset assessments of communities or professionals in region to determine needs for workforce capacity building.
 2. Conduct continuing education programs that help meet the needs determined in the assessments above.
 3. Facilitate student collaboration with faculty to participate in community and continuing education.
 4. Periodically evaluate the current program, student/faculty perceptions and experiences.
 5. Revise or enhance courses, the program, opportunities, and resources based on an evolving body of knowledge and on results of periodic evaluations.
 6. Create and/or enhance mechanisms (media, pamphlets/fliers, meetings, seminars, and others) to provide educational opportunities for education regarding ongoing and emerging public health issues, especially those based on community concerns.
 7. Provide student MPH opportunities in communities to disseminate information and foster action on public health issues.

Program Student Learning Outcomes

- D. To prepare public health professionals who can demonstrate attainment of our MPH program competencies.
1. Give, solicit and receive oral, written, graphic and numerical information, taking into consideration target audience and using a variety of mechanisms in both formal and informal settings. [Competency: Communication]
 2. Interact sensitively and professionally with individuals and communities with diverse characteristics. [Competency: Diversity and cultural proficiency]
 3. Create and communicate a shared vision to improve the public's health.
 4. Develop and champion solutions to population health challenges.
 5. Demonstrate ethical choices, values and professional practices implicit in public health decisions, giving consideration to the effect of choices on community stewardship, equity, social justice and accountability, as well as to commit to personal and institutional development. [Competency: Professionalism and ethics]

6. Design, develop, implement and evaluate strategies and interventions to improve individual and community health. [Competency: Program planning and assessment]
7. Recognize dynamic interactions among human and social systems and how they affect the relationships among individuals, groups, organizations and communities. [Competency: Systems thinking]
8. Utilize biostatistics in the practice of public health. [Competency: Biostatistics]
9. Design, develop, implement and evaluate approaches for assessing, preventing and controlling environmental hazards that pose risks to human health and safety. [Competency: Environmental health]
10. Utilize epidemiological skills for informing scientific, ethical, economic, and public health policy decisions on health issues. [Competency: Epidemiology]
11. Understand the main components and issues of the organization, financing and delivery of health services and public health systems in the US. [Competency: Health policy and management]
12. Understand the role of social, behavioral and community factors in both the onset and solution of public health problems. [Competency: Social and behavioral science].

Environment

- E. To create an environment where diverse faculty, students, and staff work collaboratively and respectfully to promote public health.
1. Maintain a diverse student body that reflects the diversity of the region we serve.
 2. Maintain a student body with diverse educational and professional backgrounds.
 3. Provide a multi-disciplinary, ethnically diverse, and experienced public health faculty and staff.
 4. Provide students with contact and involvement with diverse communities and peoples within and outside the MPH program, that provide and/or enhance knowledge and experience.
 5. Annually monitor and continually evaluate processes for recruitment and admission into the program.

Professional Program Fee

A professional program fee is required of all students in the MPH program 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 percent of resident tuition, and is charged upon enrollment in MPH courses. The fee contributes directly to program support.

Admission Requirements

See the beginning of this chapter for Admission Requirements for Graduate 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 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.
6. Completed applications are reviewed twice each year. The Department of Health Sciences deadlines are March 1 for fall admission and October 1 for spring admission. UAA admission must be successfully processed before the Department of Health Sciences will consider an application complete. The UAA process

may take as long as four months, so applicants are encouraged to apply to the university first and early.

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 6 semester credits each academic year, beginning with the first semester of enrollment. For satisfactory academic progress, the 6 semester credits may consist of prerequisite courses or program courses. Failure to comply with the 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 Graduate Degrees at the beginning of this chapter.

Program Requirements

1. Complete the MPH core courses (28 credits total):

HS A605	Public Health and Society	3
HS A610	Environmental and Occupational Health	3
HS A615	Health Services Administration	3
HS A624	Circumpolar Health Issues	3
HS/NS A625	Biostatistics for Health Professionals	3
HS/NS A626	Principles of Epidemiology	3
HS/SWK A628	Program Evaluation	3
HS A629	Public Health Research Tools and Methods	4
HS A630	Public Health Emergencies and Disasters	3
2. Complete three focused public health-related emphasis courses at the 600-level (graduate) with advisor approval 9
3. Complete a Project Practicum (HS A698) or Thesis Practicum (HS A699) 5
4. A total of 42 credits are required for the degree.

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HUMAN SERVICES

Professional Studies Building (PSB), Room 212, (907) 786-6453
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Graduate Certificate, Advanced Human Service Systems

The Graduate Certificate in Advanced Human Service Systems prepares students with a Bachelor of Human Services or related degree for a broad array of mid-level and advanced occupations within the behavioral health/community and social services clusters. Students will develop advanced knowledge and skills in program evaluation, family and community service delivery, organizational development and leadership, professional ethics and decision making, as well as current and continuing issues in human development.

Program Student Learning Outcomes

Graduates of the Certificate in Advanced Human Service Systems will be able to demonstrate knowledge and skills necessary to perform organizational and human service management/practice roles using a broad array of knowledge based skills.

Students who complete this program will be able to:

1. Demonstrate ethical leadership and decision making in human service organizations.
2. Apply management skills at multiple levels within an organization.
3. Utilize human service family and community service delivery systems to enhance the mission of their respective programs and organizations.
4. Utilize program evaluation and research techniques to accurately design and measure performance outcomes to objectively assess the effectiveness of programs in applied settings.

Admission Requirements

1. Satisfy the Admission Requirements for Graduate Certificates found at the beginning of this chapter.
2. Complete a Bachelor of Human Services or equivalent degree from an accredited institution;
3. Have a cumulative undergraduate grade point average of 3.00.
4. Complete an admission application for the Graduate Certificate in Advanced Human Service Practice, including a writing sample and a barrier crimes screening.

Graduation Requirements

1. Satisfy the University Requirements for Graduate Certificates found at the beginning of this chapter.
2. Complete program requirements below.

Program Requirements

1. Complete core courses (12 credits):

HUMS A610	Program Evaluation in Applied Settings	3
HUMS A630	Family and Community Systems	3
HUMS A650	Leadership and Organizational Development in Human Services	3
HUMS A670	Professional Ethics in Human Services	3
2. Complete one of the following courses in human development: 3

HUMS A680	Advanced Topics in Human Development: Childhood (3)
HUMS A681	Advanced Topics in Human Development: Adolescence (3)
HUMS A682	Advanced Topics in Human Development: Adulthood and Aging (3)
EDCN A613	Human Development for the Helping Professionals (3)
3. Complete one of the following elective courses: 3

HUMS A640	Contemporary Issues in Rehabilitation (3)
HUMS A660	Promoting Positive Development in At-Risk Youth (3)
EDCN A614	Counseling Diverse Populations (3)
PADM A601	Introduction to Public Administration (3)
PADM A628	Public Financial Management (3)
SWK A665	Comparative Group Work (3)
Other coursework may fulfill the elective requirements with the prior approval of a graduate advisor.	

4. Earn an overall cumulative GPA of 3.00 or better.

5. A total of 18 credits is required for the certificate.

Note: Coursework in the Graduate Certificate in Advanced Human Service Systems does not fulfill the requirements for licensure as a professional counselor (AS 08.29).

FACULTY

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SCHOOL OF NURSING

Health Sciences Building (HSB), Room 101, (907) 786-4550

www.uaa.alaska.edu/schoolofnursing

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 Nursing Education (EDUC), as a Family Nurse Practitioner (FNP) or Psychiatric-Mental Health Nurse Practitioner (PMH-NP). 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 (3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326; (404) 975-5000). Graduates in the FNP option are eligible to write the national certification examination for advanced professional practice as a family nurse practitioner. Graduates of the PMH-NP option are eligible to write the national certification exam for advanced professional practice as a psychiatric-mental health nurse practitioner. Graduates of the EDUC option, who have had two years of full-time academic teaching experience, are eligible to take the NLN Certified Nurse Educator Examination.

Program Student Learning Outcomes

The graduate is prepared to:

1. Engage in scholarly inquiry, including evaluation and application of evidence-based research to advanced nursing practice or nursing education.
2. Practice in a manner that incorporates ethical, legal, and professional standards for advanced nursing practice or nursing education.
3. Collaborate across disciplines and in partnership with communities, groups, families and individuals through culturally sensitive practice.
4. Demonstrate competence and caring in the professional nurse role to serve as a leader, provider, and educator in the health care system.
5. Articulate a plan for self-directed, lifelong learning and professional development.

Master of Science, Nursing Science

UAA Admission Requirements

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

- November 1 for March 1 applicants
- June 15 for November 1 applicants

School of Nursing Admission Requirements

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

1. Hold a bachelor's or a master's degree in nursing from a program accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education.
2. Have a minimum undergraduate (and graduate, if applicable) GPA of at least a 3.00 (B) on a 4.00 scale.
3. Have a grade of 2.00 (C) or higher in an undergraduate research methods course and a statistics course that covers descriptive and inferential statistics.
4. Submit the School of Nursing graduate admission application directly to the School of Nursing.
5. Submit three letters of professional recommendation. Letters must be submitted directly to the School of Nursing from the person writing the reference. References may be contacted by a member of the admissions committee.
6. Complete a minimum of one year of half-time clinical experience as a registered nurse.
7. Hold and maintain an active unencumbered Alaska State RN license throughout the program.*

**There are different reasons for a license to be encumbered and some may preclude admission to the program. Students with encumbered licenses should meet with the graduate chair to determine program eligibility.*

The following School of Nursing application submission deadlines are required to ensure full processing of application:

- November 1 for graduate study and/or PMH-NP or EDUC specialty
- March 1 for graduate study and/or FNP or EDUC specialty

Applicants who meet the above criteria are considered for program admission on a competitive basis. Meeting all admission criteria does not guarantee admission. Nor does prior acceptance into graduate study status guarantee admission into the clinical specialty tracks. Special consideration may be given to candidates with portfolios that document exceptional clinical experience and a proven record of professional contributions. 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 master's degree program must:

- Maintain at least a 3.00 (B) GPA in all required coursework.
- Earn a grade of 3.00 (B) or higher in all specialty courses.
- Receive no more than one 2.00 (C) grade in core and elective courses.
- Earn all credits, including transfer credits within a consecutive seven-year period prior to graduation. See UAA Catalog for additional information.

In addition, students in the Family Nurse Practitioner or the Psychiatric-Mental Health Nurse Practitioner programs must complete additional clinical hours (2 credits) if they have not completed degree requirements within 12 months after finishing their last clinical course. For each additional year that passes without completing degree requirements the student will need to complete an additional 2 credits of clinical. More information on this policy can be found in the School of Nursing Graduate Handbook.

