CERTIFICATES

How to Earn a Certificate

Certificate programs are for students preparing for entry-level employment or upgrading in a specific occupation.

To earn a UAF certificate, three sets of requirements must be satisfied: general university requirements; certificate requirements; and program (major) requirements. These requirements are all described in this section of the catalog. Requirements for each program major are found in the Certificate Programs (p. 4) section.

If a degree program is delivered collaboratively within the UA system (e.g., information technology specialist, early childhood education, human services, rural human services), then the credits earned from each UA institution will be counted toward fulfillment of the degree requirements and fulfillment of the minimum institutional residency requirements. Institutional residency requirements are the minimum number of credits that must be earned from the campus where the degree is earned.

CATALOG YEAR AND TIME LIMITS

UAF defines catalog year as beginning in the fall and ending at the conclusion of the summer semester. For example, the 2023-2024 catalog year includes fall 2023, spring 2024 and summer 2024.

The certificate must be completed within five years from the term admitted. A student may change their catalog year if they were an enrolled student in a degree-seeking program during the academic year selected. If a student is not enrolled for a semester or more, or if enrolled through the non-degree student registration process, a student isn't considered enrolled as a degree student during that time.

MAJORS

A certificate major is declared when upon admittance.

Students enrolled in a certificate program who want to declare a bachelor's degree major must apply for admission to a degree program following the standard admission process for bachelor's degree programs. For more information on admission requirements visit How to Earn a Bachelor's Degree (https://catalog.uaf.edu/bachelors/).

- **Changing a Major**
  Undergraduate students may change majors by completing a change of major form available from the Office of the Registrar forms page (https://www.uaf.edu/reg/forms/). A change of major becomes effective the semester it is submitted. Students who wish to change majors from one level to another level (e.g., from a certificate to a bachelor's degree) must apply for admission to the degree program following the standard admission process.

CONCENTRATIONS

An area of emphasis, including the major core courses within a student's certificate program, is termed a concentration. Some programs at UAF require a concentration, others do not. A student may only earn one certificate or degree in a specific discipline once. Using different concentrations within a certificate or degree program to count as different degrees is not allowed.

SECOND CERTIFICATE

To receive an additional certificate, the requirements for each certificate must be completed. It is not required to complete any additional credits beyond the requirements for each certificate.

EXCEPTIONS TO CERTIFICATE REQUIREMENTS

Occasionally an undergraduate student may request an exception to an academic requirement, policy or regulation. Requests for an academic exception must be approved by petition. If a student submits a petition on the basis of a disability, the coordinator of Disability Services will be consulted. Undergraduate petition forms are available on the Office of the Registrar's forms page (https://www.uaf.edu/reg/forms/). Forms must be returned to the Office of the Registrar with the required approval signatures. The Office of the Registrar will note the completed petition in DegreeWorks once the appropriate person or committee has made a decision. Academic petitions fall into three categories, and each involves different processes:

- **General Education Requirement Petitions**
  If a petition deals with baccalaureate general education requirements or the Associate of Arts or Science library science requirement, the advisor and the head of the department of the academic area involved must grant approval. Submit the signed petition to the Office of the Registrar. It will then be forwarded to the chair of the Faculty Senate General Education Requirement Committee for consideration.
- **Major or Minor Degree Requirement Petitions**
  If the goal is to waive or substitute courses within a major or a minor's requirements, approval signatures from the advisor and the department or program head of the major or minor area. Submit the signed petition to the Office of the Registrar.
- **Petitions for Other Requirements**
  If the petition deals with general university and/or specific requirements for the certificate, degree or other academic policies, approval is needed from the advisor and the dean or director of the college or school in which the major is located. Submit the signed petition to the Office of the Registrar. It will then be forwarded to the provost for consideration.

RESIDENCE CREDIT

Residence credit is course credit earned through any unit of UAF. Formal classroom instruction, correspondence study, distance-delivered courses, individual study or research at UAF are all considered residence credit.

Transfer credit, advanced placement credit, credit for prior learning, military service credit and credit granted through nationally prepared examinations are not considered residence credit. None of these types of credit can be applied to UAF residency requirements.

UAF residence credit takes precedence over any nonresident credit. For example, if a student has AP credit for a course, but takes the same courses at UAF, the AP credit will be excluded and the UAF course will be applied to the degree requirements.

RESIDENCY REQUIREMENT

Most universities have residency requirements that call for a certain number of credits toward a certificate or degree to be earned at the degree-granting school. At UAF, the residency requirement for certificates is 15 resident credits.

ALASKA NATIVE-THEMED REQUIREMENTS

The Alaska Native-themed requirement is a degree requirement for all baccalaureate, associate of arts and associate of science degrees. The requirement may be met by taking a designated Alaska Native-themed course anywhere in the student's course of study, including general education requirements, major requirements, minor requirements and electives.

