TYPES OF MASTER'S DEGREES

General University Requirements

General University Requirements for Master's Degrees

• Catalog and Time Limit
  Graduate students may elect to graduate under the degree requirements in effect and published in the UAF catalog in any one of the previous seven years in which they are enrolled as a master's degree student, or in the previous 10 years if they are a doctoral student. To be considered enrolled in their master's or doctoral degree program, they must meet the registration requirements per academic year. If a student is enrolled through the nondegree student registration process, they are not considered enrolled as a degree student during that time.
  All nonacademic policies and regulations listed in the current catalog apply, regardless of the catalog used for degree requirements. Students must satisfactorily complete all coursework listed on their Advancement to Candidacy form and all other degree requirements within seven years for a master's degree.

• Grades and Grade Point Average
  Graduate students must have a cumulative GPA of 3.0 in the courses identified on their Advancement to Candidacy form to both remain in good standing and graduate. In addition, for the purpose of satisfying degree requirements, students must earn a B (3.0) or better (no P grades) in each F400-level course and a C grade (2.0) or better in each F600-level course. A B- is less than a 3.0 and, if obtained in an F400-level course, will not count for meeting degree requirements; likewise, a C- is less than a 2.0 and, if obtained in an F600-level course, will not count for meeting degree requirements.

• Registration Requirement
  Graduate students must be registered for at least 6 credits per year (fall, spring, summer), at the graduate or F400 level in courses relevant to the graduate degree, while actively working toward a degree. Those who wish to temporarily suspend their studies should formally request a leave of absence.
  Additionally, graduate students must be registered in both the semester that they defend their thesis dissertation and the semester in which they receive their degree as per the requirements under Graduation (https://catalog.uaf.edu/graduate/).

• Temporary Leave of Absence
  If a student needs to temporarily suspend studies while earning a graduate degree, they must obtain an approved leave of absence.
  If the student fails to register for at least 6 graduate or F400-level credits in a school year (fall, spring, or summer semester) or to obtain a leave of absence, they will be dropped from graduate study and will have to be reinstated before resuming graduate studies. Contact the Graduate School for information at 907-474-7464.

• Transfer Credit
  Up to one-half of all graduate degree credits approved for a graduate program may be transferred from UAA and UAS. No more than one-third of approved program credits may be transferred from other accredited institutions outside the UA system. Transferred credits may not be used from previously earned undergraduate degrees. A minimum B grade (3.0) is required in all graduate courses presented for transfer. A P grade (pass) is not acceptable for transfer credit.

• Credits Earned While Nondegree Seeking
  A student who earned postbaccalaureate degree credits while studying as a nondegree student at UAF may, with approval of the graduate advisory committee, apply those credits toward a graduate degree. However, no more than one-half of all credits used to meet the requirements of a graduate degree may be credits earned as a nondegree student.

• Course Restrictions
  Credit by examination, audited courses, F100-, F200-, F300- and F500-level courses, and courses that are taken under the credit/no credit option cannot be used to fulfill the basic course requirements of any degree program. No more than 12 credits of special topics courses (F693 or F695) or individual study (F697) may be used toward a graduate degree. The director of the Graduate School must approve requests for exceptions to the limit.

• Deficiencies
  The graduate advisory committee may require that students remedy any deficiencies. The committee will determine early in the program both how to remedy the deficiencies and the minimum level of performance required of the student. Graded undergraduate courses taken to remedy a deficiency must receive a grade of B (3.0) or better. Deficiency courses cannot be listed on the Advancement to Candidacy form.

• English Proficiency
  Graduate students must be proficient in written and oral English.
  The graduate advisory committee will determine the requirements to address any deficiencies in communication. These requirements may not be used to fulfill departmental language/research tool requirements.

CHANGING PROGRAMS

Graduate students may change their program. To change to a program in a different department, school or college (e.g., from an M.S. in civil engineering to an M.S. in biology), the student must submit a new application for admission so faculty in the new degree program can fully review the student's credentials. To change the area of emphasis, add a degree or change the degree within the same department (e.g., from an M.A. in anthropology to a or add a Ph.D. in anthropology, or from a Ph.D. in biochemistry and molecular biology to a Ph.D. in environmental chemistry), the student may change or add programs by completing a change of major form. The form is available from the Graduate School's website. Regardless of when the form is submitted, a change of program doesn’t become effective until the beginning of the upcoming fall or spring semester. For more information, contact the Graduate School at 907-474-7464.

GRADUATION

• Responsibility
  The student is responsible for meeting all requirements for graduation. The Advancement to Candidacy must be received by the Graduate School the semester before they intend to graduate.
  • Master's with thesis or project
    • The student must be registered for a minimum of 3 graduate-level credits within their discipline the semester that they successfully defend their dissertation and plan to graduate.
    • If the student has already successfully defended but missed the previous semester’s graduation deadline, then they must be registered for a minimum of 1 graduate-level credit within their discipline the semester that they plan to graduate.
For additional information on the steps or paperwork required to graduate for all master’s programs, please visit the Ready to Graduate webpage (https://www.uaf.edu/gradschool/students/ready_to_graduate/).

- **Application for Graduation**
  The student must file an application for graduation and a nonrefundable fee with the Office of the Registrar. The Graduate School encourages the student to work with their advisor/committee chair before applying for graduation to meet any departmental deadlines. Applications for graduation filed after the published deadline will be processed for graduation the following semester. The student does not need to have all requirements met before they apply for graduation. The application is an indication that they are planning to finish all degree requirements during the intended graduation semester. Students who apply for graduation and who do not complete degree requirements by the end of the semester must reapply for graduation and pay the fee again.

