



**Faculty Senate**  
UNIVERSITY of ALASKA ANCHORAGE

3211 Providence Drive  
Anchorage, Alaska 99508-4614  
T 907.786.1994  
www.uaa.alaska.edu/governance/facultysenate

To: Provost and Vice Chancellor Elisha Baker,  
University of Alaska Anchorage

Fr: Kimberly Swiantek,  
UAA Governance Office

Re: Occupational Endorsement Certificates

On March 7<sup>th</sup>, 2014 the Faculty Senate approved the following motion brought forward by the Undergraduate Academic Board (UAB):

**Motion:** The UAB endorses the Academic Policies regarding Occupational Endorsement Certificates (OEC).

Please see the attached document for more information.

If I may be of further assistance, please let me know.

**Provost**

Approved     Disapproved

Comments:

DocuSigned by:  
*Elisha "Bear" Baker*  
64565975E771405

April 16, 2014

Elisha Baker, Provost and Vice Chancellor

Date

**Chancellor**

Approved     Disapproved

Comments:

DocuSigned by:  
*Tom Case*  
598FB02B1426410...

April 16, 2014

Tom Case, Chancellor

November 15, 2013

To: Faculty Senate Executive Board

Cc: Bruce Schultz, Vice Chancellor for Student Affairs  
Elisha "Bear" Baker, Provost  
Eric Pedersen, Associate Vice Chancellor for Enrollment Services

From: Lora Volden, University Registrar  
Susan Kalina, Vice Provost for Undergraduate Academic Affairs

Re: Academic Policies regarding Occupational Endorsement Certificates (OEC)

### **Issue**

Since the initial creation of Occupational Endorsement Certificates in fall 2006 there have continued to be a number of questions regarding application of academic policies. Although these policies exist in the catalog, they currently apply only to traditional one and two year certificate and degree seeking students. Examples of policy questions that have arisen for OECs include:

- Should students admitted to OECs be subject to academic standing (warning, probation, Dean's List, etc.)?
- Should students be allowed to utilize transfer work to meet requirements of OECs?
- May students/departments use academic petitions to meet OEC requirements?

Additionally, a process for awarding an OEC was developed which differs significantly from the awarding of other certificates and degrees. This process has led to confusion on the program level as well as in the Office of the Registrar and Enrollment Services.

### **Considerations**

Although OEC students receive the same administrative services (admissions, degree audits and use of DegreeWorks, and financial aid), they do not currently pay the admission or graduation fees that other degree-seeking students pay.

### **Proposal**

To assure consistency for all students, students admitted to an OEC should be subject to the same academic policies as other certificate and degree seeking students. Policies regarding academic standing will be updated to include OECs and students will be able to utilize academic petitions to meet OEC requirements. However, since most OECs require a small number of credits, we recommend that transcripts from other institutions are only evaluated when classes from the institution are listed on an academic petition as meeting OEC requirements. This is similar to how we handle graduate degrees and is intended to prevent over awarding of departmental electives that become problematic with federal regulations to satisfactory academic progress and also provides a more efficient work flow.

Once a student has completed all requirements for an OEC, including any necessary academic petitions, the student will submit an application for graduation (similar to all certificate and degree seeking students). The OEC will then be awarded and indicated on the student transcript and the student and department notified via email of the outcome. In keeping with current practice, the student will not be required to pay the standard \$50 application for graduation fee and as such will not receive a UAA diploma or be invited to participate in the annual commencement ceremony. Departments who chose to create and award departmental completion certificates are encouraged to use the attached template after they have received confirmation from the Registrar's Office that the OEC has been awarded.