Noncompliance with academic progress expectations will result in probation and possible dismissal from the program. See the Academic Good Standing Policy in the School of Nursing Graduate Handbook for more information.

Part-Time/Full-Time Study

This program is designed to be completed in six to eight semesters of part-time study, although students can take longer. Prior to being formally admitted to graduate study, students with a bachelor's or

graduate degree in nursing and who are licensed or eligible to be licensed in Alaska as an RN may complete up to 9 credits of degree-applicable coursework, either UAA credit or transfer credit. Students who are not formally admitted will be allowed to register on a space-available basis and with instructor permission.

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 School of Nursing Requirements

All students enrolled in UAA nursing programs must provide:

- Documentation of continuous current certification in cardiopulmonary resuscitation (CPR) for adults, infants and children;
- Evidence of satisfactory health status, including immunity to chicken pox, rubella, rubeola, and hepatitis A and B (by titer); documentation of Tdap (tetanus, diphtheria, pertussis) immunization within the past 10 years; annual PPD skin test or health examination indicating freedom from active tuberculosis; documentation of an annual HIV test (results not required); and
- The results the School of Nursing-sanctioned national-level criminal background check.

Students are required to provide their own transportation to clinical sites. They are also responsible for their portion of the cost of audio-conferencing. Students must have access to a personal computer and reasonable Internet connectivity. All students are expected to have basic computer and typing skills prior to entry into the nursing program, for example:

- Word processing (preferably MS Word),
- Sending and receiving e-mail with attachments,
- Accessing and navigating the Internet/World Wide Web, and
- Basic understanding of hardware, software, and operating systems.

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 and/or periodic class meetings throughout the semester that are available via computer and/or 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.

Graduation Requirements

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

Program Requirements

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

NS A618	Role Development in Advanced Practice Nursing	2
NS A619	Health Policy Issues in Advanced Practice Nursing	2
NS A620	Nursing Research Methods	4
NS A621	Knowledge Development for Advanced Nursing Practice	3
HS/NS A625	Biostatistics for Health Professionals	3
NS A696	Individual Project (2 credits/semester)	4

*Students seeking a second master's degree may petition to have core courses waived based on evaluation of prior graduate degree.

2. Complete one of the following options:

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	5
NS A663	Family Nurse Practitioner IV	6
Elective	Advisor approved	3

Psychiatric-Mental Health 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 A611	Psychopharmacology	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

Nursing Education Option (27 credits)

NS A601	Advanced Pathophysiology	3
NS A602	Advanced Health Assessment in Primary Care	3
NS A610	Pharmacology for Primary Care	3
NS A640	Teaching and Learning in Nursing	3
NS A641	Curriculum Development and Evaluation	3
NS A643	Assessment and Evaluation in Nursing Education	3
NS A644	Distance Education in Nursing	3
NS A647	Teaching Practicum in Nursing	3
Elective	Advisor approved	3

3. A total of 45-50 credits is required for the degree.

Scholarly Project

A total of 4 credits of NS A696 Individual Project, taken over two semesters, are required for the degree. Students who are unable to complete the project after two semesters will be required to register for 2 credits of NS A696 Individual Project every semester thereafter (excluding summer sessions) until the project is satisfactorily completed. In the event a student wants to work on the project during a summer semester, utilizing faculty and UAA resources, they must get approval from their committee and register for a 1-credit independent study (P/NP). The independent study credit does not count toward the 4 required project credits. There is no limit to the number of project credits that may be accrued; however, if a year or more passes since the last clinical course, additional coursework will be required. Specific requirements for additional coursework will be determined by the chair of the Graduate Program in Nursing, the coordinator of the specialty track, and the thesis or project chair.

Nursing Graduate Certificate Programs

The nursing graduate certificate programs were designed for individuals who have previously acquired their master's or doctoral degrees in nursing and wish to expand their nursing competencies or practice. Graduate certificate programs are offered in several specialty areas: Family Nurse Practitioner, Psychiatric-Mental Health Nurse Practitioner or Nurse Educator. Prior nursing degrees must be issued from institutions that hold regional accreditation and from programs that hold nursing accreditation (from either the National League for

Nursing Accrediting Commission or the Collegiate Commission on Nursing Education).

The 15-29 credit graduate certificate curriculum builds on the student's prior graduate degree in nursing by integrating content from that degree with theory-based advanced practice nursing courses and specialty clinical practice. To be eligible for either of the nurse practitioner graduate certificate programs, the individual must already be certified as a nurse practitioner in another specialty.

UAA Admission Requirements

See the beginning of this chapter for Admission Requirements for Graduate Certificates. The following UAA application submission deadlines are recommended to ensure full processing of application and transcripts:

- November 1 for March 1 applicants
- June 15 for November 1 applicants

School of Nursing Admission Requirements

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

- Earned graduate degree in nursing (master's or doctoral) from a school of nursing accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education.
- Graduate GPA of at least a 3.00 (B) on a 4.00 scale.

Additional requirements for students applying for the Family Nurse Practitioner or Psychiatric-Mental Health Nurse Practitioner graduate certificate programs include:

- Current active unencumbered licensure as an advanced practice nurse in the state of Alaska must be maintained.*
- Documentation of national certification as an advanced nurse practitioner.

There are different reasons for a license to be encumbered and some may preclude admission to the program. Students with encumbered licenses should meet with the graduate program chair to determine program eligibility.

Applicants who meet the above criteria are considered for program admission on a competitive basis. Meeting all admission criteria does not guarantee admission. Prior acceptance into graduate study status does not guarantee admission into the clinical nursing tracks. Special consideration may be given to candidates with portfolios that document exceptional clinical experience and a proven record of professional contributions. 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.

The School of Nursing will consider applications for the graduate certificate during fall and spring semesters. Following are the deadlines for submission to ensure full consideration by the admissions committee:

- November 1: Graduate certificate PMH-NP or EDUC specialty
- March 1: Graduate certificate FNP or EDUC specialty

Academic Progress

Students enrolled in the graduate certificate program must:

- Maintain at least a 3.00 (B) GPA in all required coursework.
- Earn a grade of 3.00 (B) or higher in all specialty courses.
- Receive no more than one 2.00 (C) grade in core or elective courses (if required).

Noncompliance with academic progress expectations will result in probation and possible dismissal from the program. See the Academic Good Standing Policy in the School of Nursing Graduate Handbook for more information.

Additional School of Nursing Requirements

All students enrolled in UAA nursing graduate certificate programs must provide:

- Documentation of continuous current certification in cardiopulmonary resuscitation (CPR) for adults, infants, and children;
- Evidence of satisfactory health status, including immunity to chicken pox, rubella, rubeola, and hepatitis A and B (by titer); documentation of Tdap (tetanus, diphtheria, pertussis) immunization within the past 10 years; annual PPD skin test or health examination indicating freedom from active tuberculosis; documentation of an annual HIV test (results not required); and
- The results of the School of Nursing-sanctioned national level criminal background check.

Students are required to provide their own transportation to clinical sites. They are also responsible for their portion of the cost of audio-conferencing. Students must have access to a personal computer and reasonable Internet connectivity. All students are expected to have basic computer and typing skills prior to entry into the nursing program, for example:

- Word processing (preferably MS Word);
- Sending and receiving e-mail with attachments;
- Accessing and navigating the Internet/World Wide Web; and
- Basic understanding of hardware, software, and operating systems.

Graduation Requirements

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

Graduate Certificate, Family Nurse Practitioner

The Family Nurse Practitioner (FNP) Graduate Certificate for psychiatric nurse practitioners is designed 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 specialty practice to include a family scope. The curriculum includes didactic, seminar, and approximately 720 clinical hours in practicum coursework. 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 a family nurse practitioner. These examinations are given nationwide throughout the year.

The Family Nurse Practitioner 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 it will be eligible to take the family nurse practitioner examination offered by the ANCC, or the AANP to become certified as a family nurse practitioner. These examinations are given nationwide throughout the year.

Graduate Certificate, Psychiatric-Mental Health Nurse Practitioner

The Psychiatric-Mental Health Nurse Practitioner (PMH) Graduate Certificate for advanced nurse practitioners is designed for nurses who are already certified as advanced nurse practitioners in fields other than psychiatric-mental health. Students who successfully complete the graduate certificate program will be eligible to write the national certification for psychiatric mental health nurse practitioner-family offered by the ANCC. This examination is given nationwide throughout the year.

Graduate Certificate, Nursing Education

The specialty certificate in Nursing Education is designed for nurses who have previously acquired a minimum of a master's degree in nursing and are seeking to develop advanced knowledge and skills in order to teach in academic or clinical settings. The coursework leading to the graduate certificate emphasizes instruction in teaching, program and course development, implementation, and evaluation.

The curriculum is based on standards for master's education outlined in the Essentials for Master's Education in Nursing published by the AACN (1996), as well as the newly developed Core Competencies of Nurse Educators proposed by the National League for Nursing (NLN).

All courses for this certificate will be offered using distance-delivery technologies, including but not limited to Blackboard web-based approaches, CD-ROMs, and audio-conferencing or video-conferencing as appropriate and available. Teaching practica may be completed in the student's community, or in some cases may require visits to the UAA campus. Faculty may also validate teaching competencies through site visits and/or conference calls.

The 15-credit graduate certificate includes graduate-level coursework in nursing education with practicum opportunities in classroom and clinical settings.

Program Requirements

Graduate Certificate, Family Nurse Practitioner

- Complete one of the following tracks:

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

Psychiatric Mental Health Nurse Practitioner (32 credits)

NS A601	Advanced Pathophysiology	3
NS A602	Advanced Health Assessment in Primary Care	3
NS A610	Pharmacology for Primary Care	3
NS A611	Psychopharmacology	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

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

- A total of 15-32 credits is required for the certificate.*

Graduate Certificate, Psychiatric-Mental Health Nurse Practitioner

- 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

- A total of 20 credits is required for the certificate.*

Graduate Certificate, Nursing Education

- Complete the following required courses (15 credits):

NS A640	Teaching and Learning in Nursing	3
NS A641	Curriculum Development and Evaluation	3
NS A643	Assessment and Evaluation in Nursing Education	3
NS A644	Distance Education in Nursing	3
NS A647	Teaching Practicum in Nursing	3

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

* Students need to have had an advanced pharmacology, pathophysiology and health assessment course in their original nursing master's program; if their program did not include some or all of these courses, they may need to be taken for the graduate certificate.

