CATALOG 2000-2001

UNIVERSITY OF ALASKA
ANCHORAGE

3211 Providence Drive
Anchorage, Alaska 99508-8046

www.uaa.alaska.edu
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Anissa Hauser

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SO U R C E S  O F  I N F O R M A T I O N

U N I V E R S I T Y  O F  A L A S K A  A N C H O R A G E
3211 PO R V I D E N C E  D R I V E
A N C H O R A G E ,  A K  99508-8046
C A M P U S  D I R E C T O R Y :  (907) 786-1800

Academic Affairs (907) 786-1921 Academic Affairs Administration Building, Room 214
Enrollment Services (907) 786-1480 Enrollment Services Administration Building Lobby
Accounting Services (907) 786-1440 Accounting Services Administration Building Lobby
Facilities Scheduling (907) 786-1209 Facilities Scheduling Administration, Room 261
Administrative Services (907) 786-4620 Administrative Services Administration Building, Room 279
Finance (907) 786-1586 Financial Aid Administration Building Lobby
Admissions (907) 786-1480 Admissions Administration Building Lobby
Addison and Counseling Center (907) 786-4500 (V/TTY) Administration Building, Room 115
AHAINA Student Programs (907) 786-4070 AHAINA Student Programs Business Education Building, Room 106
Campus Center Information Desk (907) 786-1204 (V/TTY) Administration Building, Room 233
Campus Life (907) 786-1215 Campus Life Campus Center, Room 233
Career Services Center (907) 786-4513 Career Services Center Business Education Building, Room 122
Chancellor's Office (907) 786-1437 Chancellor's Office Administration Building, Room 216
Community Education and Training Programs (907) 786-6750 Community Education and Training Programs Diplomacy Building, Suite 501
Conference and Catering (907) 751-7241 Conference and Catering Commons
Consortium Library (907) 786-1871 Consortium Library College of Arts and Science Building
Disability Support Services (907) 786-4530 Disability Support Services Business Education Building, Room 105
(907) 786-4536 (V/TTY)
Educational Opportunity Center (907) 274-5522 Educational Opportunity Center 500 “L” Street, Suite 501
VETERANS AFFAIRS
(907) 786-1528
Veterans Affairs Administration Building, Room 154
### SCHOOLS AND COLLEGES

**College of Arts and Sciences**  
Web site: [www.uaa.alaska.edu/cas/](http://www.uaa.alaska.edu/cas/)  
College of Arts and Sciences Building, Room 335  
(907) 786-1707  
Web site: [www.uaa.alaska.edu/cas/cas.htm](http://www.uaa.alaska.edu/cas/cas.htm)

**Community and Technical College**  
Web site: [www.ctc.ctc.uaa.edu](http://www.ctc.ctc.uaa.edu)  
Allied Health Sciences Building, Room 170  
(907) 786-6400

**College of Business and Public Policy**  
Web site: [www.cbpp.uaa.alaska.edu](http://www.cbpp.uaa.alaska.edu)  
Business Education Building, Room 309  
(907) 786-4100

**College of Health, Education, and Social Welfare**  
Web site: [www.uaa.alaska.edu/camai/heshome.html](http://www.uaa.alaska.edu/camai/heshome.html)  
Classroom Building K, Room 216  
(907) 786-4406

**School of Engineering**  
Web site: [www. engr.uaa.alaska.edu](http://www. engr.uaa.alaska.edu)  
Engineering Building, Room 201  
(907) 786-1900

### EXTENDED COLLEGES AND SITES

**Chugiak/Eagle River Campus**  
Web site: [www.uaa.alaska.edu/eagle/](http://www.uaa.alaska.edu/eagle/)  
Dennis Clark, Director  
(907) 694-3313  
FAX (907) 694-1491  
10928 Eagle River Road, Suite 228  
Eagle River, Alaska 99577

**Kenai Peninsula College**  
Web site: [www.uaa.alaska.edu/kenai/](http://www.uaa.alaska.edu/kenai/)  
Ginger Steffy, Director  
(907) 262-0300  
FAX (907) 262-9280  
34820 College Drive, Soldotna, Alaska 99669

**Kenai Peninsula College**  
Kachemak Bay Branch  
Web site: [www.uaa.alaska.edu/kenai/](http://www.uaa.alaska.edu/kenai/)  
Carol Swartz, Director  
(907) 235-7743  
FAX (907) 235-6376  
533 E. Pioneer Avenue, Homer, Alaska 99603

**Kodiak College**  
Web site: [www.koc.alaska.edu](http://www.koc.alaska.edu)  
Dr. Douglas Hammer, Director  
(907) 486-4161  
FAX (907) 486-1257  
117 Benny Benson Drive, Kodiak, Alaska 99615

**Matanuska-Susitna (Mat-Su) College**  
Web site: [www.uaa.alaska.edu/matsu](http://www.uaa.alaska.edu/matsu)  
Stephen Sylvester, Director  
(907) 745-9774  
FAX (907) 745-9747  
P.O. Box 2889, Palmer, Alaska 99645

**Affiliate College**

**Prince William Sound Community College**  
Web site: [www.uaa.alaska.edu/pwscc/](http://www.uaa.alaska.edu/pwscc/)  
Dr. JoAnn McDowell, President  
1-800-478-8800  
P.O. Box 97  
Valdez, Alaska 99686  
with Centers at Cordova and Copper Basin  
(907) 834-1600  
FAX (907) 834-1627

### MILITARY EDUCATION SERVICES

**Director of Statewide Military Education**  
Eleanor Schaff  
(907) 753-7119  
FAX (907) 753-8390  
4109 Bullard Avenue  
Elmendorf AFB, Alaska 99506

### ANCHORAGE AREA MILITARY EDUCATION SERVICES

**Elmendorf Air Force Base**  
Dean Terencia, Director  
(907) 428-1228  
FAX (907) 428-1002  
Fort Richardson Center  
Kiska Hall, Building 658  
Fort Richardson Army Post, Alaska 99505  
(907) 428-1228

### NORTHERN ALASKA MILITARY EDUCATION SERVICES

**Fort Wainwright Education Center**  
Director  
(907) 377-1396  
FAX (907) 372-3492  
c/o 3124 Wabash Ave. Room 105  
Eielson AFB, Ak 99702  
(907) 372-3484

**Eielson Education Center**  
Director  
FAX (907) 372-3492  
3124 Wabash Ave. Room 105  
P.O. Box 4510  
Eielson AFB, Alaska 99702  
(907) 372-3484

### AFFILIATE COLLEGE
### CERTIFICATES AND DEGREES

---

**KEY**
- **AI** Programs offered through Anchorage
- **KO** Programs offered through Kodiak
- **KP** Programs offered through Kenai
- **MA** Programs offered through Mat-Su

### CREDENTIALS

<table>
<thead>
<tr>
<th>Degree Program</th>
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<tbody>
<tr>
<td>Bachelor of Arts: Anthropology (AI)</td>
<td>1.0</td>
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<tr>
<td>Bachelor of Arts: Art (AI)</td>
<td>1.3</td>
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<tr>
<td>Bachelor of Arts: Biological Sciences (AI)</td>
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<tr>
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<td>1.0</td>
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<tr>
<td>Bachelor of Arts: Economics (AI)</td>
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<tr>
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<tr>
<td>Bachelor of Arts: History (AI)</td>
<td>1.0</td>
</tr>
<tr>
<td>Bachelor of Arts: Hospitality and Restaurant Management (AI)</td>
<td>1.2</td>
</tr>
<tr>
<td>Bachelor of Arts: Interdisciplinary Studies (AI)</td>
<td>1.4</td>
</tr>
<tr>
<td>Bachelor of Arts: Journalism and Public Communications (AI)</td>
<td>1.1</td>
</tr>
<tr>
<td>Bachelor of Arts: Justice (AI)</td>
<td>1.5</td>
</tr>
<tr>
<td>Bachelor of Arts: Languages (AI)</td>
<td>1.1</td>
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</tr>
<tr>
<td>Bachelor of Arts: Music (AI)</td>
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<tr>
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<tr>
<td>Bachelor of Arts: Psychology (AI)</td>
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<tr>
<td>Bachelor of Arts: Sociology (AI)</td>
<td>1.2</td>
</tr>
<tr>
<td>Bachelor of Arts: Theatre (AI)</td>
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### DEGREE PROGRAMS

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**Associate of Applied Science**
- Accounting (AI, MA)                                                             | 1.25    |
- Air Traffic Control (AI)                                                        | 1.76    |
- Apprenticeship Technologies (AI)                                                | 1.68    |
- Architectural and Engineering Technology (AI)                                   | 1.70    |
- Automotive Technology (AI)                                                      | 1.73    |
- Aviation Administration (AI)                                                    | 1.77    |
- Aviation Maintenance Technology (AI)                                            | 1.79    |
- Business Computer Information Systems (AI)                                      | 1.35    |
- Computer Electronic (AI)                                                        | 1.81    |
- Culinary Arts (AI)                                                              | 1.82    |
- Dental Assisting (AI)                                                           | 1.85    |
- Dental Hygiene (AI)                                                             | 1.97    |
- Diesel Technology (AI)                                                          | 1.97    |
- Early Childhood Development (AI)                                                | 1.43    |
- Electronics Technology (AI, MA)                                                 | 1.88    |
- Fire Service Administration (AI, MA)                                            | 1.89    |
- General Business (KO)                                                           | 1.28    |
- Geomatics (AI)                                                                  | 2.07    |
- Human Services (AI, MA)                                                         | 1.56    |
- Industrial Process Instrumentation (KP)                                         | 1.90    |
- Medical Assisting (AI)                                                          | 1.92    |
- Medical Laboratory Technology (AI)                                              | 1.93    |
- Nursing (AI)                                                                   | 1.47    |
- Occupational Safety and Health (AI)                                             | 1.94    |
- Office Management and Technology (AI, KO, KP, MA)                               | 1.96    |
- Paramedical Technology (AI, MA)                                                 | 1.95    |
- Petroleum Technology (KP)                                                       | 1.96    |
- Professional Piloting (AI)                                                      | 1.80    |
- Refrigeration and Heating Technology (MA)                                       | 1.97    |
- Small Business Administration (AI, KP, MA)                                     | 1.28    |
- Technology (KO)                                                                | 1.98    |
- Welding Technology (AI)                                                         | 2.01    |

| Bachelor of Arts: Anthropology (AI)                                            | 1.0     |
| Bachelor of Arts: Art (AI)                                                     | 1.3     |
| Bachelor of Arts: Biological Sciences (AI)                                     | 0.8     |
| Bachelor of Arts: Computer Science (AI)                                        | 1.0     |
| Bachelor of Arts: Economics (AI)                                               | 1.4     |
| Bachelor of Arts: English (AI)                                                 | 1.0     |
| Bachelor of Arts: History (AI)                                                 | 1.0     |
| Bachelor of Arts: Hospitality and Restaurant Management (AI)                  | 1.2     |
| Bachelor of Arts: Interdisciplinary Studies (AI)                               | 1.4     |
| Bachelor of Arts: Journalism and Public Communications (AI)                   | 1.1     |
| Bachelor of Arts: Justice (AI)                                                 | 1.5     |
| Bachelor of Arts: Languages (AI)                                               | 1.1     |
| Bachelor of Arts: Mathematics (AI)                                             | 1.1     |
| Bachelor of Arts: Music (AI)                                                   | 1.1     |
| Bachelor of Arts: Political Science (AI)                                       | 1.1     |
| Bachelor of Arts: Psychology (AI)                                              | 1.2     |
| Bachelor of Arts: Sociology (AI)                                               | 1.2     |
| Bachelor of Arts: Theatre (AI)                                                 | 1.2     |

| Bachelor of Education: Elementary Education (AI)                               | 1.14    |
| Bachelor of Education: Physical Education (AI)                                  | 1.14    |

| Bachelor of Fine Arts: Art (AI)                                                 | 0.9     |

| Bachelor of Human Services: Human Services (AI)                                 | 1.57    |

### Bachelor of Science: Anthropology (AI)                                        | 0.9    |
| Bachelor of Science: Art (AI)                                                    | 1.3     |
| Bachelor of Science: Biological Sciences (AI)                                    | 0.8     |
| Bachelor of Science: Chemistry (AI)                                              | 1.0     |
| Bachelor of Science: Civil Engineering (AI)                                      | 2.0    |
| Bachelor of Science: Computer Science (AI)                                       | 1.0     |
| Bachelor of Science: Economics (AI)                                              | 1.4     |
| Bachelor of Science: English (AI)                                                | 1.0     |
| Bachelor of Science: History (AI)                                                | 1.0     |
| Bachelor of Science: Hospitality and Restaurant Management (AI)                 | 1.2     |
| Bachelor of Science: Interdisciplinary Studies (AI)                              | 1.4     |
| Bachelor of Science: Journalism and Public Communications (AI)                  | 1.1     |
| Bachelor of Science: Justice (AI)                                                | 1.5     |
| Bachelor of Science: Languages (AI)                                              | 1.1     |
| Bachelor of Science: Mathematics (AI)                                            | 1.1     |
| Bachelor of Science: Music (AI)                                                  | 1.1     |
| Bachelor of Science: Political Science (AI)                                      | 1.1     |
| Bachelor of Science: Psychology (AI)                                             | 1.2     |
| Bachelor of Science: Sociology (AI)                                              | 1.2     |
| Bachelor of Science: Theatre (AI)                                                | 1.2     |

| Bachelor of Social Work: Social Work (AI)                                       | 1.61    |

### Minors (Continued)

- Accounting (AI)                                                                | 1.27    |
- Addiction Studies (AI)                                                          | 1.15    |
- Alaska Native Studies (AI)                                                      | 0.9     |
- Anthropology (AI)                                                              | 0.9     |
- Applied Statistics (AI)                                                         | 0.9     |
- Art (AI)                                                                       | 0.9     |
- Aviation Technology (AI)                                                        | 1.76    |
- Biological Sciences (AI)                                                       | 0.9     |
- Business Administration (AI)                                                    | 1.34    |
- Canadian Studies (AI)                                                          | 0.99    |
- Chemistry (AI)                                                                 | 1.01    |
- Communication (AI)                                                             | 1.0     |
- Computer Information Systems (AI)                                               | 1.4     |
- Computer Science (AI)                                                          | 1.0     |
- Creative Writing and Literary Arts (AI)                                         | 1.0     |
- Economics (AI)                                                                | 1.4     |
- Education (AI)                                                                | 1.4     |
- English (AI)                                                                   | 1.0     |
- Environmental Studies (AI)                                                      | 1.0     |
- History (AI)                                                                   | 1.0     |
- Journalism and Public Communications (AI)                                       | 1.1     |
- Justice (AI)                                                                   | 1.5     |
- Languages (AI)                                                                 | 1.13    |
- Mathematics (AI)                                                               | 1.1     |
- Music (AI)                                                                     | 1.1     |
- Philosophy (AI)                                                                | 1.1     |
- Physical Education (AI)                                                        | 1.4     |
- Political Science (AI)                                                         | 1.1     |
- Psychology (AI)                                                                | 1.2     |
- Social Welfare Studies (AI)                                                     | 1.2     |
- Sociology (AI)                                                                 | 1.2     |
- Theatre (AI)                                                                   | 1.2     |
- Women's Studies (AI)                                                           | 1.2     |

### Master of Arts

- Anthropology (AI)                                                              | 2.20    |
- English (AI)                                                                   | 2.28    |
- Interdisciplinary Studies (AI)                                                  | 2.18    |

### Master of Arts in Teaching

- Education (AI)                                                                | 2.29    |

### Master of Business Administration

- Business Administration (AI)                                                   | 2.30    |

### Master of Civil Engineering

- Civil Engineering (AI)                                                        | 2.48    |

### Master of Education

- Adult Education (AI)                                                           | 2.39    |
- Counseling and Guidance (AI)                                                   | 2.37    |
- Educational Leadership (AI)                                                     | 2.38    |
- Master Teacher (AI)                                                            | 2.36    |
- Special Education (AI)                                                         | 2.38    |

### Master of Fine Arts

- Creative Writing and Literary Arts (AI)                                        | 2.27    |