GRADUATION

- **Responsibility**
  It is the student's responsibility to meet all requirements for graduation. Students are encouraged to work with their advisor and use DegreeWorks throughout their college career to ensure they are on track to graduate.
- **Application for Graduation**
  A formal application and non-refundable fee for graduation are required to be filed with the Office of the Registrar. Application prior to the semester planned for graduation is encouraged. If the application is filed by the published deadline the graduation application fee is $50. Late application for graduation is available by the published late graduation deadline for the semester. The fee for a late application is $80. Applications for graduation filed after the late deadline are processed for graduation the following semester. Students who apply for graduation and who do not complete degree requirements by the end of the semester must reapply for graduation and repay the fee.
- **Diplomas and Commencement**
  UAF issues diplomas to graduates three times a year: in September following summer sessions, in February at the end of the fall semester and in June at the end of the spring semester. Students who complete degree requirements for UA Board of Regents-approved academic programs during the academic year are invited to participate in the annual commencement ceremony at the end of the spring semester.
  Names of students receiving degrees/certificates appear in the commencement program and are released to the media unless a written request to withhold is submitted to the Office of the Registrar. Graduates are responsible for ordering caps and gowns through the UAF bookstore in early spring.

General University Requirements for Certificates

At least 30 semester credits for a certificate, including transfer credits, must be earned at the 100-level or above. At least 15 semester credits applicable to any certificate must be earned at UAF. A minimum cumulative GPA of 2.0 is required in all work as well as in the major field. A C- grade or higher must be earned in all courses required for a degree unless otherwise specified by the program major (major, minor, general education requirements and degree requirements). Some majors require higher GPAs for major coursework.

Unless otherwise specified by the appropriate academic unit, a course may be taken more than once toward completing a degree, certificate or major requirements. However, credit hours for such courses count only once toward the total credits required for the degree or certificate.

Requirement	Certificate
Minimum number of credits required	30 credits
Credits that must be earned at UAF (residence credit)	15 credits
Grade point average required	2.0 cumulative and in major
Minimum grades required for major	No grade lower than C- in courses required for major. Some departments have higher requirements
Catalog year that can be used to meet requirements	May use any catalog in effect when enrolled as a degree-seeking student, regardless of major; five-year limit on catalog year

Certificate Requirements

Certificate programs vary in length; however, a student can usually complete them in one year. Certificates are awarded in specific occupational fields with an emphasis on entering the job market. These certificates can serve as the basis for additional education and are the first step toward an Associate of Applied Science degree. For specific major requirements, refer to the Certificate Programs (p. 4) section.

If a student's degree program is delivered collaboratively within the UA system, credits earned from each UA institution will be counted toward the fulfillment of the degree requirements and fulfillment of the minimum institutional residency requirements.

A student may enroll in any course for which they are eligible. To earn a certificate, a student must formally be admitted to a certificate program and must earn at least 30 credits, including transfer credit. Fifteen semester hours must be residence credits.

A student must have a cumulative GPA of at least 2.0 in the major and overall. A minimum C- grade or higher is required in all courses required for the degree (major, minor, general education requirements and degree requirements) unless otherwise specified by the major. Some majors require higher GPAs for major coursework.

Programs of study for which certificates are granted must contain a recognizable body of instruction in the program-related areas of communication, computation and human relations. Where indicated the communication, computation and human relations requirements may be embedded within the program curriculum or taught in blocks of specialized instruction. Each approach, however, will have clearly identified content that is pertinent to the general program of study.

Note: Students planning to go on to an associate's or bachelor's degree need to work closely with their advisors and are encouraged to select courses meeting general education requirements and courses designated within majors and minors. Courses with an X designator count toward the baccalaureate general education requirements.

CERTIFICATE REQUIREMENTS

Code	Title	Credits
Communication		**2-3**
Complete one of the following:		
ABUS F170	Business English	
ABUS F271	Business Communications	
COM F121X	Introduction to Interpersonal Communication	
COM F131X	Fundamentals of Oral Communication: Group Context	
COM F141X	Fundamentals of Oral Communication: Public Context	
DEVS F104	University Communications	
DEVS F105	Academic Reading for College	
WRTG F111X	Writing Across Contexts	
WRTG F211X	Writing and the Humanities	
WRTG F212X	Writing and the Professions	
WRTG F213X	Writing and the Sciences	
WRTG F214X	Arguing Across Contexts	
Other program-approved discipline-based communication course or discipline-based courses with embedded communication content.		
Computation		**2-3**
Complete one of the following:		
Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).		
ABUS F155	Business Math	
ECE F117	Practical Math Skills	
HLTH F116	Mathematics in Health Care	
HUMS F117	Practical Math Skills	
MATH F105	Intermediate Algebra	
TTCH F131	Mathematics for the Trades	
Other program-approved discipline-based computation course or discipline-based courses with embedded computation content.		
Human Relations		**2-3**
Complete one of the following:		
ABUS F154	Human Relations	
ANL F287	Teaching Methods for Alaska Native Languages	
ANTH F100X	Individual, Society and Culture	
ECE F104X	Child Development I: Prenatal, Infants and Toddlers	
ECE F107X	Child Development II: The Preschool and Primary Years	
ED/PSY F245	Child Development	
HLTH F106	Human Behavior in Health Care	
HUMS F120	Cultural Diversity in Human Services	
RHS F110 and RHS F115	Cross-cultural Bridging Skills and Issues of Personal Development	
SOC F101X	Introduction to Sociology	
Other program-approved discipline-based human relations or discipline-based courses with embedded human relations content.		
Major Specialty		
At least 21 hours of major specialty courses		21
Electives to Total		**30**

Certificate Programs