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SCHOOL OF SOCIAL WORK

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

www.uaa.alaska.edu/socialwork

Master of Social Work

The mission of the UAA Master of Social Work program is to prepare advanced generalist social workers who enhance human well-being and promote social and economic justice for people of all backgrounds, particularly those in Alaska. Alaska's unique and rich multicultural populations, geographic remoteness, and frontier status allow the real potential for skilled social work professionals to make a profound impact on social and economic injustice in our state. The MSW program is accredited by the Council on Social Work Education (CSWE). The program is reviewed by CSWE for reaffirmation on a regular basis.

All students entering the program will have an official graduate studies plan tailored to meet their own educational needs. 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 MSW curriculum has two components: the foundation curriculum and the concentration curriculum. The foundation curriculum is composed of 32 semester credits and is completed in the first year of the full-time program, and the first two years of the

part-time curriculum. The foundation curriculum is sequenced to provide professional preparation for advanced generalist social work education. Students must successfully test out or complete all courses in the foundation curriculum before proceeding to the concentration curriculum. The concentration curriculum is composed of 31 credits and completed in the second year of the full-time program and the second two years of the part-time program. All students must successfully complete all courses in the concentration curriculum. Students who have earned a Bachelor of Social Work from a CSWE-accredited program within the past five years and who are judged to be ready for advanced graduate studies may be admitted with advanced placement to the concentration curriculum. Students admitted into the advanced placement option are required to take SWK A632 Direct Practice I (3 credits) and SWK A624 Foundation Research Methods (4 credits) in the summer semester and must earn a grade of C or better to proceed to the concentration curriculum in the fall.

Program Student Learning Outcomes

Students graduating with a Master of Social Work will be able to:

- Be leaders who assume multiple practice roles to address health and social issues in Alaska.
- Engage in practice consistent with the values and ethics of the social work profession.
- Utilize critical thinking to synthesize and apply a broad range of knowledge and skills.
- Demonstrate attunement, sensitivity and respect for people from diverse backgrounds.
- Differentially intervene with, and on behalf of, populations at risk or who experience discrimination, economic deprivation, and/or oppression.
- Develop and conduct research to inform practice.
- Evaluate and apply knowledge of Human Behavior in the Social Environment in practice.
- Develop and evaluate social policies that promote social and economic well-being.
- Integrate contextual knowledge into the development, implementation and evaluation of social work services in Alaska.
- Engage in planned change using theory and evidence based practice processes to provide competent and effective services in Alaska.

Admission Requirements

1. Deadline for application: January 15. This is the only application date for the year.
2. Submit the complete MSW admissions packet available through the School of Social Work.
3. Submit complete undergraduate transcripts demonstrating successful completion of a bachelor's degree from an accredited college or university.
4. Submit UAA graduate application for admission with fee.

The MSW program reserves the right to request additional materials and/or interviews pertaining to program admission. Admission to the MSW degree program is based on the professional judgment of the social work faculty. Only students eligible to be licensed in the state of Alaska will be admitted to the MSW degree program. Please contact the department for further information.

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 university courses in the humanities (history, philosophy, languages, literature, or similar disciplines);
2. Two university courses in the social sciences (political sciences, sociology, anthropology, psychology, or similar disciplines; see note below concerning human development);

3. One university course in the fine arts (music, theater, art appreciation or similar disciplines);
4. One university course in oral communication;
5. One university course in written communication;
6. Two university courses in the natural sciences and/or mathematics (biology, chemistry, physics, geology, astronomy or similar disciplines; algebra, calculus, trigonometry, statistics, or similar disciplines; see notes below concerning human biology and statistics).
7. A minimum of 45 semester credits or 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 coursework.

As part of the liberal arts preparation, the MSW program has established the following three specific prerequisites to admission: prior coursework 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 judgment of the social work faculty. Only students eligible to be licensed in the state of Alaska 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 who are unable to earn a grade of C or better in a required MSW course during their initial enrollment may attempt to earn a satisfactory grade one additional time if approved by their advisor and the MSW program coordinator. Students must earn a grade of B or better in all field practicum courses (SWK A639, SWK A644, SWK A645, SWK A646, SWK A647).

Field 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 services agencies.

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 a 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 SWK A635 Advanced Generalist Integrative Seminar during spring semester of the concentration year of the program.

Graduation Requirements

1. See the beginning of this chapter for University Requirements for Graduate Degrees.
2. Successful completion of research project (SWK A698).
3. Successful completion of all required academic coursework specified on the Graduate Studies Plan, with a GPA of 3.00 or

better, no course grade lower than a C, and no practicum course grade lower than a B (SWK A639, SWK A644, SWK A645, SWK A646, SWK A647).

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 to 7 credits each semester, including 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 of, or waive the following required courses in the foundation sequence:

Fall — Year One		16 credits
SWK A630	Practice Skills Lab	1
SWK A631	Foundation Practice	3
SWK A632	Direct Practice I*	3
SWK A642	Human Behavior in the Social Environment	3
SWK A643	Human Diversity in Social Work Practice	3
SWK A644	Generalist Practicum I	3
Spring — Year One		16 credits
SWK A607	Social Welfare Policy and Services	3
SWK A624	Foundation Research Methods*	4
SWK A636	Community Practice	3
SWK A645	Generalist Practicum II	3
	Graduate-level Social Work elective	3

*Advanced placement students take SWK A624 and SWK A632 in the summer prior to enrolling in the concentration curriculum.

2. **Concentration Curriculum:**

Fall — Year Two		15 credits
SWK A608	Social Policy for Advanced Generalist Practice	3
SWK/HS A628	Program Evaluation	3
SWK A633	Direct Practice II	3
SWK A634	Organizational Practice	3
SWK A646	Advanced Generalist Practicum I	3
Spring — Year Two		16 credits
SWK A635	Advanced Generalist Integrative Seminar	3
SWK A647	Advanced Generalist Practicum II	4
SWK A698	MSW Research Project	3
	Graduate-level Social Work electives	6

3. A minimum of 38 credits is required for the Master of Social Work.

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 at the 500 level are not applicable toward the MSW degree requirements. No more than 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 class offerings.

Research Project

All students are required to complete a research project (SWK A698) in the concentration year of study. The project is an opportunity for the student to conduct an original research project or program evaluation under the guidance of a faculty member. Students attend a 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 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.

Graduate Certificate, Clinical Social Work Practice

The Graduate Certificate in Clinical Social Work Practice prepares MSW graduates to practice clinical social work using social work principles and methods to assist in the treatment of mental and emotional conditions of individuals, families or groups. The 15 credit graduate certificate uses the MSW program elective sequence as a platform for developing advanced knowledge and skills for clinical social work practice and partially preparing students for licensure as a licensed clinical social worker (LCSW) in Alaska. Courses are offered on a two-year rotation, including evening, weekend and summer intensives. Applications are accepted on an ongoing basis.

Program Student Learning Outcomes

Students graduating with a Graduate Certificate in Clinical Social Work Practice will be able to:

- Practice clinical social work within the legal and ethical standards of the profession.
- Enhance the mental health and well-being of individuals, families and groups who seek their services.
- Engage, assess, diagnose and intervene on behalf of clients guided by practice theories and empirically-supported practice knowledge.
- Maintain professional integrity in all aspects of their practice.
- Recognize practice limitations and seek appropriate clinical supervision and education to increase/enhance professional competence.
- Develop a concept and a plan for their future professional development.

Admission Requirements

Applicants for the Graduate Certificate in Clinical Social Work Practice must:

1. Be in the second semester of the foundation year of the UAA MSW program or have completed an MSW degree from a program accredited by the Council on Social Work Education (CSWE);
2. Have a cumulative graduate grade point average of 3.00 or higher (B average on a 4.00 scale);
3. Provide a written summary of social work practice experience and career goals; and
4. Be eligible for licensure in Alaska.

Curriculum Requirements

Total = 15 credits:

1. Required courses (7 credits):

SWK A651	Social Work Practice in Addictions and Mental Health	3
SWK A663	Clinical Social Work with Children and Adolescents	2
SWK A664	Clinical Social Work with Adults	2
2. Plus completion of 8 credits from the following:

SWK A656	Treatment of Families (3)	
SWK A665	Comparative Group Work (3)	
SWK A667	Clinical Group Therapy (2)	
SWK A672	Social Work with Families and Couples (2)	

Up to 3 credits may be taken from other approved graduate level course(s) that help prepare students for clinical social work practice. Alaska Statute 08.95.990(2) defines "clinical social work" as the diagnosis of psychiatric disorders and the use of techniques of applied psychotherapy of a nonmedical nature while practicing social work. Other clinical courses that include content consistent with this definition may be approved in consultation with the clinical certificate advisor.

Certificate Completion Requirements

Admitted students are required to complete the curriculum requirements for the graduate certificate with a cumulative GPA of 3.00 or better.

Graduate Certificate, Social Work Management

The Graduate Certificate in Social Work Management prepares MSW graduates to be managers in social service settings. Students develop advanced knowledge and skills in organizational practice, supervisory management, leadership and decision making, marketing in the social sector, financial resource development, budgeting and fiscal management. The curriculum is based on the Leadership and Management Practice Standards established by the National Network for Social Work Managers. Applications are accepted on an ongoing basis.

Program Student Learning Outcomes

Students graduating with a Graduate Certificate in Social Work Management will be able to:

- Demonstrate the role of leadership and decision-making in social service organizations.
- Apply supervisory management skills at multiple levels within an organization.
- Integrate budget development and fiscal analysis into social services program planning.
- Utilize social sector marketing concepts to enhance the mission of their respective programs and organizations.
- Design and implement financial resource development plans for social programs/social service agencies.

Admission Requirements

Applicants for the Graduate Certificate in Social Work Management must:

1. Be in the second semester of their foundation year of the UAA MSW program or have completed an MSW degree from a program accredited by the CSWE;
2. Have a cumulative graduate GPA of 3.00 (B average on a 4.00 scale);
3. Provide a written summary of social work practice experience and career goals.

Curriculum Requirements

Total = 15 credits:

SWK A634	Organizational Practice	3
SWK A654	Supervisory Management in Social Work	3
SWK A659	Leadership and Decision Making in Social Work	3
SWK A660	Financial Leadership for Social Work Administrators	2
SWK A661	Marketing in the Social Sector	2
SWK A662	Financial Resource Development for Social Services	2

Certificate Completion Requirements

Admitted students are required to complete the curriculum requirements for the graduate certificate with a cumulative GPA of 3.00 or better.