### Master of Public Administration

- Public Administration (AI)                                                     | 2.32    |

### Master of Science

- Arctic Engineering (AI)                                                        | 2.47    |
- Biological Sciences (AI)                                                       | 2.22    |
- Civil Engineering (AI)                                                         | 2.48    |
- Clinical Psychology (AI)                                                       | 2.23    |
- Engineering Management (AI)                                                    | 2.49    |
- Environmental Quality Engineering (AI)                                         | 2.50    |
- Environmental Quality Science (AI)                                            | 2.50    |
- Interdisciplinary Studies (AI)                                                  | 2.18    |
- Nursing Science (AI)                                                           | 2.41    |
- Science Management (AI)                                                        | 2.49    |
- Vocational Education (AI)                                                       | 2.46    |

### Master of Social Work

- Social Work (AI)                                                              | 2.43    |
2000-2001 ACADEMIC CALENDAR

**FALL SEMESTER 2000**

AUGUST 28, 2000
Instruction begins
Late Registration begins

SEPTEMBER 4-5, 2000
Labor Day Break (No Classes)
UAA closed (Sept. 4)

SEPTEMBER 15, 2000
December Graduation
Application Deadline

OCTOBER 1, 2000
Spring Application for
Admission Priority Deadline

OCTOBER 27, 2000
Independent/Directed Study
Deadline

NOVEMBER 22-26, 2000
Thanksgiving Holiday
UAA closed (Nov. 23 & 24)

DECEMBER 11-17, 2000
Final exam week

DECEMBER 17, 2000
Instruction ends

DECEMBER 21, 2000
Grades available on WolfLine

**SPRING SEMESTER 2001**

OCTOBER 23, 2000
WolfLine Registration begins

JANUARY 8, 2001
Instruction begins
Late Registration begins

JANUARY 15, 2001
Alaska Civil Rights Day
No classes

JANUARY 26, 2001
May Graduation Application
Deadline

MARCH 1, 2001
Summer Application for
Admission Priority Deadline

MARCH 12, 2001
Independent/Directed Study
Deadline

MARCH 4-10, 2001
Spring Break (No classes)
UAA closed (March 9)

APRIL 29 - MAY 5, 2001
Final exam week

MAY 1, 2001
Fall Application for Admission
Priority Deadline

MAY 5, 2001
Instruction ends

MAY 6, 2001
Commencement

MAY 10, 2001
Grades available on WolfLine

*This calendar is subject to change by the university administration and/or Board of Regents. The academic calendar printed in the semester class schedules will contain detailed and updated information.*
CHAPTER 1

WELCOME TO UAA

Welcome to UAA
Mission Summary
Anchorage (Goose Lake) Campus
Kenai Peninsula College
Kodiak College
Matanuska-Susitna College
Administrative Organization
International Studies
Affirmative Action
Harassment
Safety
Accreditation
Anchorage Campus Student Profile
WELCOME TO UAA

We are pleased to have you join the University of Alaska Anchorage (UAA) as we enter the 21st Century as an innovative and dynamic metropolitan university. UAA has been continuously accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges since its beginning. In addition, you have available to you many professional and technical programs—such as business, nursing, and civil engineering—which are also accredited by their respective associations. You will be living in the state’s population and service center, and have over 19,000 traditional and non-traditional classmates and four different college campuses and numerous extension sites located in the major cities of southcentral Alaska and on various military sites available to you.

Academic programs UAA offers include the liberal arts and sciences as well as a host of professional and technical fields. Academic specialties in health and biomedical sciences, business and international trade, public policy and administration, and special education are available and new programs, such as logistics management, have been recently added to the curriculum in response to community needs and opportunities. As an open-enrollment university, UAA provides all students opportunities to reach their educational goals while retaining high academic standards.

UAA’s main campus is located in Anchorage with extension sites at Eagle River, Fort Richardson, and Elmendorf Air Force Base. For students residing in the Palmer-Wasilla region, Matanuska-Susitna College offers two-year degrees and certificates as well as access to baccalaureate and some advanced degrees. Students from Kodiak Island and the Kenai Peninsula are similarly served by Kodiak College, Kenai Peninsula College (KPC), and KPC’s Kachemak Bay Branch in Homer. Administratively attached to UAA, Prince William Sound Community College (PWSCC) serves students in Valdez, Cordova, and Copper Center. The university also serves students across Alaska via various media through the Center for Distributed Learning.

In today’s world, higher education equates to lifelong learning. UAA takes its motto “We Learn for Life” seriously. Whether you are recently graduating from high school, making a career change, or learning for self-enrichment, you have the opportunity to pursue exciting and challenging opportunities of academic excellence, vocational-technical mastery, or personal fulfillment. In all instances, you will have extraordinary opportunities to learn in small classes taught by dedicated faculty. The University of Alaska Anchorage offers certificate, associate, baccalaureate, and master’s degree programs and instruction in 115 major study areas. In addition, you will have access to scores of tailored short courses, workshops, and seminars throughout the year with special summer study and conference programs to study and experience the natural grandeur of Alaska.

UAA’s Honors Program provides academic challenges in both depth and breadth. We encourage you to consider exploring international educational experiences. A rich diversity of study abroad opportunities are available from which you can choose.

Three academic schools and four colleges form the base of the university’s academic mission. The College of Arts and Sciences hosts over 22 academic disciplines in the natural and social sciences, the humanities, and the fine and performing arts. The Community and Technical College houses a full suite of technical, vocational, and allied health programs as well as the university’s Adult Learning Center which offers adult basic education programs and the G.E.D. The College of Health, Education, and Social Welfare encompasses the School of Education, the School of Nursing, School Social Work, as well as human services, and justice. The College of Business and Public Policy offers study in accounting, management, economics, and computer information systems. The School of Engineering offers programs in geomatics, civil engineering, environmental quality, and engineering management.

Faculty encourage student research, scholarship, and creative activity across the curriculum and throughout the university. An annual Student Showcase emulates professional meetings wherein student research and creative expressions are reviewed by faculty and culminate in a university publication. Faculty you will study with routinely win accolades for their creative works and scores of faculty advance the frontiers of science through their research activities sponsored by the National Institute of Health and the National Science Foundation. Students participate in a range of internships and service learning settings as part of their professional or technical education and training.

Helping students achieve their academic goals is the mission of UAA’s support services. You will be supported by centers that focus on academic excellence, student health, learning resources, advising and counseling, career development, educational opportunity, and study abroad. Other services assist students with financial aid or special needs or interests. The African-American, Hispanic, Asian, International, and Native American (AHAINA) office and Native Student Services (NSS) foster an appreciation for cultural diversity and support students of color or diverse ethnic ties. The Union of Students governs vital aspects of student life and fosters student leadership as does Club Council, which represents over 67 student interest clubs. The student-run radio station (KRUA) and newspaper, The Northern Light, have both won national and state awards, as has the UAA Speech and Debate team.
We hope you will consider living in one of our three new residence halls which opened in 1998. Student housing, the Commons, and the Student Union serve as the hub for student activities and create a rich and diverse campus life.

Adding excitement to UAA's campus life are its intercollegiate sports programs. Nicknamed the Seawolves, University of Alaska Anchorage's athletic teams compete as members of the NCAA Division II in basketball, volleyball, gymnastics, and skiing for women, and basketball, skiing, and cross-country running for men. UAA competes in Division I ice hockey (WCHA). Seawolf teams regularly rank among the nation's best and have produced many All-American and Academic All-American performers.

We encourage you to take full advantage of the resources and opportunities available to you and wish you a rich and rewarding experience at UAA.

MISSION SUMMARY
The University of Alaska Anchorage inspires learning and enriches Alaska, the nation and the world through our teaching, research, creativity and service. As the urban center of the University of Alaska System, UAA is a comprehensive metropolitan University located in Anchorage with community campuses serving Southcentral Alaska. We provide opportunities to all who can benefit from educational programs of high quality.

ANCHORAGE (GOOSE LAKE) CAMPUS
The Goose Lake campus is located in Alaska’s largest city, Anchorage, an international air crossroads and the business center of the state. Home to approximately 260,000 people, Anchorage is both metropolitan and culturally diverse. Special events include the Anchorage Fur Rendezvous, one of the ten largest festivals in the nation, and the Great Alaska Shootout Basketball Tournament.

Located at UAA Drive and Providence Drive, the attractive wooded campus serves as a cultural hub for the city, providing theatre, music, arts, and sports events. Built in the mid-1960’s, the campus features modern facilities, serving 15,000 students with limited student housing. Careful development has left the campus an urban oasis with resident wildlife populations including moose, waterfowl, and birds.

The Anchorage campus offers programs which lead to vocational and professional certificates, associate, baccalaureate, and master’s level degrees. It also provides extensive adult, community, and continuing education offerings. The campus hosts a wide range of popular seminars and symposia for career development.

Academic units located on the campus include the College of Arts and Sciences, College of Business and Public Policy, College of Health, Education and Social Welfare, Community and Technical College, and the School of Engineering. Over 80 departments are active within the schools and colleges.

The diversity of student needs has led to extensions of the Anchorage campus in the city and service region. One of the larger sites which is coordinated through the Community and Technical College is the Chugiak-Eagle River Campus.

CHUGIAK-EAGLE RIVER CAMPUS
Located in the communities of Eagle River and Chugiak, ten miles north of Anchorage, this extended Campus offers a wide variety of General Education and degree oriented courses. Most classes are scheduled in the evenings or weekend making this Campus accessible to working students and high school students wanting a head start on their college education.

Classes are held at both Chugiak High School and the Eagle Center facility. The Eagle Center location houses registration and administrative offices as well as six classrooms, one being a large modern computer lab. There is also a Learning Center open to students, including a study area with computers for class work or connecting to the Internet. For more information, call (907) 694-3313 or visit their web site at www.uaa.alaska.edu/eagle.

KENAI PENINSULA COLLEGE
Keni Peninsula College (KPC) is located on 364 acres between Kenai and Soldotna. The 83,660 square foot campus includes a vocational building, academic classrooms, computer and science laboratories, a library and media center, a bookstore, and a snack bar/commons area.

With approximately 1600 students and 23 full-time faculty, KPC has grown into a comprehensive college offering a variety of programs to meet vocational, academic, and community needs. The programs offered at KPC include complete associate of arts and applied science degrees, course work leading to baccalaureate degrees, vocational programs, and continuing education and personal development courses.

The Kachemak Bay Branch of KPC is located on Pioneer Avenue in Homer and serves as the focus of the College’s programs and services on the southern Kenai Peninsula. Full-time and adjunct faculty offer courses leading to associate of arts and associate of applied science degrees in accounting, small business administration, human services and office technology. A wide range of continuing education courses is also available.

KODIAK COLLEGE
Kodiak College, located on an island 250 air miles south of Anchorage, serves over 800 students per semester and includes outreach sites in the communities of Akhiok, Karluk, Larsen Bay, Old Harbor, Ouzinkie, and Port Lions.

Kodiak College provides courses leading to associate or baccalaureate degrees, plus Adult Basic Education, GED preparation, and special interest, continuing education, vocational technical courses, and support for distance education.

The campus is a cultural center in the community, sponsoring events such as readings, lectures, seminars, art shows, and exhibits.

MATANUSKA-SUSITNA COLLEGE
Mat-Su College serves over 1,400 students. The campus is located on 950 wooded acres on Trunk Road, about halfway between Wasilla and Palmer, the two largest communities in the Matanuska Valley. A modern 98,000 square foot facility houses a library, computer labs, student advisement center, learning resource center,
science and vocational labs, modern classrooms, childcare center, bookstore and cafeteria/snack bar. The college provides a number of services to the community organizations including meeting facilities.

The college offers courses leading to certificates, associate and baccalaureate degrees. In addition, professional development, continuing education, upper-division and graduate courses are available on a limited basis as demand warrants. Mat-Su offers certificates in Electronics Technology, Office Technology, and Refrigeration and Heating Technology. Associate of Applied Science degrees are offered in Accounting, Electronics Technology, Fire Service Administration, Human Services, Office Management and Technology, Refrigeration and Heating Technology, Small Business Administration, and, in cooperation with UAF, Microcomputer Support Specialist.

ADMINISTRATIVE ORGANIZATION

The University of Alaska Anchorage administration is organized into four divisions: Academic Affairs, Administrative Services, Student Affairs, and University Advancement. The Chancellor of the University of Alaska Anchorage is responsible for all four divisions.

ACADEMIC AFFAIRS

Academic Affairs oversees UAA’s instructional units and academic support offices. These include the schools, colleges, centers, and institutes that offer credit and non-credit programs at all academic levels, certificate through graduate.

Units reporting to the Provost include:

- Honors Program
- College of Arts and Sciences
- College of Business and Public Policy
- College of Health, Education and Social Welfare
- Community and Technical College
- School of Engineering
- Kenai Peninsula College
- Kodiak College
- Matanuska-Susitna College
- Academic Center for Excellence
- Centers and Institutes
- Consortium Library
- Enrollment Services
- Information Technology
- Student Financial Aid
- Summer Sessions

ADMINISTRATIVE SERVICES

The Administrative Services Division oversees fiscal, logistical and physical plant services which directly support all aspects of UAA.

Units reporting to the Chancellor include:

- American Russian Center
- Campus Diversity and Compliance
- Governance
- Office of Institutional Planning, Research, and Assessment
- Prince William Sound Community College

Units reporting to the Vice Chancellor for Administrative Services include:

- Athletics
- Budget and Finance
- Business Services
- Facilities and Campus Services
- Human Resource Services
- University Police Department

STUDENT AFFAIRS

Student Affairs helps students to succeed within and outside of the formal academic classrooms and labs. It provides educational, social, cultural and academic support services which complement intellectual development.

Units reporting to the Dean of Students for Student Affairs include:

- Campus Life
- Career Services Center
- Disability Support Services
- Residence Life
- Student Health Center
- Student Leadership

UNIVERSITY ADVANCEMENT

University Advancement facilitates external relations and internal communications for the University of Alaska Anchorage.

Units reporting to the Vice Chancellor for University Advancement include:

- Alumni
- Development
- Public Relations

INTERNATIONAL STUDIES

UAA is a comprehensive urban university that serves the population of Alaska. As an institution of higher learning, it seeks to provide programs that introduce the widest possible range of knowledge through exposure to diverse ideas, cultures, civilizations, languages, literatures, sciences, technologies, and professions. To achieve this goal, UAA is internationalizing its programs, research, and other activities. UAA enrolls more students from Russia than any other university in the country.

The University of Alaska calls for the development of international distinction in knowledge of the North Pacific and Circumpolar Regions. The federal government has identified UAA as the institutional focus for a Soviet-USACooperative Research Agreement on Circumpolar Health.

International Programs are rapidly developing at UAA. They include a Canadian Studies Program, the Institute for Circumpolar Health Studies, and the American Russian Center. Future developments may include area studies in the Pacific Rim and Circumpolar Regions.

Students may have the opportunity to take courses and participate in the research and activities of the various internationally engaged centers and units.
AFFIRMATIVE ACTION

Through the institution’s Affirmative Action Plan, the University of Alaska Anchorage recognizes its responsibility to provide education and employment opportunities for all qualified individuals. UAA also operates an Office of Campus Diversity and Compliance which monitors civil rights, federal and state laws, orders, and decisions to ensure that access, inclusion, and equity are practiced at UAA.

At UAA, students and prospective students are afforded educational services, such as admission decisions, financial aid, access to academic programs, and health and counseling services, without regard to race, color, religion, national origin, sex, age, physical or mental disability, or veteran status, except as necessary and permitted by law. A student or prospective student who feels that they are being discriminated against has the right to contact the appropriate supervisor for assistance. The student or prospective student may also contact the UAA Office of Campus Diversity and Compliance (907 786-4680), the Human Resource Services Department (907 786-4608), the AHAINA Student Programs Office, Office of Student Affairs and Disability Support Services, or the U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska) for advice on discrimination complaints.

