

OCCUPATIONAL ENDORSEMENTS

How to Earn an Occupational Endorsement

Occupational endorsement programs are designed to give students occupational training in a specific field. These programs are 9-29 credit hours. Credits completed for the occupational endorsement may be applied to other undergraduate degree programs where applicable.

Students must submit the OE completion form before the end of the term that requirements are being finished. For spring completion May 1, summer completion Aug. 1 and fall completion on Dec. 1. Forms submitted after the last day of the semester are applied to the following term. The endorsement will be posted to the official transcript upon successfully completing all the requirements. The department issues a certificate of completion for their Occupational Endorsement.

How to Earn an Occupational Endorsement

To earn an occupational endorsement submit a free application for admission. More details about the application process are available on the Admission to OEC page.

There are three sets of requirements to complete the endorsement:

- general university requirements, (p. 1)
- occupational endorsement requirements (p. 1) and
- program (major) requirements (p. 2).

These requirements are all described in this section of the catalog. Requirements for each program major are found in the Occupational Endorsement Programs section.

General University Requirements for Occupational Endorsements

Occupational endorsements require at least 9 semester credits at the 100 level or above. A minimum of a 2.0 cumulative GPA is required in all work in the occupational endorsement. In addition, students must earn a minimum C- grade in courses required for the occupational endorsement. Some programs may require higher GPAs for major coursework.

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

Students seeking an occupational endorsement do not apply for graduation. Certifying students have met all major requirements is the responsibility of the department faculty, who will notify the Office of the Registrar.

If a student wants to use correspondence study credits from a school other than UAF to satisfy degree requirements, they must have the approval of those courses by the dean of the school or college from which they will graduate; otherwise, they take the risk the courses will not be accepted.

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.

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 occupational endorsements is 30 percent of the program.

Occupational Endorsement Requirements

In order to earn an occupational endorsement, students must be admitted to the program and complete the requirements listed in the program section of this chapter. A minimum of 9 credits is required to earn an occupational endorsement. At least 30 percent of the program must be completed in residence at UAF. Additional residency credit requirements may be established to meet discipline or accreditation standards.

You must have a cumulative GPA of at least 2.0 in all coursework. Some occupational endorsement programs require higher GPAs.

Students may elect to complete their program under the requirements of the catalog in effect at the time of formal acceptance to an occupational endorsement program or the catalog in effect at the time of completion. Courses for occupational endorsement must be completed within five years of formal acceptance into the program. Admission will expire if requirements are not completed in five years. The student must reapply for admission and meet the admission and program requirements in effect at the time of formal acceptance. Program requirements may require completion in less than five years.

Students may earn more than one occupational endorsement by completing all requirements for each additional program. Additional occupational endorsements must differ by 3 or more credits.

Occupational Endorsement Programs