FACULTY

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COMMUNITY & TECHNICAL COLLEGE

CAREER AND TECHNICAL EDUCATION

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

www.uaa.alaska.edu/cte

Graduate Certificate, Career and Technical Education

The Graduate Certificate in Career and Technical Education (CTE) at UAA provides instruction for teachers, administrators, industry trainers, and workforce development professionals specializing in career and technical education and workforce development at the secondary and postsecondary levels. An optional CTE endorsement is available for candidates who want to earn an institutional recommendation to add a grades 7-12 endorsement in CTE to their teaching certificate. Face-to-face and distance delivery options meet the learning needs of students while making instruction available worldwide. Internships are available for students interested in updating their skills in an aspect of industry, and teaching internships are required for students who want a Career and Technical Education Teaching Endorsement. Coursework that is applied to graduate certificates may also apply to the Master of Science, Career and Technical Education with faculty advisor approval.

Program Student Learning Outcomes

At the completion of this program, students will be able to:

- Develop a philosophy of and advocate for career and technical education/workforce development using literature and personal experience.
- Design and implement curriculum and related assessment.
- Identify and demonstrate teaching strategies that meet the needs of diverse learners.

Admission Requirements

- Satisfy the Admission Requirements for Graduate Certificates described at the beginning of this chapter.
- Demonstrate graduate level writing skills through a writing exercise.
- Participate in a program interview and develop a graduate study plan with faculty advisor.
- Meet the additional admission requirements below for a CTE Graduate Certificate leading to a CTE Teacher Endorsement.
- Score at the 50th percentile or better on the PRAXIS 2 exam in Family and Consumer Sciences, Business Education, or Technology Education. Scores below the median will be considered on a case-by-case basis.
- Hold or be eligible for an Alaska Professional or Master Teacher Certification.

Graduation Requirements

- See the beginning of this chapter for University Requirements for Graduate Certificates.
- Complete 15-17 credits of approved coursework (up to 3 credits may be at the 400 level).
- Complete program requirements below.

Program Requirements for a CTE Graduate Certificate That Does Not Lead to a CTE Teacher Endorsement

- Complete the Career and Technical Education core courses (12 credits):

CTE A611	Historical and Philosophical Foundations of Career and Technical Education	3
CTE A633	Current Issues in Career and Technical Education	3
CTE A643	Teaching in Career and Technical Education	3
CTE A655	Curriculum and Assessment in Career and Technical Education	3
- Complete 3 credits of electives approved by the graduate advisor. Electives may be in a technical area. 3
- Total credits for graduate certificate without CTE Teaching Endorsement: 15

Program Requirements for a CTE Graduate Certificate That Leads to a CTE Teacher Endorsement

- Complete the Career and Technical Education core courses (12 credits):

CTE A611	Historical and Philosophical Foundations of Career and Technical Education	3
CTE A633	Current Issues in Career and Technical Education	3
CTE A643	Teaching in Career and Technical Education	3
CTE A655	Curriculum and Assessment in Career and Technical Education	3
- EDFN A647 Developing Literacies Across the K-12 Continuum 1
- EDSY A648 Developing Literacies in the Secondary Content Areas 1
- Required Field Experiences (3 credits)

CTE A695	Internship (1-9)	3*
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- Total credits for graduate certificate with CTE Teaching Endorsement: 17

*Special Note: Significant internship experience of no less than 3 credits is required for institutional recommendation for a teaching endorsement.

Application Requirements

- Basic technology skills including, but not limited to, general computer use, email, word processing, and Internet research.
- Demonstrated writing ability. Because the Graduate Certificate in CTE is a graduate program, and because teachers are required to communicate effectively with a wide audience, applicants must demonstrate that they are able to meet high expectations for written work.
- Demonstrated evidence of content area preparation (academic preparation and/or work experience) in the teaching area for which the applicant is seeking endorsement. This must be documented in the standards-based Content Preparation Review that has been approved by an appropriate Career and Technical Education faculty advisor.
- Courses with grades less than a C will not be considered on the Content Preparation Review or to meet certification or endorsement requirements.

Admission to the CTE Graduate Certificate program does not guarantee an internship placement (see note under Professional Field Experiences).

Academic Progress

Satisfactory progress on Alaska Teaching Standards must be demonstrated in the internship courses to remain in the CTE Teacher Endorsement option.

Professional Field Experiences

See Master of Arts in Teaching section for description of factors affecting field placements with cooperating school districts.

Background Check Requirements

See Field Placements located in the College of Education section of this chapter.

Institutional Recommendation

To obtain an institutional recommendation for teacher certification, candidates must have:

- Completed all program courses with a minimum grade of C;
- Maintained a cumulative 3.00 GPA in the Career and Technical Education Graduate Certificate program;
- Achieved passing scores on the Praxis I and II examinations;
- Earned a baccalaureate degree from a regionally accredited institution, or foreign equivalent;
- Hold or be eligible for an Alaska Professional or Master Teacher Certification;
- Satisfactorily completed internships; and
- Met all standards listed in the standards-based Initial Endorsement Content Preparation Review.

Alaska certification note: Certification is awarded by the state of Alaska through the Alaska Department of Education and Early Development (EED) in Juneau. Graduates must meet all requirements specified by EED at the time of application for certificate.

FACULTY

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Master of Science, Career and Technical Education

The Master of Science, Career and Technical Education program at UAA provides instruction for teachers, administrators, industry trainers, and workforce development professionals specializing in career and technical education at the secondary and postsecondary level. Face-to-face and distance-delivery options meet the learning needs of students while making instruction available statewide. Internships are available for students interested in updating their skills in an aspect of industry. Each student's program is jointly designed by the student and a faculty advisor.

Upon completion the graduate will be able to:

- Defend a philosophy of career and technical education using literature and personal experience.
- Facilitate discussions on and advocate for or argue against career and technical education.
- Design and implement curriculum using methodology that meets the needs of diverse learners.
- Develop, organize, and critically analyze research for a specific audience.
- Apply leadership and management theory through research and practice in organizations.
- Incorporate technology to facilitate learning.

Admission Requirements

- See the beginning of this chapter for Admission Requirements for Graduate Degrees.
- Complete a writing exercise.
- Participate in a program interview with faculty advisor.

Graduation Requirements

1. See the beginning of this chapter for University Requirements for Graduate Degrees.
2. Complete 36 credits of approved coursework (up to 9 credits may be at the 400 level).
3. Complete, present, and obtain approval from graduate committee for individual research project or thesis.
4. Pass an oral or written examination based on the core program of study.

Program Requirements

1. Develop an official Graduate Studies Plan with faculty advisor and obtain approval before completion of more than 9 credits of coursework.

2. Complete the Career and Technical Education core courses (12 credits):

CTE A611	Historical and Philosophical Foundations of Career and Technical Education	3*
CTE A633	Current Issues in Career and Technical Education	3
CTE A643	Teaching in Career and Technical Education	3
CTE A655	Curriculum Assessment in Career and Technical Education	3

**If credit was earned for CTE A411 Historical and Philosophical Foundations of Career and Technical Education, students must substitute a 3-credit, CTE 600-level course approved by the advisor for CTE A611.*

3. Complete a component in human resources and leadership using one of the following courses (3 credits):

BA A632	Organizational Behavior and Foundations of Behavioral Science (3)	3
EDL A637	Educational Leadership and Organizational Behavior (3)	
PADM A610	Organizational Theory and Behavior (3)	
	Other human resources/leadership class with approval by faculty advisor (3)	

4. Complete a technology education component using one of the following courses (3 credits):

EDET A637	Design of e-Learning (3)	3
EDET A638	Facilitation of Learning with Technology (3)	
	Other technology course with approval by faculty advisor (3)	

5. Complete the following research courses (9 credits):

EDRS A660	Fundamentals of Research in Education	2
EDRS A664	Developing and Writing Literature Reviews	2
	Another research course with approval by faculty advisor	2
CTE A698	Individual Research (1-6)	3
	or	
CTE A699	Thesis (1-6)	

6. Complete 9 credits of electives jointly selected with the graduate advisor. Electives may be in a technical area.
7. A total of 36 credits is required for the degree.

FACULTY

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DIETETICS AND NUTRITION

Lucy Cuddy Hall (CUDY), Room 126, (907) 786-4728

www.uaa.alaska.edu/culinary

Graduate Certificate, Dietetic Internship

The UAA Dietetic Internship, with a concentration emphasis on Alaska Native culture and Alaska healthcare delivery systems, developmentally accredited by the Commission on Accreditation for Dietetics Education (CADE), offers the supervised practice experience required by the American Dietetic Association (ADA) to sit for the Registered Dietitian (RD) examination. The UAA Dietetic Internship offers unique experiences as it places emphasis on awareness of the cultural diversities of Alaska and how they affect the practice of dietetics.

The UAA Dietetic Internship is a highly competitive, full-time, 40-hour-per-week program. The program begins in the fall semester and runs mid-August through mid-April. The students take a total of 15 graduate credit hours through attending a weekly seminar at UAA and by completing their supervised practicum experience at rotation sites in Anchorage and the surrounding communities.

Program Student Learning Outcomes

At the completion of this program, students are able to:

- Demonstrate ability to adapt to the ever-changing scientific, technical and professional environment, including knowledge of public policy, legislative issues, ethics and lifelong learning. [Professional skills]
- Practice communicating effectively through the development of writing, speaking, listening, and problem-solving skills. [Communication skills]
- Integrate efficient and effective use of techniques and tools for managing foodservice systems in a variety of situations. [Foodservice management]
- Apply knowledge and skills in medical nutrition therapy in a variety of settings. [Clinical nutrition]
- Design interventions to combine knowledge and skills in community nutrition that enhance health and promote wellness. [Community nutrition]
- Recognize the impact of Alaska Native culture and Alaska's unique healthcare delivery system on the practice of dietetics in Alaska. [Specialty emphasis]
- Pass (national) registration examination, over a five-year period, on the first attempt 80 percent of the time.*
- Achieve a knowledge-based score of at least "satisfactory" on evaluation by employers of alumni.*
- Indicate feelings of being "well-prepared" for practice as a registered dietitian (program alumni).*

**These outcomes are required by the Commission on Accreditation for Dietetics Education, the accrediting body for the UAA DI.*

Upon successful completion of all parts of the dietetic internship, students are given an ADA Verification Statement showing completion of the internship. With the Verification Statement graduates can apply to take the RD examination.

Admission Requirements

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

Additional Departmental Admission Requirements

1. The application process adheres to the deadlines and procedures outlined by the American Dietetic Association. For the current year

deadlines see the Dietetic Internship website: www.uaa.alaska.edu/culinary/academics/internship.cfm.