Among the federal and state laws and regulations prohibiting discrimination in employment and education that pertain to the University are the 5th and 14th Amendments of the US Constitution, Section 1981 of the Civil Rights Act of 1866, the Civil Rights Act of 1871, Equal Pay Act of 1963, Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act of 1967, Executive Order 11246 as amended, Titles VII and VIII of the Public Health Service Act as amended, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 as amended, the Vietnam Era Veterans’ Act of 1973 as amended, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 as amended, the Age Discrimination Act of 1975, the Pregnancy Discrimination Act of 1978, the Immigrant Reform and Control Act of 1986, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1900, the Civil Rights Act of 1991, the Rehabilitation Act of 1992, the Family Medical Leave Act of 1993, and Alaska Statutes Chapters 14 and 18. Inquiries regarding application of these and other regulations should be directed to the UAA Office of Campus Diversity and Compliance (907 786-4680); the Human Resource Services Department (907 786-4608); the Office of Civil Rights (Department of Education, Washington, D.C.); the Equal Employment Opportunity Commission (Seattle, WA); the Office of Federal Contract Compliance Programs, Department of Labor (Anchorage, AK); or the Alaska State Commission for Human Rights (Anchorage, AK).

HARASSMENT

The University of Alaska Anchorage is a community that cherishes free and open exchange of ideas in the pursuit of knowledge. Maintaining this freedom and openness requires the presence of safety and trust; it requires the absence of coercion, intimidation, and exploitation. Therefore, harassment of any kind — particularly sexual harassment — has no place in the University. It subjects its victims to pressures that destroy the conditions necessary for true learning.

Harassment is neither condoned nor tolerated on this campus. Members of the University community who exercise most authority and leadership — faculty and supervisors — are principally responsible for maintaining a positive, harassment-free learning environment. Anyone who believes they have been a victim of harassment should contact the appropriate dean’s or director’s office, the Advising and Counseling Center, the Office of Student Affairs, the UAA Office of Campus Diversity and Compliance, or the U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska).

SAFETY

We care about your safety on campus. While relatively safe, our campus is not a sanctuary from crime, and accidents still occur, no matter how hard we try to prevent them. You are encouraged to be responsible for your own safety and to bring safety concerns to the attention of UAA faculty or staff, or to contact University Police at (907) 786-1120 when you observe an unsafe environment. For your own safety, please also take the time to locate the nearest exits and emergency telephones when you are in campus buildings. For more safety information visit www.uaa.alaska.edu/dos/safety.
The University of Alaska Anchorage is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges.

The following programs have additional approval and/or accreditation:

**ALASKA OUTDOOR AND EXPERIENTIAL EDUCATION**
Accreditation by the Association for Experiential Education

**ART**
Bachelor of Arts, Bachelor of Fine Arts
Accredited by the National Association of Schools of Art and Design (NASAD)

**AVIATION MAINTENANCE TECHNOLOGY**
Certificate
Associate of Applied Science
Approved by the Federal Aviation Administration

**BUSINESS**
Bachelor of Business Administration
Master of Business Administration
Accredited by the International Association for Management Education (AACSB)

**CIVIL ENGINEERING**
Bachelor of Science
Accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET)

**DENTAL ASSISTING**
Certificate
Associate of Applied Science
Accredited by the Commission on Dental Accreditation of the American Dental Association

**DENTAL HYGIENE**
Associate of Applied Science
Accredited by the Commission on Dental Accreditation of the American Dental Association

**DIETARY MANAGER**
Nontranscripted Certificate of Completion
Approved by the American Dietary Managers’ Association

**EDUCATION**
All education certification endorsement programs are approved by the Alaska State Department of Education and Early Development (based on the standards of the National Association of State Directors of Teacher Education and Certification)

**GEOMATICS**
Bachelor of Science
Accredited by the Related Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET)

**JOURNALISM AND PUBLIC COMMUNICATIONS**
Bachelor of Arts
Accredited by the Accrediting Council on Education in Journalism and Mass Communication

**MEDICAL ASSISTING**
Non-Transcripted Certificate of Completion
Associate of Applied Science
Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

**MEDICAL LABORATORY TECHNOLOGY**
Associate of Applied Science
Accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS)

**MUSIC**
Bachelor of Arts
Bachelor of Music, with Emphasis in Music Education
Bachelor of Music, Performance
Accredited by the National Association of Schools of Music (NASM)

**NURSING**
Associate of Applied Science
Bachelor of Science
Master of Science
Accredited by the National League for Nursing Accreditation Commission
Approved by Alaska Board of Nursing

**PARALEGAL STUDIES**
Certificate
Approved by the American Bar Association

**PREPROFESSIONAL PRACTICE PROGRAM (AP4) FOR DIETITIANS**
Approved by the American Dietetics Association Commission on Accreditation

**PROFESSIONAL PILOTING**
Associate of Applied Science
Bachelor of Science in Aviation Technology
Flight School is approved by the Federal Aviation Administration

**SOCIAL WORK**
Bachelor of Social Work
Master of Social Work
Accredited by the Council on Social Work Education (CSWE)

**TECHNOLOGY**
Bachelor of Science
Education Option is approved by the Alaska State Department of Education and Early Development (based on the standards of the National Association of State Directors of Teacher Education and Certification)

**ANCHORAGE CAMPUS STUDENT PROFILE**

**FALL CLOSING STATISTICS 1999**
Percentages may not add up to 100% due to rounding.

**RACE:**
- African-American: 4.6%
- Alaska Native: 6.1%
- American Indian: 1.5%
- Hispanic: 2.5%
- Pacific Islander/Asian: 5.0%
- White: 75.2%
- Other/Unspecified: 4.1%

**AGE:**
- 19 and under: 13.7%
- 20-24: 26.0%
- 25-29: 15.8%
- 30-34: 10.4%
- 35-39: 9.5%
- 40-44: 9.1%
- 45 and over: 15.3%
- Unspecified: 0.1%
CHAPTER 2

ENROLLMENT SERVICES

Open Enrollment
New Student Services
Registration
Exchange Programs
Other Enrollment Services
OPEN ENROLLMENT

UAA’s open enrollment policy allows students to register for courses in which they have adequate background. To qualify for open enrollment, a student must:

1. Have earned a high school diploma or the equivalent (GED), or;
2. Be 18 years of age or older and have participated in UAA’s assessment and advisement process (see section below), or;
3. Qualify under special University programs.

UAA’s open enrollment policy does not guarantee subsequent formal admission to certificate or degree programs. In addition to meeting the University’s open enrollment criteria, applicants for formal admission may need to satisfy other individual program or degree level requirements.

The formal admission process for undergraduate programs (certificate, associate, baccalaureate) is described in Chapter 9 of this catalog. The formal admission process for graduate programs is described in Chapter 10 of this catalog.

HIGH SCHOOL NON-GRADUATES

Individuals 18 years of age and over who do not have a high school diploma or GED may still enroll in classes under Open Enrollment. They may be admitted to most associate programs under UAA’s open enrollment policy once assessment and advisement have taken place.

Interested persons should contact the advising center at their local campus. An advisor reviews the individual’s background, provides an opportunity for assessment, and determines the appropriate entry level of instruction.

INTERNATIONAL STUDENTS

UAAwelcomes students from other countries. International students with Permanent Resident or Immigrant visas may enroll under the open enrollment option or through formal admission. Individuals wanting to apply for the International Student Form I-20 must be formally admitted to degree-seeking status. See the International Student Policy and the Admissions sections of this catalog. Individuals with other visa types are advised to contact the International Student Advisor in Enrollment Services for information.

NON-DEGREE-SEEKING STUDENTS

Individuals in this category are not currently seeking a UAA certificate or degree. Non-degree-seeking students need only meet open enrollment criteria and satisfy course prerequisites to register in courses. Non-degree-seeking students who wish to register for graduate courses must obtain department chair or faculty member signature or appropriate approval. Non-degree-seeking students do not qualify for financial aid or immigration status.

Registration as a non-degree-seeking student implies no commitment by the University to the student’s later admission to a degree program.

UNDER-AGE STUDENTS

An under-age student is one who is under 18 years of age and does not otherwise meet the requirements for open enrollment or admission. In order to register for University courses, under-age students must:

1. Qualify under a special University program.
2. Complete the UAA Under-age Student Enrollment Form. This form may be obtained from Enrollment Services and requires signatures of the student’s parent or guardian, school principal and/or counselor, UAA course faculty member(s), and the approval of the Director of Enrollment Services, or when the student wishes to enroll at an extended college, the director of that college. Please note that all signatures must be obtained prior to submitting the form to the Director of Enrollment Services or director of an extended college.

Under-age students may enroll in a maximum of seven credits per semester. A completed underage enrollment form must be submitted each semester, listing all courses the student wishes to attend.

NEW STUDENT SERVICES

The Office of New Student Services provides campus tours. Enrollment Services sponsors the Freshman Early Admit Program. Freshmen applying to UAA for the coming fall semester may participate in priority registration in early spring. Students in this program meet with advisors, enroll in courses, and participate in other activities.

REGISTRATION

Registration is available during the dates listed in the University’s Academic Calendar or as published in the semester schedule. Priority is determined by academic need. First priority is for students graduating with a UAA degree or certificate at the end of the semester; second priority is for continuing students accepted into a UAA degree program. All other continuing students receive third priority. Fourth priority is for students new to UAA and who are admitted into a UAA degree program. Fifth priority is for all other potential students who have submitted a completed Intent to Register form. To complete their registration, priority students pay all tuition and fees during the priority period.
The Intent to Register Form allows prospective students access to register for courses under UAA’s Open Enrollment Policy. However, it does not constitute formal admission to any of the degree/certificate programs offered at UAA. Prospective students need to refer to chapter 9 regarding formal admission procedures to the University.

Registration is conducted in person or by phone (WolfLine Registration) preceding the beginning of each semester. Voice Response Registration is available to all students who attended the previous semester or who have submitted a completed Intent to Register form.

For Fall and Spring semesters, a two-week late registration and add/drop period begins on the first day of the semester. Registration for semester-length classes is not allowed after the tenth day of the semester. Even if a student has been attending class from the beginning of the course, their registration will not be accepted after the late registration deadline. Students are not officially registered until all forms are filed and all fees paid. The University holds students academically and financially responsible for their registration. After registering, if a student changes plans or becomes unable to attend, the courses must be dropped or withdrawn within published deadlines in order to avoid a final grade of “F” for non-attendance. The courses must be dropped within the 100% refund period to avoid tuition and fee assessment. Refer to the Academic Calendar published each semester in the Class Schedule for specific deadlines.

Students may adjust their schedules and add/drop courses throughout the late registration period.

Caution: Dropping or auditing courses may affect eligibility for future financial aid. Financial aid students should check with the UAA Financial Aid Office before dropping or auditing a course.

All students are encouraged to meet with a faculty advisor prior to each semester; however, the primary responsibility for meeting University requirements is the student’s. Non-credit and Continuing Education Unit courses have special registrations. Contact the Community and Technical College for more information about these courses.

Not every course listed in this catalog is offered each semester. Each semester Class Schedule lists course and registration information specific to that semester.

REGISTRATION THROUGH COMMUNITY AND TECHNICAL COLLEGE

The Community and Technical College offers ongoing registration for their courses from the time a course is announced until the course begins. For regular semester length courses, course registration follows the published WolfLine Registration schedule. Register weekdays in the Diplomacy Building at the corner of Tudor Rd. and Tudor Centre Dr., Suite 501, between 8:00 am and 5:00 pm (907) 786-6721, or the Chugiak-Eagle River Campus at the Eagle Center (907) 694-3313.

BIOGRAPHIC/DEMOGRAPHIC INFORMATION

The University of Alaska Anchorage must comply with state and Federal reporting requirements and therefore requires that students provide specific biographic or demographic information on registration or admissions forms. The University does not discriminate on the basis of this information but uses the information for statistical purposes and as an identifier for University records. This information is relevant to the University’s admissions and enrollment policies.

CONTINUOUS REGISTRATION

Graduate students are expected to make continuous progress in their graduate programs from admission through graduation. Continuous registration (except summer session) is required.

REGISTRATION BY PROXY

Students unable to register in person may have a proxy register for them if they provide the proxy with a signed Registration by Proxy Form. These forms are available in the Class Schedules or from the Enrollment Services Information Center. The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student.

REGISTRATION CHANGES

It is the responsibility of the student to become familiar with UAA policies, procedures and deadlines. Refer to the Academic Calendar published each semester in the Class Schedule for specific deadlines. Add, drop, withdrawal, credit/no credit, and audit deadlines for courses other than semester-length will be prorated according to the length of the class. Students are expected to register only for course sections which they plan to attend and to complete all courses for which they register. If a change in a student’s class schedule becomes necessary, semester-length courses may be changed according to the chart on page 18.
The following registration activity deadlines pertain to semester-length courses (15 weeks). Deadlines for courses more or less than semester-length are pro-rated according to the length of the course. Students are not permitted to drop or withdraw from a course after it has ended.

### ADD/DROP, WITHDRAWAL, CREDIT/NO CREDIT, AND AUDIT (Semester Length Courses):

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Week 1 of Semester</th>
<th>Week 2 of Semester</th>
<th>After Week 2 of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD OR LATE REGISTRATION</td>
<td>Faculty signature required if course closed. Fee charged. Form filed with Enrollment Services.</td>
<td>Faculty signature required. Fee charged. Form filed with Enrollment Services.</td>
<td>Not permitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Week 2 of Semester</th>
<th>Weeks 3 through 12 of Semester</th>
<th>After Week 12 of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY INITIATED DROP OR WITHDRAWAL (OPTIONAL)</td>
<td>Form filed by faculty member with Enrollment Services. Course will not appear on student transcript.</td>
<td>Form filed by faculty member with Enrollment Services. Course will appear on student transcript with a grade of “W.”</td>
<td>Not permitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Weeks 1 through 2 of Semester</th>
<th>Weeks 3 through 12 of Semester</th>
<th>After Week 12 of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROP OR WITHDRAWAL</td>
<td>No faculty signature required. Fee charged. Form filed with Enrollment Services. Course will not appear on student's transcript.</td>
<td>No faculty signature required. Fee charged. Form filed with Enrollment Services. Course will appear on student's transcript with a grade of “W.”</td>
<td>Not permitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Weeks 1 through 2 of Semester</th>
<th>Beginning Week 3 of Semester</th>
<th>Beginning of Final Exam Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL WITHDRAWAL FROM UNIVERSITY</td>
<td>No faculty signature required. Fee charged. Form filed with Enrollment Services. Courses will not appear on student’s transcript.</td>
<td>No faculty signature required. Fee charged. Form filed with Enrollment Services. Courses will appear on student’s transcript with a grade of “W.”</td>
<td>Not permitted.</td>
</tr>
</tbody>
</table>

### CHANGE IN GRADING OPTION

The grading option for a course may be changed as follows:

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Weeks 1 through 2 of Semester</th>
<th>Weeks 3 through 12 of Semester</th>
<th>After Week 12 of Semester</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Weeks 3 through 12 of Semester</th>
<th>After Week 12 of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDIT TO AUDIT</td>
<td>Fee charged. Form filed with Enrollment Services.</td>
<td>Faculty signature required. Fee charged. Form filed with Enrollment Services.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>After Week 12 of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDIT TO CREDIT</td>
<td>Faculty signature required. Fee charged. Form filed with Enrollment Services.</td>
</tr>
</tbody>
</table>
AUDITING CLASSES

Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. No credit is received for audited courses. Terms for auditing the course are determined by the faculty. Faculty may request the course be changed to a withdrawal status if the student fails to comply with the agreed-upon terms. Submission of papers for correction and grading and participation in laboratory experiences are at the discretion of the faculty.

Students who audit classes are required to meet prerequisites, register and pay tuition and/or fees. During weeks 1 and 2 of the semester, audit-to-credit requires faculty signature. Audit-to-credit changes are not allowed after week 2 of the semester. During weeks 3 through 12 of the semester, credit-to-audit changes require faculty signature. Credit-to-audit changes are not allowed after week 12 of the semester. Forms are available in Enrollment Services.

Audited courses are not included in the computation of study load for full-time or part-time status. In addition, students may not request local credit-by-exam for an audited course until the following academic year.

