

CERTIFICATE OR ASSOCIATE DEGREE INFORMATION

How To Earn a Certificate or Associates Degree

To earn a UAF degree, three sets of requirements must be satisfied: general university requirements; certificate or degree 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 and Associate Degree Programs (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/>) 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 institutyoion 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.

General University Requirements

At least 30 semester credits for a certificate and 60 semester credits for an associate degree, including transfer credits, must be earned at the 100-level or above. At least 15 semester credits applicable to any certificate or associate degree 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 fulfilling degree, certificate or major requirements. However, credit hours for such courses count only once toward total credits required for the degree or certificate.

	Certificate	Associate Degree
Minimum number of credits required	30 credits	60 credits
Credits that must be earned at UAF (residence credit)	15 credits	15 credits
Grade point average required	2.0 cumulative and in major	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	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	May use any catalog in effect when enrolled as a degree-seeking student, regardless of major; five-year limit on catalog year

Second degree requirements

Only one A.A. degree may be earned; 12 credits beyond first A.A.S. degree and all requirements for the second degree must be met

CATALOG YEAR

For information on catalog year, please visit the Catalog Year section on the Academic Standards page. (<http://catalog.uaf.edu/academics-regulations/academic-standards/#catalogyear>)

MAJORS

A major may be declared when upon admittance to UAF as a degree undergraduate student. If a major hasn't been chosen, the major of general studies will be applied. Nondegree students are not eligible to declare a major, be assigned class standing or receive financial aid.

Students enrolled in associate degree or certificate programs 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. (See admission requirements in How to Earn a Bachelor's Degree (<http://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 an associate degree 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 degree program, is termed a concentration. Some programs at UAF require a concentration, others do not. A student may only earn one degree in a specific discipline once. Using different concentrations within a 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.

SECOND ASSOCIATE DEGREE

To receive a second Associate of Applied Science degree, at least 12 credit hours beyond the first associate degree must be earned, as well as completion of all requirements for the major. As long the additional 12-hour requirement has been completed, a student may be awarded two degrees in one semester.

DEGREE REQUIREMENTS AND TIME LIMITS

Students may complete degree requirements in effect and published in the UAF catalog in any one of the previous five academic years in which enrolled as a degree student for a certificate or associate degree. A student is considered enrolled in a degree program when the appropriate degree student registration procedure has been completed. 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.

EXCEPTIONS TO DEGREE REQUIREMENTS

Occasionally an undergraduate student may request an exception to an academic requirement or regulation. Requests for an academic dispensation 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 at the Office of the Registrar or 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 Core/General Education Requirement Curriculum Review 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 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. On the other hand, transfer credit, advanced placement credit, credit for prior learning, military service credit and credit granted through nationally prepared examinations are not considered residence credit, nor are credit-by-examination credits earned through locally prepared tests. None of these types of credit can be applied to UAF residency requirements.

RESIDENCY REQUIREMENT

Most universities have residency requirements that call for a certain number of credits toward a degree to be earned at the degree-granting school. At UAF, the residency requirement for both certificates and associate degrees 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.

- **Graduation with Honors**

Graduation with honors is a tribute that recognizes academic achievement. Honors graduates have earned a cumulative GPA of 3.5 or higher in all college work. If a student's overall cumulative GPA is 3.5 or higher, a student graduates with the distinction of cum laude; 3.75 or higher, magna cum laude; 3.9 or higher and no grade lower than A-, summa cum laude. The student's cumulative GPA for graduation with honors is based on all college work attempted at UAF, including any repeated or omitted credits due to Fresh Start/academic bankruptcy.

For transfer students to be considered for graduation with honors, they must have:

- 3.5 cumulative GPA in all attempted UAF credits, and
- UAF residence credit of 24 semester hours for an associate degree.

Once those requirements are met, a cumulative GPA is calculated by combining all college work attempted at UAF, as well as all college work attempted at any other institutions the student attended, including repeated credits and any credits that may not have been accepted for transfer to UAF. The combined cumulative GPA must also be 3.5 or higher for a transfer student to graduate with honors.

Certificate and Associate Degree Requirements

Complete Summary of Certificate and Associate Degree Requirements (<http://catalog.uaf.edu/certificates-associate/summary-of-certificate-and-associate-degree-requirements/>)

Types of Certificates and Associate Degrees

- **Certificate Programs**

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

- **Associate of Science**

The A.S. degree represents the completion of a broad-based course of study with an emphasis on the sciences. This degree may serve as a stepping-stone to a science-related baccalaureate program. Only one A.S. degree may be earned.

- **Associate of Arts**

The A.A. is a program of study with an interdisciplinary approach useful for transferring to future degree programs or as a starting point for a career. An emphasis created in an A.A. program can fulfill general education requirements or become the basis for a minor in many bachelor's programs. The A.A. degree is offered at all UAF campuses as well as online. Students may earn only one A.A.

- **Associate of Applied Science**

The A.A.S. is for students preparing for entry-level employment or upgrading in a specific occupation. This degree is not intended for transfer into a four-year degree program. However, some courses within the A.A.S. degree may be accepted in a four-year bachelor's program. (Each course is considered on an individual basis.)

General Associate Degree Requirements

At least 60 semester hours, including transfer credits, must be completed to earn a UAF associate degree.

At least 15 credits applicable to any associate degree must be UAF resident credits.

See a list of all Certificate and Associate Degree programs here. (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/>)

Certificate and Associate Degree Programs

CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS

- Accounting Technician (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/accounting-technician/>)
- Accounting, Applied (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/accounting-applied/>)
- Apprenticeship Technologies (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/apprenticeship-technologies/>)
- Associate of Arts (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/associate-of-arts/>)
- Associate of Science (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/associate-of-science/>)
- Automotive Technology (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/automotive-technology/>)
- Aviation Maintenance (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/aviation-maintenance/>)
- Business Management, Applied (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/business-management-applied/>)
- Business, Applied (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/business-applied/>)
- Community Health (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/community-health/>)
- Construction Management (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/construction-management/>)
- Culinary Arts and Hospitality (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/culinary-arts-hospitality/>)
- Diesel/Heavy Equipment (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/diesel-heavy-equipment/>)
- Drafting Technology (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/drafting-technology/>)
- Early Childhood Education (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/early-childhood-education/>)
- Fire Science (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/fire-science/>)
- Health, Allied (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/health-allied/>)
- High Latitude Range Management (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/high-latitude-range-management/>)
- Human Services (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/human-services/>)
- Information Technology Specialist (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/information-technology-specialist/>)
- Instrumentation Technology (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/instrumentation-technology/>)
- Interdisciplinary Studies (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/interdisciplinary-studies/>)
- Local Knowledge Educator (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/local-knowledge-educator/>)
- Native Language Education (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/native-language-education/>)
- Paralegal Studies (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/paralegal-studies/>)
- Paramedicine (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/paramedicine/>)
- Piloting, Professional (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/piloting-professional/>)
- Process Technology (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/process-technology/>)
- Rural Human Services (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/rural-human-services/>)
- Tribal Governance (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/tribal-governance/>)
- Yup'ik Language Proficiency (<http://catalog.uaf.edu/certificates-associate/certificate-associate-programs/yupik-language-proficiency/>)