- Baccalaureate degree (minimum) in dietetics or foods and nutrition.
- Didactic Program in Dietetics Verification Statement within the past five years. Fulfill remedial education requirements (available upon request) if no coursework or work experiences in dietetics in five years prior to program admission.
- GPA of 3.00 or higher (4.00 scale).
- Evidence of ability and willingness to work productively (prior work or volunteer experience).
- Current resume and three letters of recommendation (one must be from an employer and one must be from a professor or academic advisor).
- Participation in the D & D Digital Systems matching process for dietetic internships (www.dnddigital.com/ada).
- Provide documentation of all necessary immunizations required to work in hospitals and other healthcare facilities.
- Provide documentation of all necessary security background checks to meet state and federal requirements.
- Provide documentation of necessary insurance coverage required to work in hospitals and healthcare facilities.
- Acceptance into the program may become competitive if the number of applicants exceeds the number of intern spaces available. This program currently accepts four to five interns each academic year.

Graduation Requirements

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

Program Requirements

- Complete the following courses:

DN A692A	Seminar: Current Issues in Dietetics: Clinical and Community Nutrition	2
DN A692B	Seminar: Current Issues in Dietetics: Community Nutrition and Foodservice Administration	1
DN A695C	Practicum in Clinical Nutrition	4
DN A695D	Practicum in Community Nutrition	2
DN A695E	Advanced Practicum in Community Nutrition	2
DN A695F	Practicum in Foodservice Administration	4
- A total of 15 credits is required for this certificate.

FACULTY

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SCHOOL OF ENGINEERING

The School of Engineering offers graduate degrees in Arctic Engineering, Civil Engineering, Engineering Management, Science Management, Applied Environmental Science and Technology, and Project Management. The three 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 Project Management program requires a baccalaureate degree in engineering, science, or equivalent areas. 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.

APPLIED ENVIRONMENTAL SCIENCE AND TECHNOLOGY

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

www.uaa.alaska.edu/schoolofengineering

The graduate program in Applied Environmental Science and Technology (AEST) is designed for students seeking careers as environmental professionals in the academic, regulatory, industrial, military or consulting sectors. The program is interdisciplinary in nature and encourages candidates to develop an understanding of environmental principles through advanced studies across biology, chemistry, geology, statistics, applied environmental science and technology, and environmental engineering.

This program offers two degree options and one graduate certificate option.

Applied Environmental Science and Technology (AEST) Degrees

The AEST master's degrees are designed for those students who wish to pursue specialized advanced study and original research. AEST is an excellent preparation for both the practicing professional and the future doctoral student.

Program Objectives

The objective of the AEST programs are to produce graduates who:

- Have an advanced technical knowledge of environmentally related disciplines within the life sciences, physical sciences, geosciences, mathematics and environmental engineering;
- Are capable of integrating advanced technical information from different science and engineering disciplines;
- Are capable of conceiving and conducting a research project (MS-AEST option only); and
- Are capable of working in a professional environment.

Program Student Learning Outcomes

In keeping with the above objectives, the expected outcome of the AEST program is that the graduates will have:

- An ability to use advanced methods of analysis;
- An ability to understand and apply advanced environmental engineering theory;
- An ability to understand and apply advanced scientific theory;
- An ability to integrate advanced technical information from different science and engineering disciplines;

- An ability to conduct advanced environmental science research (MS-AEST option only); and
- An ability to manage projects and function in a professional environment.

Admission Requirements

See the Admissions Requirements for Graduate Degrees at the beginning of this chapter. In addition, students must meet the requirements specified below.

In order to be considered for full admission into the program, students should be able to demonstrate:

- Successful completion of a Bachelor of Science from a regionally accredited undergraduate program;
- A minimum undergraduate GPA of 3.00 in the natural/physical sciences or engineering;
- Successful completion of two or more consecutive semesters (or equivalent) in two of the following subject areas: chemistry, physics, biology or geology;
- Successful completion of one or more semesters of calculus; and
- Satisfactory verbal and quantitative GRE scores as determined by the admissions committee. The general GRE requirement may be waived at the discretion of the admissions committee for applicants with five or more years of professional experience in environmental engineering, environmental science or a related field.

In most instances, undergraduate degrees in the physical sciences, life sciences or engineering will provide sufficient background to meet course prerequisites. Students without the appropriate background to meet course prerequisites may be required to complete undergraduate courses that will not be applied toward the graduate degree.

Applicants not meeting the admissions requirements may be provisionally accepted at the discretion of the admissions committee. In this case, the candidate's continuation in the program after the first semester will be contingent upon successful completion of a student-specific remedial plan formulated by the admissions committee.

Application Procedures

All application materials must be received by the UAA Office of Admissions by the required dates as established by the Admissions office. The required application materials to be submitted to the Office of Admissions include:

- A completed UAA graduate application form;
- Official transcripts of all college-level work;
- Official GRE scores (general examination or subject-specific in a relevant subject area)

In addition, please submit to the School of Engineering:

- Two letters of recommendation from people familiar with the applicant's technical aptitude; and
- A one-page statement of the applicant's career goals.

Beginning the Program

Upon admission to the AEST program, students will:

- Meet with an academic advisor prior to the start of classes to plan coursework for the first semester of study. Academic advisors will be assigned by the admissions committee and named in the acceptance letters sent to successful applicants;
- Select a graduate study committee (GSC) consisting of one UAA faculty member for the M-AEST or three members, two of which must be UAA faculty members, for the MS-AEST, to be chaired by the student's academic advisor. The GSC must be selected during the first semester of study; and
- Prepare a Graduate Study Plan for approval by the student's GSC by the end of the first semester of study. It is during the development of the Graduate Study Plan that the students will decide whether to pursue the MS-AEST or the M-AEST degree option. The study plan will include core competency courses and technical electives designed to meet the student's professional or

research interests. The approved study plan and any subsequent changes should be submitted to the associate dean of graduate studies of the SOE, a copy filed in the department office, and the original sent to the Office of the Graduate School.

Master of Science, Applied Environmental Science and Technology (MS-AEST)

Graduation Requirements

In order to receive an MS-AEST degree, students must:

1. Satisfy all University Requirements for Graduate Degrees listed at the beginning of this chapter;
2. Present (written and orally) a thesis research proposal to the GSC at least one semester prior to graduation;
3. Complete 24 credits of coursework approved in advance by the student's GSC, and 6 credits of thesis work. Thesis credits are accumulated under the course number AEST A699;
4. Satisfactorily complete thesis defense during the final semester prior to graduation.

All thesis research must meet the following requirements:

- The work must contribute to the body of knowledge in the candidate's graduate field of study.
- The thesis, as judged by the GSC, must be of sufficient quality to justify publication in a peer-reviewed journal.
- The work must demonstrate command of knowledge and skills associated with the candidate's graduate program of study.
- The thesis format must meet general UAA requirements for format as determined by the UAA Graduate School.

The student must defend the thesis in an open oral presentation to the students' GSC and public. The public will be excused after the presentation and the GSC will evaluate the student further to determine the student's competency in a closed session. Students who fail to adequately defend their thesis will work with their graduate advisor to develop an action plan to correct any deficiencies noted by the GSC. This action plan may require additional coursework, research and/or independent and directed study. After completing the items identified in the corrective action plan, the student will again be evaluated by their GSC. Failure to pass a second time will result in dismissal from the program.

Course Requirements

MS-AEST students must take CE A641 Fundamentals of Environmental Engineering and Applied Environmental Science (completed with a grade of B or better) and AEST A666 Methods, Assessment and Communication of Basic and Applied Research during the first academic year admitted to the MS-AEST program. The remaining coursework must be drawn from two or more the core competency disciplines (at least one course from each of the selected competency disciplines must be completed with a grade of B or better): analysis (ESM, STAT or MATH), biology (BIOL), chemistry (CHEM), applied environmental science and technology (AEST and CE), geology (GEOL), or other disciplines and courses as approved by the GSC to support the research topic of the individual student. A minimum 21 credits must be drawn from approved 600-level courses. Suggested course lists are provided below.

Analysis

ESM A620	Statistics for ESM (3)
MATH A423	Advanced Engineering Mathematics (3)
MATH A426	Numerical Methods (3)
STAT A402	Scientific Sampling (3)
STAT A403	Regression Analysis (3)
STAT A404	Analysis of Variance (3)
STAT A405	Nonparametric Statistics (3)
STAT A407	Time Series Analysis (3)
STAT A408	Multivariate Analysis (3)
STAT A601	Statistical Methods (3)

Biology

BIOL A478	Biological Oceanography (4)
BIOL A650	Advanced Microbial Ecology (3)
BIOL A661	Advanced Molecular Biology (3)
BIOL A677	Advanced Tundra and Taiga Ecosystems (3)
BIOL A690	Advanced Lecture Topics in Biology (1-3)

Chemistry

AEST A601	Aquatic Process Chemistry (3)
CHEM A450	Environmental Chemistry (3)
CHEM A634	Advanced Instrumental Methods (5)
CHEM A641	Advanced Biochemistry I (3)
CHEM A642	Advanced Biochemistry II (3)

Environmental Engineering

AEST A602	Water Quality Management (3)
AEST A603	Solid Waste Management (3)
AEST A604	Environmental Law, Regulations and Permitting (3)
AEST A605	National Environmental Policy Act (3)
AEST A606	Clean Water Act (3)
AEST A608	Fundamentals of Air Pollution (3)
AEST A613	Remediation (3)
AEST A666	Methods, Assessment and Communication of Basic and Applied Research (3)
AEST A694	Topics as approved by advisor (3)
CE A641	Fundamentals of Environmental Engineering and Applied Environmental Science (3)
CE A645	Chemical and Physical Water and Wastewater Treatment Processes (3)
CE A646	Biological Treatment Processes (3)
CE A647	Advanced Unit Processes (3)
CE A662	Surface Water Dynamics (3)
CE A663	Ground Water Dynamics (3)
CE A674	Waves, Tides, and Ocean Processes for Engineers (3)
CE A677	Coastal Measurements and Analysis (3)
CE A683	Arctic Hydrology and Hydraulic Engineering (3)
CE A690	Selected Topics in Civil Engineering (3)
ENVE F651	Environmental Risk Assessment (3) (UAF Online Course)*
ENVE F652	Introduction to Toxicology for Engineers and Scientists (3) (UAF Online Course)*
ESM A450	Economic Analysis and Operations (3)
ESM A601	Engineers and Organizations (3)
ESM A605	Engineering Economy (3)
PM A601	Project Management Fundamentals (3)

Geology

GEOL A455	Permafrost (3)
GEOL A460	Environmental Geochemistry (3)
GEOL A475	Environmental Geophysics (3)

Thesis

AEST A699	AEST Thesis (1-6)
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*UAF courses may be considered as resident credit. It is the student's responsibility to check the UAF Catalog for current course content and availability.