CANCELLATION OF CLASSES

The University of Alaska Anchorage reserves the right to cancel or combine classes, to change the time and dates or place of meeting, or to make other necessary revisions in class offerings. The university may discontinue a class at any time if enrollment falls below expected levels.

CHANGE OF ADDRESS

Currently enrolled students who have changed their address should notify Enrollment Services by completing the appropriate form. Official notification of change of address is necessary for accurate mailing of correspondence, transcripts, registration instructions, registration billing and information about graduation requirements.

FACSIMILE (FAX) TRANSMISSION

Because the original source of a document received through a FAX transmission cannot always be accurately determined, official documents received by facsimile transmissions shall be considered only as working documents, pending the receipt of official, authenticated documents or other valid documentation. Enrollment Services will receive faxed written requests for processing.

FACULTY SIGNATURE

Some course descriptions include “Permission of Faculty” as a prerequisite. Students must obtain the signature of the faculty member instructing the course section or their designee, or appropriate approval before registering.

SOCIAL SECURITY NUMBER

A student’s social security number is used as an identification number for University records. Students who do not wish to use their social security number may request an assigned student number. Assigned student numbers are not acceptable for federal financial aid purposes or for students who also have University employment records. Changes or corrections to social security numbers require documentation, i.e., driver’s license or social security card.

STUDY LOAD

Students may register for a maximum of 19 credits during the fall and spring semesters, and a maximum of 15 credits during the summer session. Students who want to enroll for additional credits must submit an approved petition for overload at registration. The faculty advisor and appropriate dean must approve overload petitions for certificate or degree-seeking students. An advisor in the local UAA advising center must approve overload petitions for non-degree-seeking students.

Students should consider their graduation timeline when planning their study load. The minimum number of required credits is 60 for an associate degree and 120 for a baccalaureate degree. To complete an associate degree in two years or a baccalaureate degree in four years (excluding summers), a full-time student should plan to take a minimum of 15 credits each semester. Many degrees require more than the minimum number of credits. Students should be aware that the need for remedial work (for example, in English or mathematics) in preparation for University-wide general education required courses may further extend the time required to complete their programs. When planning study load, students should also keep non-school demands on available time, such as employment and/or family responsibilities, firmly in mind.
ENROLLMENT SERVICES

TRANSCRIPTS

Official transcripts of all course work taken at UAA may be requested from Enrollment Services. Requests must be written and must bear the signature of the student whose record is requested. A $4 fee is charged for each copy and must be paid in advance.

Requests for transcript service are not filled for students who have not signed a request, or who have unpaid financial or other obligations to the University.

EXCHANGE PROGRAMS

NATIONAL STUDENT EXCHANGE PROGRAM

The University of Alaska Anchorage is a member of the National Student Exchange Program. This is a domestic student exchange with a consortium of over 120 colleges within the United States, Guam and Puerto Rico. For further information, please contact the National Student Exchange Coordinator, (907) 786-1558.

STUDY ABROAD AND INTERNATIONAL EXCHANGE

Study Abroad and International Exchange programs can broaden your view of the world while contributing academic credit toward your degree at UAA. In a study abroad experience you can master a foreign language, explore new lands and learn about other cultures. Study Abroad and International Exchange have an important role to play in the larger process of instilling citizens with global awareness, as well as preparing graduates of the university for many career opportunities that involve international affairs. We encourage students to begin planning for a Study Abroad or International Exchange experience early in their UA careers.

Prior to leaving UAA, courses selected to be completed through the Study Abroad Program must be approved by your UAA academic advisor. Courses completed through the Study Abroad Program are considered resident credit. International Exchange Program students receive resident credit by enrolling for their courses at UAA. You may use your Alaska Student Loan and many other types of financial aid to study abroad. Please inquire at the Financial Aid office. All students must conform to the regulations and laws of both the home institution and the host institution and country while attending school abroad. It is the responsibility of the individual student to become familiar with the policies and regulations of UAA. Students are responsible for their transportation to the site, housing, food and incidental expenses at the host institution.

Applications for admission to a Study Abroad program must be received by March 31 for the Fall semester and September 30 for the Spring semester.

There are several options available for studying abroad, University of Salamanca, University of Seville or University of Granada in Spain, Russia at the Northern International University of Magadan, Australia at Deakin University, Denmark at the University of Copenhagen, or in any of the Northwest Council on Study Abroad programs (London, England; Angers, France; Siena, Italy; Athens, Greece; Vienna, Austria; Macerata, Italy; Oviedo, Spain).

University of Hull - UAA students are invited to participate in a junior year abroad (JYA) at the University of Hull in Hull, England. Located 3 hours north of London by train in a quaint fishing village, the University of Hull is a traditional British University offering a wide variety of quality academic programs.

Northern International University of Magadan - The International Pedagogical University of Magadan is located in Okhotsk in the Russian Far East. Magadan is the capital city and business hub of the Magadan region.

Deakin University - The five campuses of Deakin University are located within the scenic state of Victoria in the Southeast corner of Australia. Exchange students from UAA are allowed to attend any one of the five campuses on a one to one student exchange program.

University of Copenhagen - Located in Copenhagen, Denmark’s beautiful capital and affiliated with the University of Copenhagen, DIS, Denmark’s International Study Program offers a top quality academic and cross-cultural experience.

Contact UAA Office of International Programs, (907) 786-1558.

NORTHWEST COUNCIL ON STUDY ABROAD (NCSA)

UA belongs to NCSA (the Northwest Council on Study Abroad), a consortium of colleges and universities in the Pacific Northwest that pool their resources to provide study abroad programs in Europe at modest cost. NCSA programs offer three terms per year (September through December, January through March, and April through June); students may elect to attend successive terms at the same or different sites. Intensive language study is offered (except in London), as well as content courses, primarily in the social sciences and humanities, taught in English. Home stays offer a chance to practice the language, develop close personal ties and experience the everyday culture of the country.

The vibrant metropolitan center of England, London offers a ceaseless banquet of cultural events and performances. Courses are held in central London, near the British Museum.

Siena, Italy is located in the Tuscany Hills, 40 miles from Florence. Language instruction is included, and no prior study of Italian is required. Content courses often stress art and architecture, both of which are abundant in and around Siena. Students share apartments with American and Italian students.
Angers, France has been described as a “bright and radiant city” and is located in the western portion of the Loire Valley between the Maine and Loire rivers. Within its white walls are some of the most beautiful and prolific gardens in France, as well as the oldest and largest collection of medieval tapestries in the world, which hang in the 13th century Chateau d’Angers. The arts in all forms – theatre, dance, music and visual arts are of major significance. The region is also noted for its quality of language; it’s said the purest form of French is spoken here. From abundant flowers, wines, museums and galleries to it’s cobbled streets that wind through the Gothic and Renaissance neighborhoods on their way to the market place, this is a city that is medieval and contemporary.

For information and applications contact:
UAA Office of International Services
Enrollment Services
Administration Building • Room 176
(907) 786-1558

WESTERN UNDERGRADUATE EXCHANGE

The University of Alaska Anchorage participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education (WICHE) and other western states. Through WUE, certain students who are not Alaska residents may enroll in designated UAA programs. They pay resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). WUE students do not pay the higher non-resident student tuition.

Because the University of Alaska Anchorage participates in WUE, residents of Alaska may enroll under the same terms in designated institutions and programs in other states. Information about WUE programs at the University of Alaska Anchorage may be obtained from Enrollment Services. Alaska residents may obtain information about WUE programs in other states from either of the following two addresses:

Certifying Officer for Alaska Commission on Postsecondary Education
3030 Vintage Blvd.
Juneau, AK 99811 Phone: (907) 465-2855

WICHE Student Exchange Program
P.O. Drawer P
Boulder, CO 80301-9752 Phone: (303) 497-0210

OTHER ENROLLMENT SERVICES

Students and prospective students are invited to call (907) 786-1480 or visit Enrollment Services in the Administration Building for general information, enrollment advising, and processing services. For more information about undergraduate admissions and degree programs, please see Chapter 9. For more information about graduate admissions and degree programs, please see Chapter 10.

Services and Programs coordinated through Enrollment Services include:

- Academic Petitions
- Admission Counseling
- Admission Processing
- Application for Graduation
- Campus tours (conducted by Student Ambassadors)
- Catalog and schedule distribution to school districts and public agencies throughout the state
- Chancellor’s Scholarship Program
- Change of Student Name or Address
- Class Schedules
- Course Catalogs
- Directed Study
- Educational Opportunity Center
- Enrollment Advising
- Enrollment Certification
- General Information
- Grades
- High School and College Visitation Program
- Independent Study
- International Student Advising and Documentation Services for F-1 Student Visas
- Military Education Evaluations
- National Student Exchange Program
- Registration by Proxy
- Registration Procedures:
  - Add/Drop, Withdrawal, Audit-to-Credit, Credit-to-Audit, Credit/No Credit
- Sponsorship of Alaska Career and College Fair, Counselor Day, and other outreach activities for prospective students
- Student Ambassador Program: students recruiting students
- Study Abroad and International Exchange Programs
- Transcripts
- Transfer Credit Evaluation
- Under-Age Enrollment
- Who’s Who Among College and University Students

For further information, please call (907) 786-1480.
CHAPTER 3

TUITION, FEES, AND FINANCIAL AID

- Residency for Tuition Purposes
  - Tuition Summary
  - Typical Fees
- Special Course and Laboratory Fees
- Financial Obligations
- Payment Procedure
- Refund Policy
- Senior Citizen Tuition Waiver
- Student Financial Aid
- Satisfactory Academic Progress Policy
  - Grants
  - Loans
  - Scholarships
- Student Employment
- Veterans Assistance
RESIDENCY FOR TUITION PURPOSES

For the purpose of determining tuition rates, a resident is defined as any person who has been physically present in Alaska for 12 consecutive months (except for vacations or other absences for periods not exceeding an aggregate of 120 days with intention to return) and who declares intention to remain in Alaska indefinitely. Students who have been physically present in Alaska for 12 consecutive months and meet other residency requirements must notify Enrollment Services to change their non-resident status to resident status. However, any person who, within one year, has declared him/herself to be a resident of another state, has voted in another state, or has done any other act inconsistent with Alaska residence is considered a non-resident for tuition purposes.

Any unemancipated person under the age of 18 whose parent or guardian qualifies as an Alaska resident as defined above is considered a resident. Otherwise, an unemancipated person under the age of 18 is considered a non-resident for tuition purposes.

Members of the U.S. military on active duty and their dependents, members of the Alaska National Guard and their dependents, are considered residents for tuition purposes.

An international student in F-1 student status or in any other non-immigrant visa status cannot be considered a resident for tuition purposes. The only exception is when the non-immigrant student is from the Yukon Territory or the Northwest Territories in Canada, or from one of the University of Alaska sister cities as designated by the Board of Regents. Non-immigrant visa status is inconsistent with Alaska residence.

An international student who is a legal permanent resident or who is in refugee status or another status which permits an indefinite stay in the United States may qualify as a resident for tuition purposes provided they meet the other conditions for residency.

This definition of residency is used solely to determine tuition rates at the University of Alaska Anchorage. Other agencies may use different definitions.

TUITION SUMMARY

TUITION COSTS:

<table>
<thead>
<tr>
<th>Level</th>
<th>Course Numbers</th>
<th>Resident Fee</th>
<th>*Non-resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower-Division—Undergraduate</td>
<td>050 - 299</td>
<td>$77.00 per credit hour</td>
<td>$241.00 per credit hour</td>
</tr>
<tr>
<td>Upper-Division—Undergraduate</td>
<td>300 - 499</td>
<td>$87.00 per credit hour</td>
<td>$251.00 per credit hour</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td>$172.00 per credit hour</td>
<td>$336.00 per credit hour</td>
</tr>
</tbody>
</table>

TYPICAL FEES

All resident and non-resident tuition rates and student activity fees are approved by the Board of Regents of the University of Alaska. The University reserves the right to change tuition rates or fees at any time.

FEES

In addition to tuition, any course may use materials, supplies or services which necessitate an additional fee. Fees may also be charged for administrative and/or instructional services. The University reserves the right to change its fees at any time.

Add Fee (per class) ..................................................5
Administrative Fee ..................................................Varies
Admission Fee (non-refundable) .....................................Varies
Audit Fee ........................................................................Varies
Catalog ..................................................................6
Credit for Prior Learning Evaluation Fee ..................75
Credit for Prior Learning Evaluation Fee (per credit) ......40
Distance Fee .....................................................Varies
Drop Fee (per class) ...................................................5
Graduation Application Fee .......................................40
Late Fee ......................................................................25
Laboratory, Material, and Other Fees ..........................Varies
Late Registration Fee .............................................50
Late Fee ........................................................................25
Music Lesson Fee (per credit) .....................................200
Non-Credit Course Fee ...............................................Varies
Non-Credit Course Fee (per credit) ............................Varies
Parking Fee (optional, non-refundable) .........................Varies
Self Support Fee ......................................................Varies
Student Activity Fees (maximum per semester) ...........59.50
Technology Fee ......................................................Varies
Technology Fee ......................................................Varies
Transcript Fee (per copy) ...........................................4

ADD/DROP FEE

An add/drop fee of $5 is charged per transaction, beginning with the first day of instruction. No add/drop fee is charged if students must make changes because the University cancels or reschedules classes after registration.

ADMINISTRATIVE FEE

An administrative fee is a fee charged instead of tuition. There may be other fees assessed for the course such as lab or material fees in addition to the administrative fee.
ASSET PLACEMENT FEE
Testing fee for ASSET Placement Test.

AUDIT FEE
Auditors pay the same tuition and fees as students registering for credit.

CANCELLED REGISTRATION FEE (CRF)
A Course Reservation Fee is assessed to students who fail to pay tuition, get approved for a payment plan, or drop all classes by the assigned payment deadline. The CRF for students taking six or fewer credits is $50; more than six credits is $100.

CONTINUING EDUCATION UNIT (CEU) FEE
This fee varies. It is charged per Continuing Education Unit instead of tuition.

CONTINUOUS REGISTRATION FEE
Graduate students are expected to make continuous progress in their graduate program from admission through graduation. Continuous registration (except summer session) is required.

CREDIT-BY-EXAM FEE
A non-refundable $40-per-credit fee is charged to challenge a course.

CREDIT FOR PRIOR LEARNING EVALUATION FEE
A $75 non-refundable fee is assessed when the student files a Credit for Prior Learning Application.

CREDIT FOR PRIOR LEARNING FEE
A $15-per-credit fee is assessed for each credit awarded through the Credit for Prior Learning Program.

DISTANCE FEE
A Distance Fee is charged for each telecourse. The fee amount varies.

LABORATORY, MATERIAL, AND OTHER FEES
A fee is sometimes charged in addition to tuition. The semester Class Schedule identifies courses for which fees are charged and their purpose: lab fee, special fee, or materials fee. Fee amounts vary.

LANGUAGE CREDIT BY PLACEMENT FEE
An accepted, degree-seeking UAA student who has completed in residence a Department of Languages UAA catalog course with a grade of “B” or better is eligible to receive credit for the two immediately preceding language courses.

LATE REGISTRATION FEE
Fee charged to new registrations during Late Registration.

MUSIC LESSON FEE
Private music lesson fees are listed in the semester Class Schedule. Registration in private music lessons also requires the signature of the chair of the Music Department.

NON-CREDIT COURSE FEE
Non-credit courses are numbered 001-049. These courses do not meet degree requirements and may have fees other than regular tuition. Such fees are listed in the semester Class Schedule as special fees.

PARKING FEE
All areas on campus except “Visitor Parking” require an appropriately displayed parking decal. Decals may be purchased during regular registration or from the UAA Parking Office any time throughout the semester. The UAA Parking Office is located at the University Lake Building, Suite 100. Decal fees are non-refundable. For further details, contact Parking, (907) 786-1119.

SELF SUPPORT FEE
Fee for a course that is funded entirely through the revenues collected when students sign up for that specific course. Costs vary by course and may include salaries, supplies, advertising, facilities, and travel. Separate refund policy applies.

STUDENT ACTIVITY FEES
Activity fees of $59.50 per semester are assessed to students (including underage students) who enroll for three or more credits on the Anchorage campus. This fee supports student-related activities.