- **Diplomas and Commencement**
  UAF issues diplomas to graduates three times each year: in September, January and June. All students who complete degree requirements 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 appear in the commencement program and are released to the media unless the student has a confidential hold on file with the Office of the Registrar. Students who do not want their names to be released may so indicate on the application for graduation form. Graduates are responsible for ordering caps and gowns through the UAF bookstore in early spring.

### Types of Master’s Degrees

#### Types of Master's Degrees

Additional information is available at uaf-gradschool@alaska.edu or 907-474-7464.

**MASTER OF ARTS — COURSEWORK FOCUS**

1. Complete at least 30 credits of coursework. At least 24 credits must be at the F600 level.
2. Pass a written or oral comprehensive examination, which may be integrated with the capstone course.
3. Successful completion of a capstone course that includes a demonstration of the ability to synthesize information in the field at a level appropriate for a master’s degree.

**MASTER OF ARTS — WITH PROJECT**

1. Successfully complete at least 30 credits of course work, including at least 6 credits of project work (F698) unless the degree requirements of a particular program specify that a 3-credit project is permitted. No more than 6 research (F698) credits may be counted toward the minimum degree credits. At least 21 credits, including those earned for thesis and research/project, must be at the F600 level.
2. Pass a written and/or oral comprehensive examination (may be combined with the project defense).
3. Present and defend the project.

4. Submit a completed and signed project defense form to the Graduate School.
5. Archive the project in the UAF Rasmuson Library.

**MASTER OF ARTS — WITH THESIS**

1. Successfully complete at least 30 credits of course work, including at least 6 credits of thesis (F699). No more than 12 thesis/research (F699/F698) credits may be counted toward the minimum degree credits. At least 21 credits, including those earned for thesis and research/project, must be at the F600 level.
2. Pass a written and/or oral comprehensive examination (may be combined with the thesis defense).
3. Present and defend the thesis.
4. Submit a completed and signed thesis defense form to the Graduate School.
5. Archive the thesis in the UAF Rasmuson Library.

**MASTER OF BUSINESS ADMINISTRATION**

1. Complete at least 30 credits of coursework. At least 24 credits must be at the F600 level (6 credits at the F400 level).
2. Successful completion of a capstone course that includes a demonstration of the ability to synthesize information in the field at a level appropriate for a master’s degree.

**MASTER OF EDUCATION**

A general description is available in education (http://catalog.uaf.edu/graduate/graduate-degree-programs/education/).

**MASTER OF FINE ARTS**

A general description is available in creative writing (see English) and art (http://catalog.uaf.edu/graduate/graduate-degree-programs/art/).

**MASTER OF MARINE POLICY**

A general description is available in marine policy (http://catalog.uaf.edu/graduate/graduate-degree-programs/marine-policy/).

**MASTER OF MARINE STUDIES**

A general description is available in marine studies (http://catalog.uaf.edu/graduate/graduate-degree-programs/marine-studies/).

**MASTER OF MUSIC**

1. Minimum credits required — 36 credits
2. Successfully complete the performance of a graduate music recital.
3. Successfully complete an oral defense of an approved research project paper.

**MASTER OF NATURAL RESOURCES AND ENVIRONMENT**

A general description is available in natural resources and environment (http://catalog.uaf.edu/graduate/graduate-degree-programs/natural-resources-management/).

**MASTER OF SCIENCE — COURSEWORK FOCUS**

1. Complete at least 30 credits of coursework. At least 24 credits must be at the F600 level.
2. Pass a written or oral comprehensive examination, which may be integrated with the capstone course.
3. Successful completion of a capstone course that includes a demonstration of the ability to synthesize information in the field at a level appropriate for a master’s degree.

MASTER OF SCIENCE — WITH PROJECT
1. Successfully complete at least 30 credits of course work, including at least 6 credits of project work (F698) unless the degree requirements of a particular program specify that a 3-credit project is permitted. No more than 6 research (F698) credits may be counted toward the minimum degree credits. At least 21 credits, including those earned for thesis and research/project, must be at the F600 level.
2. Pass a written and/or oral comprehensive examination (may be combined with the project defense).
3. Present and defend the project.
4. Submit a completed and signed project defense form to the Graduate School.
5. Archive the project in the UAF Rasmuson Library.

MASTER OF SCIENCE — WITH THESIS
1. Successfully complete at least 30 credits of course work, including at least 6 credits of thesis (F699). No more than 12 thesis/research (F699/F698) credits may be counted toward the minimum degree credits. At least 21 credits, including those earned for thesis and research/project, must be at the F600 level.
2. Pass a written and/or oral comprehensive examination (may be combined with the thesis defense).
3. Present and defend the thesis.
4. Submit a completed and signed thesis defense form to the Graduate School.
5. Archive the thesis in the UAF Rasmuson Library.

MASTER OF SECURITY AND DISASTER MANAGEMENT
1. Complete at least 30 credits of coursework. At least 24 credits must be at the F600 level (6 credits at the F400 level).
2. Successful completion of a capstone course that includes a demonstration of the ability to synthesize information in the field at a level appropriate for a master’s degree.

ONE HEALTH MASTER
1. Complete at least 30 credits of coursework. At least 24 credits must be at the F600 level or higher (6 credits at the F400 level).
2. Successful completion of a capstone course that includes a demonstration of the ability to synthesize information in the field at a level appropriate for a master’s degree.