Master of Applied Environmental Science and Technology (M-AEST)

Graduation Requirements

In order to receive an M-AEST degree, students must:

1. Satisfy all University Requirements for Graduate Degrees listed at the beginning of this chapter;
2. Complete 30 credits of coursework approved in advance by the student's graduate advisor; and

3. Satisfactorily complete a written comprehensive examination during the final semester prior to graduation.

The student's advisor will administer a comprehensive examination to evaluate the candidate's knowledge gained throughout the M-AEST program. The student will be requested by their graduate advisor to provide one course from each of the three core competency disciplines completed and the affiliated faculty or instructor contact information. The student's advisor will construct a comprehensive examination based on questions provided by the affiliated faculty or instructors of selected courses. The students must complete the exam with a passing grade.

Students who fail to pass the comprehensive examination will work with their graduate advisor to develop an action plan to correct any deficiencies noted in the comprehensive examination. This action plan may require additional coursework or directed study. After completing the items identified in the corrective action plan, the student will again take the comprehensive examination. Failure to pass a second time will result in dismissal from the program.

Course Requirements

M-AEST students must take CE A641 Fundamentals of Environmental Engineering and Applied Environmental Science (completed with a grade of B or better) in their first year. In order to ensure that M-AEST students achieve a balanced multi-disciplinary education, at least one course must be completed with a grade of B or better in at least three of the five remaining core competency disciplines: analysis (ESM, STAT or MATH), biology (BIOL), chemistry (CHEM), applied environmental science and technology (AEST and CE) and geology (GEOL) or other disciplines and courses as approved by the GSC to support the graduate program of the individual student. A minimum 21 credits must be drawn from approved 600-level courses. Suggested course list is provided under course requirements of the MS-AEST program.

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Applied Environmental Science and Technology (AEST) Certificate

The Graduate Certificate in Environmental Regulations and Permitting is designed for those students who wish to pursue specialized advanced professional studies in specialized AEST topics.

Graduate Certificate, Environmental Regulations and Permitting

The UAA Graduate Certificate in Environmental Regulations and Permitting offers a cohesive sequence of courses in key federal environmental laws and regulations and federal and state environmental permitting. The series is intended to provide specialized education to enhance the knowledge and practical understanding of environmental regulations and the permitting process. Upon completion of the certificate program, students will have specialized knowledge and skills applicable to Alaska and other areas in the United States.

Program Student Learning Outcomes

Upon completion of the program, students will be able to:

1. Apply the principles and requirements of major federal environmental laws and regulations, including the National Environmental Policy Act (NEPA) and the Clean Water Act (CWA), and state laws and regulations to projects, policy changes and other applicable activities;
2. Synthesize practical challenges facing applicants, policymakers, agency personnel and the public in working with federal and state laws and regulations;

- Understand the environmental data needs and data management options associated with federal and state permitting requirements for proposed development projects;
- Specify NEPA, CWA and other state and federal permitting requirements for Alaska-based projects;
- Understand and anticipate the positions and interests of various Alaska stakeholders (including government policymakers, agency personnel, industry, municipalities, nongovernmental organizations and the general public) to facilitate conflict resolution potentially encountered during the regulatory and permitting process.

Admission Requirements and Related Graduate Certificate Policies

See the beginning of this chapter for Admissions Requirements for Graduate Certificates. Admission to the Environmental Regulations and Permitting Graduate Certificate program requires that a student must have earned a Bachelor of Science in a science or engineering discipline from an accredited institution in the United States or a foreign equivalent.

Graduation Requirements

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

Program Requirements

Students must complete the first three courses before they may enroll in AEST A607 Environmental Permitting Project course. Complete the following requirements (12 credits):

AEST A604	Environmental Law, Regulations and Permitting	3
AEST A605	National Environmental Policy Act	3
AEST A606	Clean Water Act	3
AEST A607	Environmental Permitting Project	3

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ARCTIC ENGINEERING

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

www.uaa.alaska.edu/schoolofengineering/programs/arctic

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. 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. 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.

Master of Science, Arctic Engineering

The Master of Science of Arctic Engineering 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 of at least three members is appointed to guide each admitted student to degree completion. Two members must be UAA Arctic Engineering faculty members.

Program Student Learning Outcomes

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

- Recognize natural conditions and engineering challenges that are unique to cold regions;
- Interpret associated specialized language and units of measure;
- Locate, interpret, and apply public information about the physical conditions of cold regions;
- Apply fundamental physical principles for solutions to common cold regions engineering problems;
- Assess need for complex specialized Arctic engineering solutions;
- Determine physical and thermal properties, evaluate frost heave rates, and estimate heat flow in soils, prevent foundation failure due to seasonally or perennially frozen ground by appropriate project site exploration and design of constructed features;
- Determine mathematical and physical properties governing heat and mass transfer in cold climates;
- Determine temperature profiles in structure walls, roofs, and foundations, predict moisture content and mass flow rates in structures;
- 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;
- Analyze properties of lake, river, and sea ice, predict behavior of ice under natural conditions, and predict ice forces on engineering structures; and
- 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

All students admitted to the Arctic Engineering program must have previously earned a baccalaureate degree in an engineering discipline with a cumulative undergraduate GPA of at least 3.00. Probationary admission may be granted by the Civil Engineering Department for students whose cumulative undergraduate GPA is between 2.50 and 3.00, but who have successfully completed graduate studies at the 3.00 level or better and have other evidence of their potential for success in graduate engineering studies. Probationary terms will typically call for successful completion of a pre-approved sequence of 9 credits of graduate engineering courses. 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 Graduate Degrees.

Major Requirements

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

CE A603	Arctic Engineering*	3
CE A681	Frozen Ground Engineering	3
ME A685	Arctic Heat and Mass Transfer	3

**Students who have completed CE A403 Arctic Engineering with a grade of C or better, or students who have passed the ES AC030 Fundamentals of Arctic Engineering or ES AC031 Introduction to Arctic Engineering before being admitted to the program must replace CE A603 with an elective, 3-credit course accepted by the student's graduate advisory committee.*

- Candidates must also complete at least three additional courses from the following Arctic engineering program elective courses (9 credits):

CE A682	Ice Engineering (3)
CE A683	Arctic Hydrology and Hydraulic Engineering (3)
CE A684	Arctic Utility Distribution (3)
CE A689	Cold Regions Pavement Design (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 coursework applied toward degree requirements must be approved by the student's advisory committee.
- Each student must complete the following course (3 credits) after approval of a project proposal by the student's advisory committee:

CE A686	Civil Engineering Project	3
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The Arctic engineering project should have the following characteristics:

- 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.
 - 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.
 - The project must include innovative components directly involving cold regions engineering.
 - The project must have sufficient scope to clearly demonstrate the candidate's advanced technical expertise in cold regions engineering.
 - The project report must demonstrate command of knowledge and skills directly associated with the candidate's graduate program of study.
 - 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.
 - 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).
- A total of 30 credits is required for the degree.

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CIVIL ENGINEERING

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

www.uaa.alaska.edu/schoolofengineering

The Master of Science in Civil Engineering (MSCE) is designed for students who wish to pursue research-oriented occupations or to eventually pursue a PhD degree, as well as to prepare for advanced professional engineering practice. The Master of Civil Engineering (MCE) is designed for students who wish to further emphasize engineering practice and prefer to substitute additional classroom education for graduate research experience.

Civil Engineering (CE) Degrees

The MSCE and MCE designed for those students who wish to pursue specialized advanced study and original research. CE is an excellent preparation for both the practicing professional and the future doctoral student.

Program Objectives

The objectives of the UAA civil engineering graduate programs are to provide graduates with:

- Advanced technical knowledge within one or more of the recognized sub-disciplines of civil engineering,
- The ability to conceive and conduct an advanced research program, and
- The ability to effectively communicate research results.

Program Student Learning Outcomes

In keeping with the above objectives, the expected student learning outcomes of the UAA MSCE and MCE programs include:

- An ability to use advanced methods of analysis,
- An ability to understand advanced civil engineering theory,
- An ability to conduct advanced civil engineering research,
- An ability to apply advanced engineering theory to the design of civil engineering systems, and
- An ability to work effectively within the management framework of organizations responsible for the practice of engineering.

Admission Requirements

See the beginning of this chapter for Admission Requirements for Graduate Degrees and deadlines. All students must hold a baccalaureate degree in an engineering discipline.

Application Procedures

All application materials must be received by the UAA Office of Admissions by the required dates as established by the Admissions office. The required application materials to be submitted to the Office of Admissions include:

- A completed UAA graduate application form;
- Official transcripts of all college-level work;

In addition, please submit to the School of Engineering:

- A one-page statement selecting a core competency area and discussing the applicant's career goals.

Master of Science, Civil Engineering (MS-CE)

Graduation Requirements

In order to receive the Master of Science in Civil Engineering, students must:

- Satisfy all University Requirements for Graduate Degrees listed at the beginning of this chapter;
- Complete 30 credits of coursework approved in advance by the student's graduate advisor; and
- Satisfactorily complete thesis work approved in advance by the student's graduate committee, of which 6 credits will be CE A699 Thesis.

Course Requirements

Students must complete at least three courses in one of the core competency areas of environmental, geotechnical, structures, transportation, water resources and one course in analysis all with a grade of B or better. Remaining courses can be selected from any of the following areas or as approved by student's graduate committee. No more than one 400-level course may be included with prior approval of the student's graduate committee.