STUDENT HEALTH CENTER FEE
All students taking a total of six or more credits and having at least one course (three credits or more) on the Anchorage campus will pay a mandatory Student Health Center Fee.

STUDENT CREDENTIALS FILE FEE
A fee is charged to mail out copies of a student’s credentials file.

TECHNOLOGY FEE
A fee to provide up-to-date equipment, software, maintenance, training, and support for student use.

TRANSCRIPT FEE
A per copy fee is charged for regular processing and must be paid in advance.
SPECIAL COURSE AND LABORATORY FEES

Special fees are assessed to pay for travel, equipment, or facilities out of the ordinary. The typical fees listed above normally cover University charges for course registration. Some courses, however, have extraordinary expenses associated with them, and in such cases the University may charge additional fees in amounts that approximate the added instructional or laboratory costs. If other costs are required for the course, they will be listed in the semester Class Schedule.

FINANCIAL OBLIGATIONS

The University of Alaska Anchorage reserves the right to withhold final grade reports, transcripts, or diplomas from students who have not fulfilled all their financial obligations to the institution. Permission to register for a new semester will be denied, or a student’s current registration may be cancelled. Students are held financially responsible for all courses for which they register. Interest, late fees, or collection costs will be added to a student’s account. Past due accounts will be sent to a collection agency and reported to the credit bureau.

PAYMENT PROCEDURE

All tuition, fees, and other charges for the semester must be paid by the applicable deadline or at the time of registration. Payment may be made in cash, by check, or by VISA, MasterCard, or Discover card. Students requiring a payment plan may enroll with Tuition Management Services (1-800-722-4867). Refer to schedule for the available payment plan options.

Tuition and fee charges may be audited, corrected, and adjusted before the end of the current semester. Students are notified of adjustments by mail. No refunds are issued for $1 or less. The University reserves the right to change its tuition or fees at any time.

REFUND POLICY

Refund processing is automatic for students who officially drop courses or withdraw from the University before the refund deadlines published in the current Class Schedule. Students are responsible for thoroughly reading the Class Schedule and being aware of the published refund deadlines for their particular classes. The date of official drop or withdrawal activity determines eligibility for a refund.

Students who are forced by extenuating circumstances to withdraw after the refund deadline may petition for refunds. Extenuating circumstances for refund petitions are defined as death, disability, military transfer, or sudden and uncontrollable absence. Written documentation is required and must be provided within six months from the date of registration. Students who must withdraw as a result of University disciplinary action forfeit all rights to any refund.

Refunds are not issued after one academic year. If tuition was paid by credit card, the credit card account will be credited. If tuition was paid by cash or check, a refund check will be mailed to the student’s address of record. Refunds will not be issued for amounts of less than $1. A $15 fee is charged for all checks reissued due to a stop payment request by the student.

All refunds are processed by the Accounting Office according to the following policies:

CANCELED CLASSES

If UA cancels a class, students may add another class of equal cost at no additional tuition charge and without being assessed an add fee for the replacement class. If a replacement class is not added, a 100% refund of tuition and course fees is automatically processed. Refund processing dates are listed in the current Class Schedule.

WITHDRAWAL FROM CLASSES

No tuition refund or exchange will be allowed for withdrawal after the drop deadline.

NON-CREDIT, CEU, AND SELF-SUPPORT CLASSES

100% of all tuition charged is refunded if the student officially drops at least 2 business days before the first class begins. There is no refund after this time.

REGULAR TUITION, CREDIT COURSES

(FULLSEMESTER)

1. 100% of both tuition and course fees is automatically refunded when official drop/withdrawal activity is completed prior to the eighth calendar day of the semester.
2. 50% of tuition only is automatically refunded when official drop/withdrawal activity is completed from the eight through the twelfth calendar days of the semester. Course fees are not refunded on or after the eighth calendar day of the semester.
3. No refund is issued for a drop/withdrawal made on or after the thirteenth calendar day of the semester.
4. Refund deadlines for less-than-semester-length classes are prorated.

Please refer to the current semester's Class Schedule for additional information.
SENIOR CITIZEN TUITION WAIVER

Alaska residents 60 years of age or older may enroll in most UAA credit classes and have tuition waived. Enrollment is on space available basis only. Use of senior citizen tuition waivers is governed accordingly:

1. Tuition is not waived for non-credit, CEU, or self-support classes. Senior citizens must pay all additional course fees. To waive tuition, senior citizens must register and present a completed tuition waiver with proof of age. Tuition waivers are available at registration or from Accounting Services and Enrollment Services, both located in the Administration Building. Note: The student government fee, student activity fee, and student media fee, are waived for senior citizens. Senior citizens wanting use of the PE Facility and free admission to athletic events must pay the PE Facility Use Fee and the Athletic Program Fee. The Student Health Center Fee is mandatory for all students taking six or more credits.

2. Registration using a senior citizen waiver for payment is permitted only during late registration (no late fee will be assessed when students register late with a senior citizen tuition waiver).

3. Senior citizens may elect to register before the late registration period; however, they must pay full tuition and fees (use of senior citizen tuition waiver will not be accepted). Senior citizens electing to register and pay full tuition are subject to all payment deadlines. Students who do not either pay or drop before the published deadline will be subject to drop for non-payment and to assessment of the Cancelled Registration Fee. Refunds will NOT be available to senior citizens who drop classes and then re-enroll into the same classes using a tuition waiver during late registration.

STUDENT FINANCIAL AID

The Office of Student Financial Aid assists students and prospective students in applying for state and federal aid programs. State and Federal governments, the University, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student’s financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Types and amount of financial aid vary according to State and Federal guidelines, student needs, and availability of funds.

APPLICATION PROCEDURES

Interested students should contact the Office of Student Financial Aid for information and applications. Students should submit applications at least 6 months before the beginning of the semester for which they are applying. For the upcoming fall semester, the Office of Student Financial Aid should have received completed applications and required additional forms by June 1 at the latest. Applications received after this date will be considered if funds are available. Specific procedures are as follows:

1. New students must first apply for formal admission to UAA through Enrollment Services by the appropriate deadline.

2. All interested students must complete a Free Application for Federal Student Aid (FAFSA) and submit the application to the Department of Education. List UAA’s Title IV code on FAFSA (011462).

3. Students who wish to apply for other assistance, such as an Alaska State Student Loan or a specific scholarship, may complete special applications available at the Office of Student Financial Aid.

4. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications.

5. Students applying for federal assistance who have attended other postsecondary institutions may be required to submit a Financial Aid Transcript from each institution previously attended.

ELIGIBILITY

To be considered for financial aid, a student must:

1. Have a high school diploma or its equivalent
2. Be accepted for admission with no conditions
3. Demonstrate financial need for federal assistance as determined by the federal Student Aid Report (SAR)
4. Meets satisfactory academic progress as defined by Student Financial Aid regulations (policy available on Web at www.uaa.alaska.edu/finaid)
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TUITION, FEES, AND FINANCIAL AID

FEDERAL VERIFICATION

The U.S. Department of Education selects 30% of financial aid applications for the verification process. The Office of Student Financial Aid verifies information on selected applications prior to students receiving financial aid awards. Copies of the following documents may be requested:

1. Income tax returns
2. Verification of household size
3. Child support payments
4. Statements of untaxed income
5. Verification of number of family members in college
6. If military, copies of Leave/Earning Statements for previous tax year (all 12 months)

Students selected for verification must submit the requested documents if applying for federal financial aid. If documentation is not received, federal financial aid cannot be awarded.

SATISFACTORY ACADEMIC PROGRESS

To remain in good standing for federal assistance or state loans, students must complete the number of credits upon which the semester’s aid was based. In addition, they must maintain a minimum grade point average (GPA) of 2.00.

SATISFACTORY ACADEMIC PROGRESS POLICY

In order to receive financial aid from any of the Federal aid programs, the State of Alaska loan programs or from institutional funds, a student must be fully admitted to a degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal as defined below:

1. A student must be admitted to an undergraduate (or teacher certification program), University certificate program, or graduate program, without any conditions (missing transcripts, missing test scores, etc.)
   a. A) Full-time undergraduate students (students enrolling in 12 or more credits) must successfully complete at least 12 credits each term with a minimum cumulative GPA of 2.00.
   b. Three-quarter time undergraduate students (students enrolling for 9, 10 or 11 credits) must successfully complete at least 9 credits each term with a minimum cumulative GPA of 2.00.
   c. Half-time undergraduate students (students enrolling in 6, 7 or 8 credits) must successfully complete at least 6 credits each term with a minimum cumulative GPA of 2.00.
   d. Full-time graduate students (students enrolling in 9 or more graduate credits) must successfully complete at least 9 graduate credits each term with a minimum cumulative GPA of 3.00.
   e. Half-time graduate students (students enrolling in 6, 7 or 8 graduate credits) must successfully complete at least 6 graduate credits each term with a minimum cumulative GPA of 3.00.
   f. All students who are attending less than half-time during any term must successfully complete the number of credits attempted that term with a minimum cumulative GPA of 2.00 (3.00 for graduate students).

2. Academic progress will be reviewed at the end of each term to ensure the student has maintained the minimum cumulative GPA and to ensure that the student has completed the required minimum number of credits.

3. Probation: Students in section A who complete at least 9 credits in a term with a minimum cumulative GPA of 2.00 will be placed on probation for their next term and will be eligible to receive financial aid during their term of probation. These students will receive a letter notifying them of their probationary status. Students in section B who complete at least 6 credits in a term with a minimum cumulative GPA of 2.00 and students in section D who complete at least 6 graduate credits in a term with a minimum cumulative GPA of 3.00 will be placed on probation for their next term and will be eligible to receive financial aid during their term of probation. These students will receive a letter notifying them of their probationary status. There is no probation for half-time students taking 6, 7 or 8 credits or for students attending less than half-time (students in sections C, E and F). Failure to regain good standing status within the one semester of probation will result in the suspension of financial aid.

4. Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress will be allowed as satisfactory for one term only. Failure of a student to satisfactorily complete the required number of credits during the academic year will result in the suspension of most types of financial aid.

5. First time freshmen and transfer students with no prior academic history within the University of Alaska system are considered to be making satisfactory academic progress for the first semester of enrollment.

6. The maximum number of credits for which a student may receive financial aid is 150% of the published credit requirements of his/her educational program. Usually 180 credits for a bachelor’s degree and 90 credits for an associate’s degree comprise 150% of the basic graduation requirements. The clock starts from the very first credit attempted, regardless of whether or not the student received financial aid. Transfer credits are included in this calculation.

7. Satisfactory academic progress must be maintained even during terms in which aid is not received.
FINANCIAL AID SUSPENSION

Financial aid suspension will result from failure to:
1. Complete of the minimum required number of credits required during the term.
2. Maintain a cumulative GPA of at least 2.00 for undergraduates and 3.00 for graduates.
3. Graduate prior to exceeding the maximum number of credits allowed for the student’s program (see above #6).
4. Meet the requirements of an appeal approval.

REINSTATEMENT

1. Appeals: A student whose financial aid has been suspended may appeal that decision. Appeals should be directed to the UAA Office of Student Financial Aid, 3211 Providence Dr., Anchorage, AK 99508. Appeal forms are available in the Office of Student Financial Aid or under the “Forms” section on our web page: www.uaa.alaska.edu/financialaid. Students may only submit one appeal for every three completed semesters. Written documentation is required (see attachment A) for appeals for financial aid reinstatement. The Office of Student Financial Aid will review all appeals to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation for one semester. This means that students must meet the condition(s) of their appeal. Failure to regain good standing status within the probation semester of probation will result in a suspension of financial aid.

2. Makeup: A student who does not wish to appeal or whose appeal has been denied may attend course(s) during a subsequent term, at the student’s expense, to make up credits and/or improve their GPA. It is the student’s responsibility to notify the Office of Student Financial Aid when the makeup is complete.

DISBURSEMENTS

Funds cannot be disbursed for prior semesters when a student had failed to maintain satisfactory academic progress. Approval of appeals is for the semester of the appeal only and not for a preceding term.

CONCURRENT ENROLLMENT

Some students plan to enroll at UAA and at another college or university during the same semester. Concurrent enrollment plans must be approved in advance by the UAA Office of Student Financial Aid. Aid cannot be received at both institutions simultaneously. Concurrent enrollment plans are subject to the following conditions. The student must:
1. Obtain written approval from the Office of Student Financial Aid by completing a consortium agreement,
2. Enroll in a minimum of six semester hours at UAA,
3. Have a majority of semester credits at UAA, and

RETURN OF FEDERAL FINANCIAL AID POLICY

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who totally withdraws after completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Office of Student Financial Aid encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Office of Student Financial Aid to see how your withdrawal will affect your financial aid.

INCOMPLETE GRADES

Incomplete courses will not be considered complete until official confirmation has been received in the Office of Student Financial Aid, showing satisfactory completion of the incomplete with a passing grade.

REPEAT COURSES

Repeated courses that are required for a student’s degree program count toward the minimum credit hour load required for aid during a given semester, and all repeated coursework will be counted toward the cumulative maximum number of credits (150% of degree requirements) for which a student can receive aid (see above #6).

REMEDIAL COURSEWORK

Students who enroll in remedial coursework (less than 100 level) may receive financial aid. Note: some remedial coursework is not considered to be at least secondary level and is not fundable by any of the federal aid programs. Consult your financial aid office for specific information.

TELECOURSES AND DISTANCE DELIVERED COURSES

These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student’s degree program. NOTE: Students are still required to complete these classes within the term that they enroll (year long correspondence courses are not eligible for financial aid).

WITHDRAWALS

Students who totally withdraw from the university, after receiving financial aid, will be suspended from receiving future financial aid and could be liable for refunds and/or return of Title IV funds.

INSTITUTIONAL FUNDS

Students receiving scholarships, grants, tuition waivers from UA are expected to meet the satisfactory academic progress requirements listed in this document. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt: requirements for scholarships will be stipulated in the UA scholarship information packet.

OTHER SOURCES OF AID

Students receiving scholarships or financial aid from such sources as BIA, regional and village corporations, civic groups, and private organizations are expected to meet the satisfactory academic progress requirements of UA unless the agency or group instructs the Office of Student Financial Aid, in writing, to waive our requirements for these specific funds.

Tuition, Fees, and Financial Aid
1) This policy applies to all students who withdraw, drop out, are expelled from the University of Alaska Anchorage or otherwise fail to complete the period of enrollment for which they were charged, and who receive financial aid from Title IV funds:

a) The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford loans, Subsidized Stafford loans, Federal PLUS loans, Federal Perkins loans, Federal Pell Grants, Federal SEOG grants.

b) A student’s withdrawal date is:
   i) the date the student completed the course withdrawal form, or the date the student officially notified the Enrollment Services Office (this notification may take place via email, letter, phone or personal contact); or
   ii) the midpoint of the period for a student who leaves without notifying the institution; or
   iii) the student’s last date of attendance at a documented academically related activity.

c) The term "period of enrollment" includes every day, including weekends, that the student is enrolled, excluding breaks of at least five consecutive days (the length of the break is determined by counting the first day of the break through the last day before classes resume).

2) Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.

a) The percentage of Title IV aid earned shall be calculated as follows:

\[
\text{Number of days completed by student} \times \frac{\% \text{ of term completed}}{\text{Total number of days in term}} = \% \text{ of term completed}
\]

The percent of term completed shall be the percentage of Title IV aid earned by the student.

*The total number of days in term excludes any scheduled breaks of more than five days.

b) The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percent earned.

c) Unearned aid shall be returned first by UAA from the student’s account calculated as follows:

\[
\text{(Total institutional charges} \times \% \text{ of unearned aid}) = \text{amount returned to program(s)}
\]

Unearned Title IV aid shall be returned to the following programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loans, Parent Loans to Undergraduate Students (PLUS), Federal Pell Grant, Federal SEOG, other Title IV grant programs. Exception: no program can receive a refund if the student did not receive aid from that program.

d) When the total amount of unearned aid is greater than the amount returned by UAA from the student’s account, the student is responsible for returning unearned aid to the appropriate program(s) as follows: Unsubsidized Stafford Loan*, Subsidized Stafford Loan*, Parent Loans to Undergraduate Students (PLUS)*, Federal Pell Grant**, Federal SEOG**, other Title IV grant programs**.

