

Post-Baccalaureate Certificate Policies

Additional Certificates

Students who have received a post-baccalaureate certificate from an institutionally accredited college or university may earn another post-baccalaureate certificate by completing at least 16 resident credits after the awarding of the previous certificate. The student must meet all General University Requirements for Post-Baccalaureate Certificates (<http://catalog.uaa.alaska.edu/undergraduateprograms/postbaccalaureaterequirements/>), and college and program requirements. Fulfilling all university, college and program requirements may require more than the minimum 16 additional resident credits. If the 16 additional credits and other requirements have been earned for each additional post-baccalaureate certificate, two or more post-baccalaureate certificates may be awarded simultaneously.

Catalog Year for Post-Baccalaureate Certificate Programs

Each student's term of admission/catalog year is established when the student is formally admitted into the post-baccalaureate certificate. A student's term of admission/catalog year is adjusted if the student formally postpones admission or reappplies after formal admission expires. Students may elect to graduate under the requirements of any catalog in effect during the seven years after formal acceptance to the program. If the requirements for a certificate are not met within seven years of formal acceptance into the program, admission expires and the student must reapply for admission. All credits counted toward the certificate, including transfer credit, must be earned within the consecutive seven-year period prior to graduation.

Change of Certificate

Students who wish to change certificate programs must formally apply for admission to the new certificate program through the Office of Admissions and pay the appropriate fee. This applies both to changes between colleges and to different certificates within the same college. Students will be expected to meet all admission and program requirements of the new major or emphasis area.

Concurrent Certificates

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

Formal Acceptance to Post-Baccalaureate Certificate Programs

Once all required admission documents have been received by the Office of Admissions, the student's admission packet is forwarded to the dean or designee of the specific program. The acceptance decision is made by the dean or designee, who informs the Office of Admissions of the decision. The Office of Admissions sends the official Certificate of Admission directly to the applicant. Acceptance to a certificate

program does not guarantee later admission to other certificate or degree programs.

Full-Time/Part-Time Status for Post-Baccalaureate Certificate-Seeking Students

A student who has been admitted to a UAA post-baccalaureate certificate program and is enrolled at UAA for 12 or more credits is classified as full-time. Courses count toward full-time status only if they are applicable to the certificate program. A post-baccalaureate certificate student enrolled at UAA for fewer than 12 credits is classified as part-time.

Audited courses, continuing education units (CEUs) and continuous registration are not included in the computation of the student's full-time or part-time status.

Good Standing for Post-Baccalaureate Certificate-Seeking Students

Post-baccalaureate certificate-seeking students who maintain a 2.0 (C) cumulative GPA in courses on their official certificate studies plan are considered in good standing.

Non-Degree-Seeking Students

Non-degree-seeking students who wish to register for courses may be required to obtain the signature of the department chair or faculty member. Registration as a non-degree-seeking student implies no commitment by the university to the student's later admission to a post-baccalaureate certificate program. Up to one-third of the credits of post-baccalaureate certificate coursework may be completed in the student's 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. (See Admissions (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/admissions/>) for further information.)

Post-Baccalaureate Certificate Advisor

The dean or designee of the appropriate college offering the post-baccalaureate certificate program appoints an advisor for each student accepted to the program.

Responsibilities of the Post-Baccalaureate Certificate Advisor/Committee

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

1. Review the student's certificate studies plan, ensuring that it includes the post-baccalaureate certificate university requirements, all courses required for the certificate and any special program requirements.
2. Identify deficiencies in the student's admission or academic background and assist student in developing remedies.
3. Approve the official certificate studies plan.
4. Monitor the student's progress and timely completion of all requirements.

5. Monitor the timely submission of the official certificate studies plan and other documents to the Office of the Registrar.
6. Review and approve any changes to the official certificate studies plan, directing timely submission of the revised plan to the Office of the Registrar.
7. Review and approve any required capstone experience or project according to procedures established by the individual program.
8. Administer and assess a comprehensive examination, if required.

Reinstatement to Post-Baccalaureate Certificate-Seeking Status

Students who have been removed from post-baccalaureate certificate-seeking status for failing to maintain good standing must reapply for a post-baccalaureate certificate program and pay the appropriate fee.

Removal From Post-Baccalaureate Certificate-Seeking Status

A student may be removed from certificate-seeking status if the requirements to remove provisional admission or if minimum academic standards are not met.

A student who fails to maintain good standing in courses applicable to their certificate program, for reasons specified in writing, is not making satisfactory progress toward completing the program requirements and may be removed from certificate-seeking status. Each college has procedures to deal with appeals arising from removal from certificate-seeking status.

Transfer Credits

Up to one-third of the credits required for a post-baccalaureate certificate may be transferred into UAA and applied to that certificate from an institutionally accredited institution if they were not previously used to obtain any other degree or certificate. Acceptance of transfer credits toward program requirements is at the discretion of the individual program.