Environmental

AEST A601	Aquatic Process Chemistry (3)
AEST A602	Water Quality Management (3)
AEST A603	Solid Waste Management (3)
AEST A608	Fundamentals of Air Pollution (3)
AEST A613	Remediation (3)

CE A645	Chemical and Physical Water and Wastewater Treatment Processes (3)
CE A646	Biological Treatment Processes (3)
CE A647	Advanced Unit Processes (3)

Geotechnical

CE A610	Engineering Seismology (3)
CE A611	Geotechnical Earthquake Engineering (3)
CE A612	Advanced Foundation Design (3)
CE A614	Soil Strength and Slope Stability (3)

Structures

CE A610	Engineering Seismology (3)
CE A631	Structural Finite Elements (3)
CE A633	Structural Dynamics (3)
CE A634	Structural Earthquake Engineering (3)
CE A637	Earthquake Resistant Structural Design (3)
CE A639	Loads on Structures (3)
CE A652	Advanced Steel Design (3)
CE A654	Timber Design (3)

Transportation

CE A623	Traffic Engineering (3)
CE A624	Pavement Design (3)
CE A625	Highway Engineering (3)
CE A675	Design of Ports and Harbors (3)

Water Resources

CE A662	Surface Water Dynamics (3)
CE A663	Ground Water Dynamics (3)
CE A674	Waves, Tides, and Ocean Processes for Engineers (3)
CE A675	Design of Ports and Harbors (3)
CE A676	Coastal Engineering (3)
CE A677	Coastal Measurements and Analysis (3)

Analysis

MATH A422	Partial Differential Equations (3)
MATH A423	Advanced Engineering Mathematics (3)
MATH A426	Numerical Methods (3)
STAT A402	Scientific Sampling (3)
STAT A601	Statistical Methods (3)

Thesis Requirement

The completed thesis must meet the following requirements:

1. The work must contribute to the body of knowledge in the candidate's field of graduate study. A literature review is required to show how the work is associated with the current state of the art in the candidate's graduate field of study.
2. The thesis, as judged by the graduate committee, must be publishable in either peer-reviewed technical conference proceedings or a peer-reviewed journal.
3. The work must demonstrate command of knowledge and skills associated with the candidate's program of graduate study.
4. The thesis proposal, submitted at least one semester prior to the thesis defense, must present evidence that the above requirements will be satisfied and will generally consist of an explicit problem statement, a literature review, and one or more sections describing the research and the analytical methods that will be applied.
5. The thesis is to be defended by the student in an oral presentation to the student's graduate committee and invited guests.

Master of Civil Engineering (M-CE)**Graduation Requirements**

In order to receive the Master of Civil Engineering, students must:

1. Satisfy all University Requirements for the Graduate Degrees listed at the beginning of this chapter;
2. Complete 30 credits of coursework approved in advance by the student's graduate advisor; and

3. Satisfactorily complete requirements for a comprehensive exam or 3 credits of CE A686 Civil Engineering Project if applicable to the chosen competency area. The following requirements apply for each individual competency area:
 - **Environmental:** Students must complete 30 credit hours of coursework and a comprehensive exam. Students may opt to take up to 3 credit hours of CE A698 Individual Research with advisor approval as part of the required 30 credit hours of coursework.
 - **Geotechnical:** Students must complete 27 credit hours of coursework and 3 credits of CE A686 Civil Engineering Project.
 - **Structural:** Students must complete 27 credit hours of coursework, 3 credits of CE A686 Civil Engineering Project, and a comprehensive exam.
 - **Transportation:** Students must complete 27 credit hours of coursework and 3 credits of CE A686 Civil Engineering Project.
 - **Water Resources:** Students may choose between completing 30 credit hours of coursework and a comprehensive exam or 27 credit hours of coursework and 3 credits of CE A686 Civil Engineering Project.

Course Requirements

Students must complete at least three courses in one of the core competency areas of environmental, geotechnical, structures, transportation, water resources and one course in analysis (as listed in Master of Science, Civil Engineering section) all with a grade of B or better. Additionally, students must complete at least one course from the project management area of study, listed below. Remaining courses can be selected from the list provided in Master of Science, Civil Engineering section or as approved by student's graduate committee. No more than one 400-level course may be included without prior approval of the student's graduate committee.

Project Management

AEST A604	Environmental Law, Regulations and Permitting (3)
ESM A601	Engineers in Organizations (3)
ESM A608	Legal Environment for Engineering Management (3)
ESM A610	Cost Estimating (3)
ESM A613	Management of Technical People (3)
PM A601	Project Management Fundamentals (3)

Project Requirement

Within the last 9 credits applicable to the degree, each student may need to complete CE A686, per the requirements of their competency area. The Civil Engineering project must solve a practical engineering problem to the extent that original developments by the candidate are evident in the project report.

1. The project problem and solution must be explained in the context of the current state of the art by means of a thorough review of pertinent literature.
2. The project must include advanced technical components directly involving modern practice of civil engineering.
3. The project must have sufficient scope to clearly demonstrate the candidate's advanced technical expertise in civil engineering.
4. The project report must demonstrate command of knowledge and skills directly associated with the candidate's graduate program of study.
5. The written project report, in the judgment of the candidate's graduate committee, must be publishable in the proceedings of a civil engineering specialty conference.
6. The project proposal, submitted prior to enrolling in CE A686, must present evidence that the above requirements will be satisfied and will generally consist of an explicit problem statement, a literature review, and one or more sections describing the information and analytical methods to be applied.

7. The project is to be orally presented to the student's graduate committee and invited guests.

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Civil Engineering (CE) Certificates

These certificates are designed for those students who wish to pursue advanced professional studies in specialized CE topics of particular concern in Alaska.

Graduate Certificate, Earthquake Engineering

The UAA School of Engineering offers a sequence of courses leading to a Graduate Certificate in Earthquake Engineering. This certificate program is intended to provide specialized education to enhance the theoretical knowledge and practical skills of civil engineers to deal with earthquake-resistant structural design. Upon completion of the certificate program, students will have specialized knowledge and skills applicable to various aspects of earthquake engineering issues.

Program Student Learning Outcomes

Upon the completion of this certificate, students will be able to:

1. Evaluate seismograms and perform site response analysis.
2. Analyze earthquake characteristics and associated effects on structures, including linear and nonlinear responses.
3. Apply the basic principles for seismic design and construction of structures in accordance with the provisions of International Building Codes.
4. Understand the concepts of dynamic equations of motion and perform analysis for dynamic systems in civil engineering applications.
5. Evaluate dynamic soil properties; analyze ground response and soil-structure interaction effects, and other geotechnical engineering problems.
6. Evaluate the magnitude and distribution of seismic and other probable loads for strength, stress and load-resistant factor design.

Admission Requirements and Related Graduate Certificate Policies

See the beginning of this chapter for Admission Requirements for Graduate Certificates. Admission to the Earthquake Engineering Graduate Certificate program requires that a student must have earned a Bachelor of Science in an engineering discipline from an ABET accredited institution in the United States or a foreign equivalent.

Graduation Requirements

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

Program Requirements

Complete the following requirements (15 credits):

CE A610	Engineering Seismology	3
CE A611	Geotechnical Earthquake Engineering	3
CE A634	Structural Earthquake Engineering	3

CE A637	Earthquake Resistant Structural Design	3
CE A639	Loads on Structures	3

FACULTY

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Graduate Certificate, Coastal, Ocean and Port Engineering

The UAA School of Engineering offers a cohesive sequence of courses in the theory and practice of coastal, ocean, and port engineering. The series is intended to provide specialized education to prepare graduate engineers for sustainable development and protection of coastal, ocean, and port environments for the benefit of society in Alaska, the United States, and foreign countries. The program is designed to provide students with competencies required to become a Diplomate of the Academy of Coastal, Ocean, Port, and Navigation Engineers.

Program Student Learning Outcomes

Upon completion of the program, students will be able to:

1. Characterize oceans, seas and estuaries in terms of physical dimensions, sediments, water chemistry, major wind patterns and currents, and wave climate;
2. Define nearshore and offshore ocean processes in terms of wind, wave and current climates and their interaction with sediments and local features of seafloor and shoreline;
3. Accomplish data collection, analyze data, and interpret analytical results to applicable to design of engineering systems;
4. Plan and design port, harbor and ocean engineering facilities suited to demands of vessels and cargo transfer operations, to safe and efficient exploration for and extraction of minerals, and to survival in extreme ocean conditions ; and
5. Quantify natural physical processes or human activities responsible for coastal erosion, and design shore protection works suited to the local environmental setting.

Admission Requirements and Related Graduate Certificate Policies

See the beginning of this chapter for Admission Requirements for Graduate Certificates. Admission to the Coastal, Ocean and Port Engineering Graduate Certificate program requires that a student must have earned a Bachelor of Science in an engineering discipline from an ABET-accredited institution in the United States or a foreign equivalent.

Graduation Requirements

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

Program Requirements

Complete the following five courses (15 credits):

CE A674	Waves, Tides, and Ocean Processes for Engineers	3
CE A675	Design of Ports and Harbors	3
CE A676	Coastal Engineering	3
CE A677	Coastal Measurements and Analysis	3
CE A678	Design of Ocean Engineering Systems	3

A student who earns the Port and Coastal Engineering Graduate Certificate may apply up to 9 credits from the certificate program toward other graduate degrees at UAA.

FACULTY

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COMPUTER SCIENCE

Social Sciences Building (SSB), Room 154, (907) 786-1744/786-4824
www.uaa.alaska.edu/mathematicalsciences

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 (UAF) and the degree is awarded by UAF.

The program is designed to accommodate computer science professionals working in the Anchorage area; courses are offered in late afternoon and evening. For more information, contact the Department of Mathematical Sciences at UAA or visit our website at www.uaa.alaska.edu/mathematicalsciences.

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ENGINEERING MANAGEMENT AND SCIENCE MANAGEMENT

University Lake Annex (ULBA), (907) 786-1924
www.uaa.alaska.edu/schoolofengineering/programs/esm

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 as well as develop technology based enterprises. 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

Program Student Learning Outcomes

Students graduating with a Master of Science in Engineering Management or a Master of Science in Science Management will:

- Approach to solve engineering and business problems from a real-world environmental and cultural perspective, rather than relying solely on a static textbook environment.
- Focus on applying the management principles for significant, long-lasting improvements, instead of just dealing with day-to-day operational efficiency.
- Seek the optimal solutions for systematic problems, rather than simple reactive adjustments to individual components.
- Be able to define sustainable business models and lead in changing local, national and international business environments.

- Be able to form an integrated problem statement from various, often uncertain, ambiguous data; to forecast the future trends; and to recommend decisions.
- Be a contributing member of the engineering management community by examining, questioning and providing alternatives to today's management, business and engineering challenges and issues.
- Have communication, team-building, leadership and entrepreneurship skills.
- Be able to integrate feasibility requirements with current conditions for using engineering management resources and applying technologies as well as the relative laws.
- Be able to build a system with conformity and compliance and manage risks.
- Create and develop a life-long commitment to learning and through the required design project form the skills necessary research a new topic and apply new skills. In the fast paced changing business environment this learning skill may be the most valuable to the graduate.

Admission Requirements

See the Admissions Requirements for Graduate Degrees at the beginning of this chapter.

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.

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.

Program Requirements

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 coursework 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.