* Loan amounts are returned according to the terms of the promissory note.

** Amounts to be returned by the student to federal grant programs will receive a 50% discount.

e) If a withdrawing student is determined to have earned more aid than was actually disbursed by the official withdrawal date, UAA may apply "post-withdrawal disbursements" to current year charges and to minor prior year charges that the student owes without specific permission of the withdrawing student, providing the student would have otherwise been fully eligible for the disbursement on the date of withdrawal.

f) If earned but not disbursed amounts remain after a post-withdrawal disbursement is applied to outstanding eligible institutional charges, withdrawing students (or their respective PLUS borrower) will be offered, in writing, post-withdrawal disbursements of the remaining amounts within 30 days of the date of UAA’s determination that the student withdrew. The withdrawing student or his/her parent must accept the balance of the "post-withdrawal disbursement" within 14 days of being notified. If the student or parent accepts the offer of a post-withdrawal disbursement within 14 days, UAA must provide the funds within 90 days of the date on which UAA became aware of the withdrawal. If the student or parent does not respond within the 14-day window, UAA is not required to make the disbursement, but may do so at its discretion.

g) Written offers of post-withdrawal disbursements, refunds and adjusted bills will be sent to the student’s home address on file in the Office of Records and Registration following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

3) A student may rescind his/her official notification of withdrawal by filing a written statement with the Records and Registration Office that he/she is continuing to participate in academically related activities and intends to complete the period of enrollment.

a) If the student subsequently ceases to attend UAA prior to the end of the period of enrollment, the student’s rescission is negated and the withdrawal date is the student’s original date, unless a later date is determined.

4) Institutional and student responsibilities concerning the return of Title IV funds.

a) UAA’s responsibilities concerning the return of Title IV funds include:

i) providing each student with the information given in this policy;

ii) identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
iii) returning any Title IV funds that are due the Title IV programs.
b) The student’s responsibilities in regard to the return of Title IV funds include:
   i.) becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
   ii.) returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
5) The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.
6) Refunds of institutional charges for students who do not totally withdraw will be calculated using the UAA refund policy published in the UAAClass Schedule and Academic Catalog.

If you would like examples of the Refund policy or the Return of Title IV Funds policy, contact the Office of Student Financial Aid.

GRANTS

Grants are financial aid awards which do not need to be repaid as long as the student meets academic progress requirements of the granting agency.

BUREAU OF INDIAN AFFAIRS (BIA)

The Bureau of Indian Affairs makes grants available to eligible full-time students. Applicants must be at least one-quarter Alaska Native or American Indian. For further information, contact the local BIA area office or your Native Regional Corporation.

FEDERAL PELL GRANT

The Federal PELL Grant makes funds available to eligible students with financial need. To be eligible for a PELL Grant, students must be working toward their first baccalaureate degree.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is similar to the PELL Grant program and can provide additional assistance to students with financial need and who received a PELL. Only undergraduates working toward their first baccalaureate degrees are eligible.

LOANS

ALASKA STATE STUDENT LOAN PROGRAM (ASSL)

To be eligible for an ASSL, students must be one-year residents of the State of Alaska, hold high school diploma or the equivalent, and be officially admitted to a certificate, associate, baccalaureate, or graduate degree program. Full-time undergraduate students may borrow up to $8,500 a year depending on cost of attendance and other financial aid awarded for educational expenses. Full-time graduate students may borrow up to $9,500 a year. Applications are available at the Student Financial Aid Office and the Alaska Student Loan Program Office at 707 A Street, Suite 206, Anchorage, AK 99501. They must be submitted to the Alaska Commission on Postsecondary Education, either at the downtown Anchorage location or 3030 Vintage Blvd., Juneau, AK 99811.

EMERGENCY LOAN FUND (ELF)

Thirty day loans are available when school is in session to assist students with books. An admitted full-time student making satisfactory progress may borrow a maximum of $250 for up to 30 days. A $10 administrative fee is charged. Students may receive one ELF per semester, subject to Financial Aid Disbursement approval.

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)

A. Federal Stafford Loan Program

The Stafford Loan Program enables students to borrow directly from lending institutions after they have qualified by completing the Free Application for Federal Student Aid (FAFSA). Any undergraduate or graduate student enrolled at least half-time may apply for a Stafford Student Loan. This is a separate application process. The Office of Student Financial Aid has application forms and information for students’ consideration.

1. Federal Subsidized Stafford Student Loan

Dependent and independent students who have qualified using the FAFSA and determined to have need according to the Federal methodology can borrow up to:

- $2,625 as a first year undergraduate student.
- $3,500 as a second year undergraduate student and for students in a baccalaureate degree.
- $5,500 as a third, fourth and fifth year undergraduate student.
- $8,500 as a graduate student.

The aggregate loan amount for undergraduate study is $23,000; the aggregate loan amount for graduate study is $65,500 minus any amount previously borrowed for undergraduate study. The subsidized Stafford Loan means the Federal government pays the interest while the student is attending post-secondary education at least half time and for six months after graduation or after the student has left their post-secondary educational experience.

2. Federal Unsubsidized Stafford Student Loan

This loan is considered a non-need based loan. Students are responsible for paying the interest on this loan immediately upon the inception of the signing of the promissory note. Independent freshmen and sophomore undergraduate students can borrow up to $4,000 annually in addition to the amount borrowed on the subsidized Stafford. Independent juniors and seniors can borrow up to the limits of the subsidized loan and up to $5,000 annually in addition to the amount borrowed on the subsidized loan. Graduate students can borrow up to $10,000 annually in addition to the amount they are eligible for on the subsidized loan. Undergraduate students can borrow up to a maximum loan limit of $23,000 on un-subsidized loan borrowing. Graduate students can borrow up to a maximum of $73,000 on the un-subsidized loan program, including the amount borrowed as an undergraduate student.
B. Federal Parent(s) Loans for Undergraduate Student (PLUS)

Parent(s) can borrow for their dependent student’s educational costs. Parent(s) can borrow up to the cost of education attendance minus any other financial aid for which the student is eligible. UAA requires student applicants to submit the FAFSAto determine eligibility of their parent’s PLUS loan. The interest on the PLUS loan begins to incur with the parental signature on the promissory note. Payments usually begin 60 days after the loan is fully disbursed.

SCHOLARSHIPS

Scholarships are usually awarded for academic achievement or talent. Students interested in applying for scholarships may stop by the Student Financial Aid Office to view scholarship listings and obtain applications or visit our web site for the most current information at: www.uaa.alaska.edu/finaid/.

STUDENT EMPLOYMENT

Students seeking part-time on-campus or off-campus employment may apply through the Career Services Center. Students seeking only part-time on-campus employment may apply through Human Resource Services or directly to a department. Students working in student positions may work up to 20 hours per week. Work schedules and hourly pay will vary with each position.

CAREER SERVICES CENTER

Through its Student Internship Services, the Career Services Center provides qualified students the opportunity to earn credit in their major while gaining work experience in a paid position. This service provides guidance to students through developed learning objectives and faculty participation.

Federal Work-Study (FWS) positions are also available to students who have applied for financial aid and received notice of eligibility for the FWS award. The Center also advertises non-work study positions located throughout the Anchorage community. Any UAA student enrolled in at least six credits may inquire and obtain a referral. For more information, contact the Career Services Center at (907)786-4513, web site at www.uaa.alaska.edu/career/, HotLine (907) 786-4545, or drop by Business Education Building, Room 122.

HUMAN RESOURCE SERVICES

Human Resource Services advertises full-time, part-time, regular, term and temporary positions at UAA. A listing of temporary student positions is also available at this office. Students who wish to keep track of full and part-time employment opportunities open to the general public may call the 24 hour JOB HOTLINE at (907)786-4887, or job information can be found by accessing our web site listed under “Current Job Openings” at: www.uaa.alaska.edu/personnel/current.html.

Applicants needing reasonable accommodations to participate in the application or interview process should contact the recruitment manager in Human Resource Services. For general information, call (907)786-4608 or stop by the Administration Building Room 245.

GRADUATE ASSISTANTSHIPS

Minimum qualifications for graduate assistantships are a baccalaureate degree from a college or university of recognized standing with a grade point average of at least 3.00 (B) and formal admission to a UAA graduate program. Foreign students whose native language is not English must score at least 600 overall on the Test of English as a Foreign Language (TOEFL) and at least 190 on the Test of Spoken English.

Graduate assistants are assigned responsibilities requiring approximately 20 hours per week. They receive stipends of varying amounts. Semester tuition waivers may also be available based on full-time (nine credits) attendance. Graduate assistantships are awarded in spring for the upcoming academic year. For additional information and applications, contact the appropriate dean’s office.

VETERANS ASSISTANCE

The University of Alaska Anchorage is approved to provide training to veterans, service members, and eligible dependents of veterans whose death or permanent and total disability is service connected. Department of Veterans Affairs (DVA) benefits approved for UAInclude the Montgomery G.I. Bill, Veterans Educational Assistance Program, Dependent Educational Assistance Program, and Vocational Rehabilitation. Qualified persons who plan to use the Department of Veterans Affairs Educational benefits must contact the UAA Veterans Affairs Office in the office of Student Financial Aid, preferably 60 to 90 days before the term begins. They can provide necessary forms and current benefit information.

Students using DVA educational benefits must apply for admission to a degree or certificate program at UAA. In accordance with federal regulations, UAA must report this information to the VA, along with information regarding students’ enrollment, grades, and academic progress.

ADDS, DROPS, AND OTHER CHANGES

Veteran students must inform the Veterans Affairs Office whenever they add or drop courses, withdraw from the University, change address or dependents, or make other status changes. Students who drop courses or withdraw may be required to reimburse the Department of Veterans Affairs.

ADMISSION TO UAA

All veteran students receiving DVA benefits must be officially admitted to a degree program. Contact Enrollment Services (Administration Building Lobby) for information on requirements, (907) 786-1480.

SATISFACTORY ACADEMIC PROGRESS

Veteran students must maintain satisfactory academic progress according to University policy while they are receiving benefits. Failure to do so is reported to the Department of Veterans Affairs and may end educational benefits.

TRANSCRIPTS FROM PREVIOUS COLLEGES OR UNIVERSITIES

Veteran students with previous college or university experience must have official transcripts on file with the University. Each student must request these transcripts from each previous institution when applying for admission to UAA. The Department of Veterans Affairs may withhold benefits until this requirement is satisfied. For further information, please call (907) 786-1528.
CHAPTER 4

ADVISING, LEARNING, AND ASSISTANCE

Adult Learning Center
Academic Advising
Career Services Center
Counseling
Disability Support Services
Educational Opportunity Center
Learning Resources Center
Library
Academic Center for Excellence
AHAINA Student Programs
Native Student Services
Mathematical Sciences Math Lab
Reading/Writing Center
ADULT LEARNING CENTER

Adult Basic Education classes, GED certificate instruction, English-as-a-Second Language classes, up-front work search program, and a vocational program for single parents are offered in the Adult Learning Center (ALC). Locations for the Adult Learning Centers include 3401 Minnesota Dr., Mt. View, Eagle River, and Nunaka Valley. Classes meet during the morning, afternoon, evening, and Saturday. There is no cost other than placement and testing fees. Students 18 years and older who are not enrolled in high school may attend. Under special conditions, students 17 and under can enroll. The Center is a focus for those in the Anchorage area in need of basic educational skills and provides a second chance for adults to complete a high school diploma or to upgrade math, reading, writing, science, social studies, computer, and life-coping skills. ESL classes focus on basic English for new residents. The ALC is also the home of several job training and readiness programs. For more information, please call (907) 276-6007.

ACADEMIC ADVISING

The goal of academic advising is to assist students in developing educational plans consistent with career/life goals and to provide students with the information and skills needed to pursue those goals. It not only involves telling students what they need to know, but also aims at enabling them to find things out for themselves. The University knows that academic success is often greater when students and their advisor share a good working relationship. It is important to know who your advisor is and to seek advice often, rather than meeting only when problems arise.

DEPARTMENTAL ADVISING

At UAA, admitted students with a declared major are assigned to a faculty advisor within the academic department offering the major. The advisor can guide the student on University policies and procedures, general and degree requirements, and career options associated with the field. Students should contact their major department to learn how to set up an appointment with a faculty advisor.

All students have the right to high quality academic advising, and the University has an obligation to ensure that academic advising is available to all students. Academic advising is not mandatory. Students are encouraged to utilize advising and are responsible for seeking advising.

ADVISING AND COUNSELING CENTER

The Advising and Counseling Center, a unit of Academic Affairs, provides multiple services for prospective and enrolled University of Alaska Anchorage students. Services include academic advising, assessment, career counseling, and personal services. Trained professional counselors and supportive staff members are dedicated to assisting individuals with their needs. The Advising and Counseling Center is the starting place for many students entering the academic world.

Students admitted to UAA as baccalaureate students, indicating an “undeclared” major and students admitted to the Associate of Arts degree are assigned to the Advising and Counseling Center. Students not admitted to UAA who take classes by filing an Intent to Register Form and prospective students may also seek advisement through the Advising and Counseling Center.

For further information, or to schedule an appointment with a counselor, go to the Business Education Building, Room 115, or call (907) 786-4500. You may also access information at www.uaa.alaska.edu/dos/advise.html or e-mail general advising questions to aycouns@uaa.alaska.edu.

TESTING AND ASSESSMENT

The assessment program supports many of the testing needs of the University and also serves the community as a testing site for over 60 national tests which are used for admission, gaining college credit, and professional certification. ASSET is offered to new students for general advising and to place them in appropriate English classes and basic math classes. There is a ten dollar ($10) fee for ASSET. Data from ASSET are used to improve student advising and retention. Other assessments are available to help people with career and life planning. Testing services, such as proctoring correspondence and other exams, are also available. Testing and Assessment Services is a department within the Advising and Counseling Center in the Business Education Building, Room 115. For further information, please call (907) 786-4500.

CAREER SERVICES CENTER

The Career Services Center (CSC) provides a number of services and resources. Hundreds of books covering subjects such as how to write a résumé, interviewing skills, and where jobs can be found in the resource room. Other resource materials include videos, college catalogs, and a variety of literature to assist students on a career path or job search. Through CSC, students can participate in Student Internships, a unique service that integrates academic credit with paid, planned, supervised work experience.

Students can also participate in the Federal Work Study Program, which is part-time employment, as part of a student financial aid package.

The CSC provides career counseling, résumé assistance, workshops, and campus and community presentations. Several computers are equipped with the AKCIS program, which is a self-directed computer program developed to assist the user in exploring career, financial, and educational information.

The Career Services Center is open Monday through Friday all year. For further information, call the Center’s Hot Line number at (907) 786-4545, visit the web site at www.uaa.alaska.edu/career/, or stop by the Business Education Building, Room 122.
**STUDENT INTERNSHIP SERVICES**

Student internships are a unique form of education, which integrate academic programs with paid, planned, and supervised work experience, allowing the student to earn elective credit and a salary. Applied academics allow students to test classroom skills in a professional setting and explore career opportunities. For more information on student internships, call the Career Services Center at (907) 786-4513 or visit the web site at www.uaa.alaska.edu/career/.

**COUNSELING**

The Advising and Counseling Center provides short-term personal counseling for concerns affecting academic success, such as stress, situational crises, and life changes. Other counseling services include student advocacy and referrals. Counseling services are free to UAA students. To learn more about the services available, call (907) 786-4500 or stop by Business Education Building, Room 115.

**PSYCHOLOGICAL SERVICES CENTER**

The Psychological Services Center offers low-cost therapy and counseling to families, couples, and individuals of all ages for a variety of problems. Clinical psychology students in the last phase of study for their master’s degree see patients under the supervision of licensed psychologists from the psychology faculty. Services are available to the campus community. A fee schedule is based on each individual’s ability to pay. The Psychological Services Center is located on the second floor of the College of Arts and Sciences Building. For more information, call (907) 786-1795 or stop by College of Arts and Sciences, Room 264.