1. Complete the following area requirements:

Management Area (6 credits)

ESM A601	Engineers in Organizations	3
PM A601	Project Management Fundamentals (PM fee)	3

And choose two courses from the following (6 credits):

ESM A608	Legal Environment for Engineering Management (3)
ESM A613	Management of Technical People (3)
ESM/BA A617	Technology Management (3)
ESM A623	Total Quality Management (3)

Fiscal Area (6 credits minimum):

ACCT 601	Accounting Foundations for Executives (3)
ESM A605	Engineering Economy (3)
ESM A610	Cost Estimating (3)

Quantitative Area (6 credits minimum):

ESM A619	Computer Simulation of Systems (3)
ESM A620	Statistics for ESM (3)
ESM A621	Operations Research (3)

Elective Curriculum

Any ESM/ PM/Engineering/Science/Business Administration or other graduate courses approved by the student's ESM advisor.

ESM A698 Individual Research (1-6)

- To register for ESM A684 or ESM A699 students must have a 3.00 GPA or better in courses listed on their Graduate Studies Plan:

Nonthesis Option (3 credits)

Complete ESM A684 ESM Project

Thesis Option (6-9 credits)

Complete 6-9 credits of ESM A699 ESM Thesis.

Both nonthesis option (project) and thesis option require a defense.

- A minimum of 30 credits is required for the degree without a previous master's degree.

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PROJECT MANAGEMENT

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The Master of Science degree in Project Management (MSPM) is designed to provide a rigorous background in contemporary theory and practice in project management, strengthened through the extensive application of tools, concepts and critical thinking in a case study environment. The MSPM provides students with perspectives and skills to prepare them for increasingly significant and complex project leadership roles within a broad range of public and private sector organizations: engineering, construction, oil and gas, natural resources, health care, information technology, communications, utilities, education, financial services, government, military, transportation, and others.

The MSPM degree program is accredited by the Project Management Institute (PMI) Global Accreditation Center (GAC). The structure and content of the curriculum is designed to enable students to learn, apply, and demonstrate mastery of project management theory and practice in the context of hands-on project case studies managed and integrated progressively over the end-to-end project lifecycle as well as electives that provide opportunities for advanced study and application of project management in targeted industry sectors. Additionally, students will develop and strengthen leadership, communication, teamwork, and professional responsibility traits necessary to lead and manage successful projects in a complex, global environment. The MSPM degree requires a research or project oriented capstone.

The program serves full- and part-time students. Classes are generally held during the evening and selectively on weekends. The program provides a unique, real-time distance educational environment where students from across the state and around the world can join local students and faculty in the live classroom environment. This approach also accommodates students who may need to travel regularly for their employment.

Master of Science, Project Management

Program Student Learning Outcomes

Student learning outcomes are based on the professional best practices of the Project Management Institute (PMI) Global Accreditation Center

(GAC) standards and guidelines, and UAA paradigms. Students who successfully complete this program will:

- Demonstrate the capability to successfully manage projects across a broad range of scale, complexity, scope, environments and inherent risks.
- Demonstrate the ability to employ the full range of project management tools and techniques to best satisfy industry and agency stakeholder requirements.
- Conduct research that significantly contributes to and expands the diverse project management body of knowledge and produces a final project and product that demonstrates academic and project management success.
- Demonstrate the ability to plan and execute project management activities across a broad range of industry sectors and organizations, and to employ the appropriate project management tools and techniques across a wide spectrum of project types, technologies and requirements.
- Have the skills to determine the needs and balance the interests of project stakeholders in any organizational context and within cross-cultural business environments.
- Demonstrate effective project team leadership and team development throughout the project management life cycle.
- Effectively apply the principles of scope management, risk management, cost planning and control, quality planning and management, resource allocation and management, time management and project scheduling, and change management in the project environment.
- Demonstrate a facility for comprehensive and objective analysis, structured decision-making, process optimization, and problem solving in the project management environment.
- Understand and apply the principles of cost-benefit analysis, strategic alignment, project portfolio management and project performance analysis and metrics.
- Understand and apply project planning and execution optimization and control in the context of the triple constraint; project scope, schedule, and budget.
- Act with integrity and fairness in an ethical manner, understanding and demonstrating adherence to the principles of the Project Management Code of Ethics and Professional Conduct (www.pmi.org/en/About-Us/Ethics/~/_media/PDF/Ethics/ap_pmicodeofethics.ashx).
- Demonstrate effective project management communications and problem-solving techniques related to project team management, project status reporting, conflict management and project stakeholder management.

Professional Program Fee

A professional program fee is required of all students in the MSPM program in addition to course tuition fees, fees, course material fees, and student activity fees. The professional program fee is a sum equal to the current level of resident graduate level tuition. Therefore, this fee is applied to either resident or non-resident tuition equally and is charged upon enrollment in PM courses. The fee contributes directly to program support.

Admission Requirements

See the Admissions Requirements for Graduate Degrees at the beginning of this chapter.

Provisional/Conditional Admission

Provisional/conditional admission to the MSPM 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 master's degree student will have:

- Earned at least a bachelor's degree in engineering, science, or equivalent areas (or 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. A grade of 3.00 (B) or higher in an undergraduate or equivalent research methods course and a statistics course that covers descriptive and inferential statistics. ESM A620 may be taken in lieu of the statistics requirement.
3. Completed a minimum of two years of appropriate project management experience in a science or engineering related field as shown by the applicant's resume.
4. Obtained three letters of recommendation from professors, former or current employers or supervisors who are familiar with the candidate's work experience.
5. Provided a statement of professional career objectives related to the study of project management.

Full Admission

Full admission to the MSPM program is offered to students who have:

1. Previously been admitted in Provisional/Conditional admission status.
2. Completed the first 9 credits of the core PM classes (PM A601, PM A602 and either PM A603 or PM A604) with a minimum 3.00 (B) in each.
3. Undergone departmental review in Phase Gate 1 and have been successfully judged to have made satisfactory progress, met performance standards and demonstrated aptitude in project management by the MSPM Admissions Committee.

Note: The department retains the right to remove any student from the program who fails to maintain sufficient academic performance and progress.

Additional Requirements

Enrolled students must have access to a personal computer and Internet connection speed the department finds acceptable. All students are expected to have basic computer and keyboarding skills prior to entry into the program, for example:

- Word processing (preferably Microsoft Word), presentation software (preferably Microsoft PowerPoint) and spreadsheet software (preferably Microsoft Excel)
- Sending and receiving e-mail with attachments
- Accessing and navigating the Internet/World Wide Web
- Understanding how to use basic software, computer, and peripheral hardware.

Remote (distance) students in the program are additionally responsible for:

- Any incremental, individual long distance or high speed Internet connection costs
- Any additional hardware (such as webcams, headsets, etc.) necessary to facilitate class participation
- Contacting the distance learning coordinator before classes start to set up and arrange for distance delivery.

Academic Progress

Students enrolled in the MSPM program must:

- Achieve at least a 3.00 (B) in each of the program's required courses.
- Must receive a 3.00 (B) or better in all core classes.
- Receive no more than one 2.00 (C) grade in any elective course.
- Earn all credits, including transfer credits, within a consecutive seven-year period prior to graduation. See University Requirements for Graduate Degrees in this chapter for additional information.
- As a prerequisite for PM A686A registration, students must have a cumulative 3.00 GPA or better in courses listed on their official Graduate Studies Plans.
- As a prerequisite for PM A686A registration, students must have a cumulative 3.00 GPA or better in courses listed on their official Graduate Studies Plans.

The faculty reserves the right, where warranted by evaluation of a student's progress and apparent knowledge, to require additional coursework or other preparation to ensure the degree candidate possesses adequate professional skills and capabilities. This includes the ability to reason and communicate effectively orally, in writing, and quantitatively.

Noncompliance with academic progress expectations will result in probation and possible dismissal from the program. See the Academic Good Standing policy in this chapter for more information.

Course Delivery

Students in the MSPM program can attend courses in the classroom and/or by state-of-the-art, real-time video capabilities. This format allows students from across the state and around the world to join local students and faculty in real time, in the classroom as an active course participant using readily available, off-the-shelf technology. This real-time capability also enables students who must travel during the semester to join the class via ad hoc connections from wherever they may be located (connection speed permitting). Additionally, all class sessions are recorded and posted to the UAA Learning Management System after the class session is completed so that students can review the material in the event that a class session is missed. This approach provides flexibility for students to begin and complete the program from wherever their work assignments or personal situations may take them.

Graduation Requirements

Complete University Requirements for Graduate Degrees at the beginning of this chapter as well as the program requirements below.

Program Requirements

1. Complete the following requirements

a. Core requirements (21 credits)

- 1) PM Overview (6 credits)

PM A601	Project Management Fundamentals	3
PM A602	Application of Project Management Processes	3
- 2) PM Process Series (9 credits)

PM A603	Project Initiation and Planning	3
PM A604	Project Executing, Monitoring and Control	3
PM A605	Operational Integration and Project Closure	3
- 3) Capstone Project Demonstration of PM Mastery (6 credits)

PM A686A	Capstone Project: Initiation and Planning	3
PM A686B	Capstone Project: Executing, Controlling, and Closing	3

b. Electives (12 credits)

- 1) Complete an additional 12 credits of PM courses as electives
- 2) A student may petition for a single elective 3 credit graduate level course from outside the program.

c. Departmental Review/Phase Gates

- 1) Phase Gate 1 (after completion of the first three core classes: PM A601, PM A602 and either PM A603 or PM A604) Students will be admitted provisionally/conditionally to the program until this phase gate has been successfully completed. Phase Gates are established in order to evaluate a student's progress, performance, and their demonstrated potential to be a successful project manager.
- 2) Phase Gate 2 (after completion of PM A686A) Students must receive departmental and advisory committee approval prior to enrollment in PM A686B

after the successful completion of an approved project management plan completed in PM A686A.

2. A total of 33 credits are required for degree completion.
3. An approved Graduate Studies Plan will be created, approved, and fulfilled for each student to define their individual program of study (per the requirements set forth in this chapter).
4. Local classroom and/or real time distance participation is required.

Capstone Project

Three credits of PM A686A and 3 credits of PM A686B, taken over two semesters, are required for the degree.

All capstone project work must meet the following requirements:

- The work must contribute to the body of knowledge in the student's graduate field of study.
- A literature search is required to demonstrate how the work is associated with the current state of the art in the student's graduate field of study.
- The final capstone project report, as judged by the student's graduate committee, must be of sufficient quality to justify publication in either a peer-reviewed technical conference proceeding or a peer-reviewed journal. Publication of a manuscript in a journal or conference paper is not a requirement for graduation, but submissions are encouraged.
- The work must demonstrate command of knowledge and skills associated with the student's graduate program of study.
- The project must have sufficient scope to clearly demonstrate the student's advanced expertise in and mastery of project management.
- The work must require a level of effort consistent with 6 graduate level credit hours.
- The student must satisfactorily present their capstone project and be evaluated by a panel of faculty and project management practitioners.

Questions:

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