**STUDENT HEALTH CENTER**

The Student Health Center provides mental health psychotherapy to students in need. The therapist acts as a patient advocate and assists individuals in dealing with stressful life events, depression, anxiety, sexual and physical abuse, alcohol and drug dependency, situational crises, and other life issues. A nominal fee is charged for psychotherapy and group sessions. Call (907) 786-4040 or stop by Business Education Building, Room 120 to schedule an appointment.

**NATIVE STUDENT SERVICES**

Native Student Services provides short-term personal counseling, conflict resolution and advocacy for Alaska Native and Native American students. For more information call (907) 786-4000 or stop by Business Education Building, Room 108.

**DISABILITY SUPPORT SERVICES**

At the University of Alaska Anchorage, providing equal opportunities for students who experience disabilities is a campus-wide responsibility and commitment. Disability Support Services (DSS) is the designated UAA department responsible for coordinating academic support services for UAA students who experience disabilities. To access support services, students must contact DSS and provide current disability documentation which supports the requested services. Services include, but are not limited to, American Sign Language interpreters, note-taking assistance, textbooks enlarged or on tape, testing accommodations, and access to adaptive computer technology. The Disability Awareness Club is a recognized student organization, and membership is open to all students. Disability Support Services is located in room 105 of the Business Education Building. For further information call (907) 786-4530 (Voice), (907) 786-4536 (TTY), e-mail at aydss@uaa.alaska.edu, and the DSS website at www.uaa.alaska.edu/dss/camai.html.

**EDUCATIONAL OPPORTUNITY CENTER**

The Educational Opportunity Center (EOC) is a specialized advising program for students and non-students who are undecided about an educational direction. EOC staff members provide information on schools and training programs throughout the United States, and assist with the application and admission process. They also help with financial aid and provide career exploration on how to choose a major field of study. To obtain information, please call (907) 274-5522.

**LEARNING RESOURCES CENTER**

The Learning Resources Center (LRC), located in the Sally Morganud Building, offers a friendly and relaxed atmosphere for students to read, study, work on supplemental materials, or get extra help for a class. The LRC houses a large quiet study area and an open area that is available for individuals and small work groups. In addition, the Center has a language laboratory, a math laboratory, a computer-assisted writing laboratory, an open-access computer laboratory, and audio-visual study areas. The Instructor Reserve area maintains a collection of print, audio-visual, and computerized supplemental course materials placed on reserve for student use by University faculty.

At the LRC, students have free access to peer tutors to help with mathematics, languages, and English as a second language. For those students who wish to arrange private tutoring, the Center maintains a registry of available tutors for a variety of subjects.

Other services include coffee and tea for study breaks; laser printing, copy machines, laminating equipment, and document binding equipment to assist students in the preparation of class projects and reports; and test proctoring for those students enrolled in correspondence courses. For more information, please call (907) 786-6828.
AHAINA STUDENT PROGRAMS

The University of Alaska Anchorage recognizes the growing population of students of color and is determined to meet many of their needs. AHAINA is an acronym for African American, Hispanic, Asian, International, and Native American students. Our primary goal is to assist students of color (minority) in achieving academic success and enhancing their university experience through the sharing of cultures. AHAINA provides academic support for students as they pursue their personal and educational goals.

The emotional expectations of students are met through the provision of social and cultural activities. Peer advisors and support groups serve as important components of the educational services offered by the AHAINA Office. As it is not our intent to marginalize the services and education offered to our students, AHAINA refers many of its students, on a case-by-case basis, to existing services available to the general student population. If, for some reason, this proves to be a mismatch, AHAINA then uses its resources to provide particular assistance. Under the auspices of AHAINA, a Multicultural Student Center has been established. It is open for use by individuals and student clubs from any of the many different cultures represented on campus.

AHAINA Student Programs provide short-term one-on-one and group counseling, conflict resolution, mediation, and advocacy for African American, Hispanic, Asian, International, and Native American students. For more information call (907) 786-4070 or stop by the Business Education Building, Room 106.

EDUCATIONAL TALENT SEARCH PROGRAM

Educational Talent Search (ETS) helps 6th through 12th grade students achieve success in school and in their futures. ETS prepares students to successfully continue education beyond high school. Services include academic advising, career exploration, study skills, tutoring, college planning, goal setting and more. Funded by a federal Department of Education grant, ETS is a TRIO project and is free to low income students whose parents did not attend or complete college. To obtain information call (907) 258-0487.

LIBRARY

The Consortium Library serves the students, faculty, and staff of the University of Alaska Anchorage and Alaska Pacific University. It is also the major research library for Southcentral Alaska. The collection includes more than 700,000 volumes, 500,000 microform units, subscriptions to 3300 journals and an extensive sheet music collection. The Library is a select depository for federal and state documents. It houses special collections about Alaska and the Arctic, including a collection of archives and manuscripts. The Consortium Library also houses an extensive health sciences collection.

The Consortium Library’s web page provides access to a growing list of databases, indexes, full text articles, and electronic journals. Online request services for interlibrary loan, reference, and table of contents are also available. For further information, please see the Library web page at www.uaa.alaska.edu/lib/ or call the Reference Desk at (907) 786-1848.

ACADEMIC CENTER FOR EXCELLENCE

The Academic Center for Excellence (ACE) provides academic and support services for new and continuing students to enhance attainment of individual, educational and life goals. ACE consists of the Advising and Counseling Center, AHAINA Student Programs, Educational Opportunity Center, Educational Talent Search, Native Student Services, and Testing and Assessment. The departments that make up ACE promote student success, persistence, and retention through their varied programs. Academic advising, mentoring, tutorial services, university orientation, College Survival Skills courses, career and personal counseling are a few of the programs provided to enhance the personal, intellectual, and academic growth of the students ACE serves.

ACE activities are designed to reflect the goals of the University. In order to accomplish this, ACE maintains close contact with the faculty and staff in all areas of the university. College Survival Skills (GUID A150) is an elective course designed to provide new students with the skills required to succeed in a university environment. Through outreach programs such as the Educational Opportunity Center and Educational Talent Search, ACE provides services to the area’s diverse population, serving grades 6 – 12 as well as the adult re-entry student.
TUTORIAL ASSISTANCE PROGRAM
Based on the availability of funds, AHAINA offers free academic assistance for students of color. Small groups and labs with some one-on-one sessions are offered, depending upon the need and demand. Where possible, AHAINA will refer students to other available resources on campus. In most cases students must request the assistance for themselves.

PROGRAM DEVELOPMENT
AHAINA’s programming features events that explore cultural diversity and presents the artistic and creative aspects of various cultural experiences. AHAINA co-sponsors many events with other campus organizations. Program Development provides another opportunity for minority students to be involved.

NATIVE STUDENT SERVICES
The mission of Native Student Services (NSS) is to provide quality support services to Native and Rural students to promote scholastic achievement, student retention and personal success. The goals of Native Student Services are designed to foster academic excellence, career development, leadership skills, personal growth, college transitioning, a sense of belonging and the attainment of one’s scholastic and life goals.

The Center provides a safe, affirming space on campus. It is a gathering place where students can find support, access resources, connect with community representatives, study with classmates, meet new friends and interact with people who share similar experiences as indigenous peoples.

Native Student Services targets the unique needs of Native students by providing educational/vocational planning, advising, career counseling, financial aid resources and guidance, scholarship and internship information, study group space, peer mentoring, academic tool building workshops, leadership opportunities, community and cultural programming, educational outreach, community partnerships, recruitment, campus orientation, student tours, school visits, summer internships and college introductory programs.

Native Student Services has a Peer Mentoring Program that is designed to increase new students’ retention, academic success and personal adjustment to the University of Alaska Anchorage through a volunteer Full-Circle mentoring approach.

Native Student Services works closely with University departments and community organizations to develop co-curricular enrichment programs and events that complement student’ academic pursuits.

SUMMER PROGRAMS
The Della Keats Enrichment Program (DKEP), sponsored by Native Students Services, is an academic summer bridging program that targets Alaska Native and American Indian high school students who are planning careers in the health professions. DKEP provides students with an early college experience focusing on academic preparation in the areas of English, math science, human anatomy and physiology, and computers. One-on-one mentoring in a health career field is a highlight of the program for students.

The Internship for Native Student Training and Education Program (INSTEP) is sponsored by the Department of Interior, Alaska Native Studies Program and Native Student Services. This program is designed to increase the number of Native Americans entering the federal service as a career. Program participants are members of a federally recognized Alaska Native Corporation, Village Corporation or Indian Nation. Participants must successfully completed 30 college credits including English A111.

At the successful completion of the program students are awarded 3 credits for a required survey course (Introduction to Native American Federalism and Federal Public Service in Alaska) and 3 credits for the Internship Independent Study component for a total of 6 college credits. A full scholarship including room, board, and an educational stipend is provided.

Native Student Services is located in the Business Education Building, Room 108. For more information visit our web site at www.uaa.alaska.edu/nss or to receive our newsletter, call (907) 786-4000.

MATHEMATICAL SCIENCES MATH LAB
The Mathematical Sciences Math Lab, located in the College of arts and Sciences, CAS 156, offers tutoring at the preparatory and lower division levels in mathematics, and the lower division level in applied statistics. All Math Lab tutors have completed at least three semesters of calculus. The tutors are hired by the Department of Mathematical Sciences.

Video tapes for MATH A054, A60, A055, A105, A107, A108, and A109, as well as AS A252 are available for in-lab use. The Math Lab also contains computers and software for student use. All students registered for a MATH or AS prefix course who have paid a lab fee are eligible to use the Math Lab. For information, please call (907) 786-1742.

READING/Writing CENTER
The Reading/Writing Center (RWC) offers students supplemental instruction in reading, writing, and learning skills. It also provides a quiet place to study, as well as a library of print, audio-visual, and computer resources. It is staffed by members of the UAA English faculty and teaching assistants.

The RWC is used by students enrolled in regular composition and learning skills courses, students in other UAA courses wanting help with academic papers and those interested in self-directed skill development. Users are assessed a $12 per semester fee for these services. No referral is necessary. Examples of the skills students develop at the RWC include generating, organizing, and developing ideas; formulating thesis statements; expressing ideas clearly; documenting sources; formatting; and editing for grammar and punctuation. Computer-assisted tutorials are available on writing instruction, grammar, punctuation, vocabulary, reading comprehension, time management, test-taking, and other learning skills. For further information, call (907) 786-6918.
CHAPTER 5

STUDENT LIFE

Campus Life
Student Rights, Freedoms, and Responsibilities
Alcohol Policy
Athletic Programs
Bookstore
Information Technology Services
Fine and Performing Arts Facilities
Housing and Residence Life
Food Service
Student Health Center
Student Leadership
University Police Department
CAMPUS LIFE

The department of Campus Life encompasses the following exciting programs: the Campus Center, Concert Board, Orientation, Student Activities, and Student Programs. If you want to get the most out of your college experience, get involved with Campus Life. We provide students with hundreds of activities and leadership opportunities. Our main offices are located on the second floor of the Campus Center, adjacent to the Student Lounge. For information call 786-1215 or visit www.uaa.alaska.edu/campuslife.

CAMPUS CENTER

Centrally located, the Campus Center is the hub of co-curricular activities and programs. In the Campus Center you will find the student government offices, the Northern Light student newspaper, Subway Sandwiches, the Corner Café, ATM and stamp machines, study lounges, computer lab, games and TV room, art gallery, and conference rooms. A central service of the Campus Center in the Information Desk which provides students with UAAID cards and bus passes, a lost and found, Carrs Tix entertainment tickets, outdoor equipment rental, ski passes, and general information. Call 786-1204 v/tty or visit www.uaa.alaska.edu/campuscenter.

CONCERT BOARD

The seven member student Concert Board presents two to four major concerts a year. Recent shows include comedian Tommy Davidson and musician Henry Rollins. The Board also produces the annual A Cappella Festivella each fall, bringing up the best vocal groups in the country. Student tickets to Concert Board events are substantially discounted. The UAASpecial Projects Fund, a student grant program, is funded by the Concert Board events. For more information call 786-1210 or visit www.uaa.alaska.edu/concerts.

ORIENTATION

To succeed at UAA, new students need to learn about the many services and programs available to them. Orientation provides students an opportunity to learn the ‘ins and outs’ of our University and begin to develop their SeaWolf pride. Students will meet with UAAfaculty, staff, and students, gain valuable knowledge about campus, and prepare for success in their academic endeavors. For more information on Orientation, call 786-1224.

STUDENT ACTIVITIES

Student Activities offers an incredible season of events and programs you are sure to enjoy. You can see nationally known musicians and entertainers perform weekly in the Campus Center Pub or the Williamson Auditorium; enjoy the best UAAsStudent art in the Campus Center Gallery; and listen to Anchorage’s finest musicians performing in the Campus Center during the Noon Music series. Call the Events Hotline at 786-1000 for current information on campus activities. For more information call 786-1219 or visit www.uaa.alaska.edu/events.

STUDENT PROGRAMS

Student Programs provides administrative advice to the student newspaper, student radio station, and the Media Board. Also, Student Programs coordinate two major UAAevents: the Student Showcase and the statewide Bartlett Lecture Series. These programs offer students the opportunity to apply their classroom knowledge through hands-on training while working together with faculty, staff, and community members. For more information on all of the programs call 786-4733, email aylearn@uaa.alaska.edu or visit www.uaa.alaska.edu/programs.

MEDIABOARD

The Media Board oversees the campus student media. The Board is comprised of five elected and two appointed students, two appointed faculty members. Media managers and advisors from faculty, administration, and Anchorage community also serve as non-voting members. For information call 786-4733, email aylearn@uaa.alaska.edu, or visit www.uaa.alaska.edu/media/media.htm.

STUDENT NEWSPAPER

The Northern Light employs up to 30 students each semester. Students gain experience writing, editing, layout and graphics, photography, advertising and management. The staff publishes 23 weekly issues during fall and spring semesters and six issues in summer. For more information, call 786-1318, email aylearn@uaa.alaska.edu, stop by Campus Center 215, or visit www.uaa.alaska.edu/light/home.

STUDENT RADIO STATION

KRUA88.1 FM, the University radio station, is managed by 15 student employees with the help of approximately 50 volunteers. KRUAbroadcasts daily from 7:00 a.m. to 1:00 a.m. with an alternative format including reggae, rap, jazz, ska, blues, and punk music, along with news and public affairs shows. Training is provided to volunteers and no broadcast experience is required. For information call 786-6000, stop by K building 254, or visit www.uaa.alaska.edu/krua.

STUDENT SHOWCASE

Student Showcase is the University’s annual academic conference that recognizes student excellence in all disciplines. Showcase is a forum for students to present papers or other works in a professional conference setting. The students work is evaluated by faculty and community members, awards are given, and selected works are published in the Student Showcase Journal. For information call 786-4771 or visit www.uaa.alaska.edu/programs/showcase.htm.
The Bartlett Lecture Series was established in 1970 in the memory of Bob Bartlett, one of the first two Alaska Senators sent to Washington, D.C., following statehood. The Bartlett Lecture Series was designed to promote a clearer vision of individual freedom and of the public good. Individuals of national and world renown present lectures on topics of national and international importance, helping to put problems of Alaska and its people into the context of broad philosophic and cultural, as well as social and economic issues. To find out more about the programs, please call 786-4733, email aylearn@uaa.alaska.edu, or visit www.uaa.alaska.edu/programs/bartlett.htm.

STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

The role of the University of Alaska Anchorage is to encourage people of all ages to develop their skills and talents differently, according to individual abilities and interests, so that collectively they contribute to the continuum of democracy. University policies, procedures, and regulations are formulated to guarantee each student’s freedom to learn and to protect the constitutional rights of others.

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the University community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Alaska, and the local community. All members of the University community have a responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the University community.

Violations of student conduct regulations are handled through the Office of Student Affairs. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the University. Each student is responsible for knowing UAApolicies, procedures and deadlines. Policies and regulations may be found in the University catalog, the student handbook, and in the Office of Student Affairs, located in the Campus Center, Room 233.

FREEDOM OF EXPRESSION

The rights of free speech and peaceable assembly are fundamental to the democratic process. The University supports the rights of students of the University community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the University community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the University. Accordingly, the University insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the University, or violation of law, would constitute such a violation.

FREEDOM OF ACCESS

Within the limits of its resources, the University of Alaska Anchorage shall be open to all applicants who are qualified according to current enrollment and admission requirements. The University of Alaska Anchorage does not discriminate on the basis of race, color, religion, national origin, sex, age, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

FREEDOM OF ASSOCIATION

Students are free to associate to promote their common interests. They have the right to seek through official procedures establishment of organizations, so long as they are not in conflict with the educational purposes of the University. Students have the right to affiliate with officially registered campus organizations of their choice, within the membership requirements of those organizations.

FREEDOM FROM UNREASONABLE SEARCH/SEIZURE

Students shall be free from unreasonable search and/or seizure regarding their person and their personal property. If a situation should occur in which a student is interrogated and/or arrested by University police officers, that student has the right to remain silent, the right to be free of coercion, and the right to be advised of these rights.
STUDENT LIFE

STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT

Students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

ACADEMIC RIGHTS OF STUDENTS

The University has the responsibility of providing a program of high quality education in keeping with its financial resources; students have protection through campus-specific procedures against arbitrary or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the University Catalog, and for maintaining an acceptable grade average for degree requirements. Students have the right to be informed at the beginning of each term of the nature of the course, course expectations, evaluation standards, and the grading system.

ACCESS TO STUDENT RECORDS FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged failures by the institution to comply with the Act.

UAA may release, without consent, certain directory information (name, major, dates of attendance and credentials awarded). No one outside the institution shall have access to, nor will the institution disclose any other information from a student’s educational record, outside the institution shall have access to, nor will the institution establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged failures by the institution to comply with the Act.

1. Names of students receiving awards or appearing on the UAA Dean’s List and Chancellor’s List will be released to the media; also, names and addresses of the above honored students will be provided to the National Dean’s List Publication unless a written request not to do so has been received by Enrollment Services.
2. Names of students receiving degrees/certificates will appear in the commencement program and will be released to the media unless a written request not to do so has been received by Enrollment Services.
3. Names of scholarship recipients will be released to the media unless a written request not to do so has been received by the Financial Aid Office.
4. Names of students receiving awards for the Chancellor’s Scholarship and any other honorary scholarships, i.e. Truman Scholarship and/or appearing in Who’s Who Among Students in American Universities and Colleges will be released to the media; also, names and addresses of the above honored students will be provided unless a written request not to do so has been received by Enrollment Services.
5. Name, address, telephone, date and place of birth, level of education academic major, degrees received and the educational institution most recently enrolled will be released to Military Recruiting and Reserved Officer Training Corps Program personnel unless a written request not to do so has been received by Enrollment Services.

A complete copy of the UAA Policy on the application of FERPA, including procedures for challenging the content of one’s records, is available in Enrollment Services.

STUDENT CODE OF CONDUCT

As with all members of the University community, the University requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the University or at activities authorized by the University.

Violations of the Code which occur on property owned or controlled by the University, or at activities authorized by the University, are subject to University judicial review and disciplinary action by the University. Student behavior which, were it to occur on property owned or controlled by the University or at activities authorized by the University, would constitute a Code violation is subject to disciplinary sanction when the University determines that the behavior would likely have an adverse impact on the health or safety of members of the University community, regardless of where the behavior occurs. Students who are charged with violations of local, state, or federal laws may be subject to disciplinary action by the University if the offenses are also violations of the Code. University judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings. University actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process may be prohibited from re-enrolling in the University until the charges are resolved to the satisfaction of the University.
Disciplinary action may be initiated by the University and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

1. Cheating, Plagiarism, or Other Forms of Academic Dishonesty:
   a. using material sources not authorized by the faculty member during an examination or assignment;
   b. utilizing devices that are not authorized by the faculty member during an examination or assignment;
   c. providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
   d. presenting as their own the ideas or works of another person without proper acknowledgment of sources;
   e. knowingly permitting their works to be submitted by another person without the faculty member's permission;
   f. acting as a substitute or utilizing a substitute in any examination or assignment;
   g. fabricating data in support of laboratory or field work;
   h. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
   i. altering grade records of their own or another student's work; or
   j. offering a monetary payment or other remuneration in exchange for a grade.

2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:
   a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on University forms and documents or to any University official or before a University judicial hearing board;
   b. misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies or resources;
   c. falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the University; or
   d. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the University.

3. Damage or Destruction of Property:
   a. damage or destruction to property owned or controlled by the University; or
   b. damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the University; the student was a representative of the University, such as an athlete, and the action occurred while traveling to or from an event authorized by the University; or the property not owned or controlled by the University was located on University property.

4. Theft of Property or Services:
   a. theft or unauthorized possession or removal of University property or the property of any University member or guest that is located on property owned or controlled by the University; or
   b. theft or unauthorized use of University services or unauthorized presence at University activities without appropriate payment for admission.

5. Harassment:
   a. physical or verbal abuse;
   b. sexual harassment; intimidation; or
   c. other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

6. Endangerment, Assault, or Infliction of Physical Harm:
   a. physical assault;
   b. sexual misconduct and assault;
   c. terrorist threats;
   d. hazing or coercion that endangers or threatens the health or safety of any person, including oneself; or
   e. conduct which causes personal injury.

7. Disruptive or Obstructive Actions:
   a. obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the University;
   b. interfering with the freedom of movement of any member or guest of the University to enter, use or leave any University facility, service or activity; or
   c. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the University.

8. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals: unauthorized use, possession, or sale of these items on property owned or controlled by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or MAU rules and procedures.
9. Failure to Comply with University Directives:
   a. failure to comply with the directions of law enforcement officers or University officials acting in the performance of their duties;
   b. failure to identify oneself to University officials when requested; or
   c. failure to comply with disciplinary sanctions imposed by the University.

10. Misuse of Alcohol or Other Intoxicants or Drugs:
    a. use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents’ Policy, University Regulation, or UAA rules and procedures; or
    b. use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents’ Policy, University Regulation, or UAA rules and procedures.

11. Violation of Regents’ Policy, University Regulation, or UAA rules and procedures.

12. Any Other Actions That Result in Unreasonable Interference with the Learning Environment or the Rights of Others.

OVERVIEW OF UNIVERSITY JUDICIAL REVIEW PROCEDURES

1. Definition of terms:
   a. A judicial procedure is a review undertaken by the University to establish whether there is substantial information to determine whether it is more likely than not that a student violated the Code.
   b. Major sanctions are defined as suspension, expulsion, and revocation of a degree.
   c. Minor sanctions are defined as those other than ones specified as major sanctions.

2. After an allegation of misconduct is made, judicial procedures will commence with a preliminary investigation, at the conclusion of which the designated judicial officer will:
   a. determine whether to dismiss the charges;
   b. whether the allegations, if true, would likely result in imposition of minor sanctions, in which case the matter continues with an administrative review; or
   c. whether the allegations, if true, would likely result in imposition of a major sanction, in which case the student is provided the opportunity to choose between a judicial board hearing or an administrative review.

3. A judicial board hearing is only available to students deemed subject to imposition of a major sanction. In a judicial board hearing the matter is reviewed by a panel of students, faculty, and staff. In a judicial board hearing the students are afforded the opportunity to be represented by legal counsel.

4. An administrative review is conducted by a designated judicial officer and is intended to be an expedited process for examination of information and decision making. An administrative review is the only review process for matters involving imposition of a minor sanction. A student charged with infractions of the Code which would be subject to a major sanction may choose to have the matter investigated by an administrative review, but in so doing will be required to waive certain processes otherwise available under the judicial board hearing.

5. An imposition of a minor sanction following a judicial board hearing or administrative review may be appealed to the dean of students or designated appeal reviewer, whose decision on the matter constitutes the final decision for the University.

6. Findings, conclusions, and recommendations from either the judicial board or administrative review process to impose suspension, expulsion, and revocation of a degree proceed to the chancellor after review by the dean of students. Opportunity will be provided to the student to comment on the administrative review or judicial board hearing. The decision of the chancellor is the final decision for the University.

RIGHTS AFFORDED STUDENTS IN JUDICIAL PROCEEDINGS

1. The University will afford each student subject to judicial proceedings due process and the opportunity to appeal appropriate to the alleged violation and the magnitude of the potential sanction.

2. If an accused student chooses to remain silent or does not participate in a judicial proceeding, decisions will be based on available information.

3. A student may be accompanied by an advisor, who may be an attorney, during judicial proceedings. The advisor’s role will be determined by the rules governing the proceedings.

4. Students may have copies of the records of their judicial proceedings at their own expense.

RIGHTS AFFORDED INJURED PARTIES DURING THE JUDICIAL PROCESS

1. The University will consider the needs and circumstances of injured parties, especially victims of personal injury and/or sexual assault. The University will take such measures as it deems reasonable to prevent the unnecessary exposure of victims of personal injury and/or sexual assault.

2. An alleged victim of personal injury or sexual assault will be provided such information regarding the judicial process and the University’s responses as is required by law.
INITIATION OF A JUDICIAL REVIEW
1. Any University student, faculty or staff member may initiate a disciplinary action against a student for violation of the Code. Allegations of Code violations must be in writing, signed by the complaining party, and submitted to the Office of Student Affairs, or to the Department of Residence Life for incidents occurring in University housing involving students living on campus.

2. The designated judicial officer will review the allegations and conduct an appropriate preliminary investigation to determine:
   a. whether to dismiss the matter because insufficient information exists to support the accusation; or
   b. whether sufficient information exists to warrant further judicial proceeding, and, if so, whether the charges, if substantiated, will subject the student to a major or a minor sanction.

3. The designated judicial officer will send the student written notification of:
   a. the allegations of misconduct and the provisions of the Code which allegedly have been violated;
   b. the designated judicial officer's name, telephone number, and office location; and the time period in which to schedule a meeting to review the charges;
   c. whether a major or minor sanction is likely to be imposed, should the charges be substantiated, and if a minor sanction is likely, that the matter will be pursued with an administrative review; or if a major sanction is likely, that the student has a choice between an administrative review or a judicial board hearing; and
   d. should the student fail to schedule a meeting, the meeting will be scheduled by the designated judicial officer.

4. Should a student fail to schedule a meeting within the time period specified in the notification of charges, the designated judicial officer will schedule the meeting and notify the student in writing at least three class days in advance of the scheduled meeting that, should the student fail to respond or appear, the designated judicial officer will conduct an administrative review and that the student will have waived the opportunity for review by a judicial board hearing.

5. A student under review for matters which could result in the imposition of a major sanction will be provided a written explanation of the differences between an administrative review and a judicial board hearing. The student's choice of procedure must be stated in writing.
   a. If the student chooses an administrative review, the student must also waive, in writing, rights to procedures in the judicial board hearing which are not included in an administrative review.
   b. If the student chooses a judicial board hearing, the student will be notified in writing that:
      (1) the names of witnesses, copies of any witnesses' written statements, or other documents on which the University will rely will be made available to the student for review at least three class days prior to the hearing;

   (2) the student must submit to the designated judicial officer at least three class days prior to the hearing the names of witnesses, copies of any witnesses' written statements, or other documents on which the student will rely; and
   (3) the student is to have no contact with any judicial board members or alleged victims involved in the matter, and, where appropriate, limited contact with other individuals involved with the hearing.

GENERAL RULES AND PROCEDURES FOR ADMINISTRATIVE REVIEWS AND JUDICIAL BOARD HEARINGS
1. The University judicial system is not a court of law and is not held to standards applied in criminal proceedings. Formal rules of evidence will not apply. Testimony containing hearsay may be heard, taking into account the reliability of the information. Findings and conclusions will be based upon information presented during the review or hearing.

2. Reviews and hearings will ordinarily be scheduled between three and fifteen class days after written notice has been sent to the student, at times determined by the designated judicial officer.

3. A designated judicial officer will conduct an administrative review or chair a review by the judicial board.

4. Should a student fail to appear for an administrative review or judicial board hearing, the designated judicial officer may determine to proceed with the review or hearing without the student.

5. Reviews or hearings may be conducted by audio conference or at an off-campus location, if directed by the designated judicial officer.

6. The designated judicial officer will establish reasonable rules for the conduct of the review or hearing, and will make them available to all parties.

7. Students may select an advisor for assistance during the proceedings. Should the student choose an attorney for an advisor, the student is responsible for the attorney's fees and legal costs regardless of the outcome of the review or hearing.

8. An administrative review or judicial board hearing will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:
   a. charges are dismissed;
b. a minor sanction is imposed. If a minor sanction is imposed, the designated judicial officer will send the student written notification of the decision and appeal rights within ten class days of the conclusion of an administrative review or judicial board hearing; or
c. a major sanction is recommended. If a major sanction is recommended, the designated judicial officer will, within ten class days of the conclusion of an administrative review or judicial board hearing:
   (1) send the student written notification of the decision and of the right to provide comment to the dean of students or designee; and
   (2) forward the record of the administrative review or judicial board hearing to dean of students or designee.

ADMINISTRATIVE REVIEW
1. At the scheduled meeting, the review officer will review the allegations and available information regarding the matter. The student, if present, will be given the opportunity to present information, explanations, and/or mitigating factors for the alleged violation.
2. Administrative reviews will be closed proceedings and attendance at the review will be limited to the designated judicial officer and the accused student, unless otherwise authorized by the designated judicial officer.
3. An advisor for a student may also be present during the review, but may not represent the student in the proceedings, nor speak nor ask questions on the student’s behalf unless authorized by the designated judicial officer.
4. If, during an administrative review for a charge originally determined to be subject to imposition of a minor sanction, new information is presented that could make the student subject to a major sanction, the student must be offered, in writing, the opportunity for review by a hearing board or for continuing with the administrative review. The student’s choice must be indicated in writing. If the student chooses to continue with the administrative review, the student must also waive, in writing, rights to the processes in the judicial board hearing which are not included in an administrative review.

JUDICIAL BOARD HEARING
1. The Judicial Board will be composed of two currently enrolled students in good academic and disciplinary standing and three University faculty and/or staff members. The members of the board must be unbiased and may be selected from another campus or site. Student appointments and alternates will be made by the USUA/AS president. Faculty/staff appointments and alternates will be made by the dean of students.
2. The accused student will be notified, in writing, at least five class days prior to the judicial board hearing of the names of potential judicial board members. The student may object to a member on the basis of bias, provided the student notifies the designated judicial officer, in writing, at least three class days prior to the scheduled hearing and states reasons for believing the board member is biased. The designated judicial officer will have the discretion to either uphold the appointment or have the board member replaced.
3. The accused student may choose between an open or closed hearing to the extent that such choices are permitted by state and federal laws. A hearing will be closed unless the student makes a written request at least one day in advance of the hearing to the designated judicial officer for an open hearing. In order to protect privacy or other rights of individuals involved in a proceeding, however, the designated judicial officer may determine that all or portions of the hearing will be closed. Witnesses may attend the hearing only during their testimony.
4. An advisor for a student may be present and may represent the student during the hearing.
5. The accused student will have the opportunity to question and hear all witnesses relied upon by the University.
6. The accused student will have the opportunity to present a defense, including introduction of relevant exhibits, affidavits, or witnesses, in addition to any information, explanations, and/or mitigating factors presented during the preliminary investigation of charges. Admission of and restrictions on exhibits and other evidence will be at the discretion of the designated judicial officer.
7. The judicial board will deliberate in closed session and make its determination within five class days of the conclusion of the hearing, unless an extension is provided by the designated judicial officer.

APPEAL PROCEDURE FOR MINOR SANCTIONS
An accused student may appeal a decision to impose a minor sanction to the dean of students or designated appeal reviewer.
1. Appeals may be made on the basis that:
   a. a material procedural error was made during the process which would have changed the outcome of the matter;
   b. the sanction imposed was clearly excessive for the violation committed;
   c. newly discovered information exists which the student could not reasonably have been expected to know of or discover through diligence prior to the conclusion of the matter and which information, if known, would clearly have affected the outcome of the matter; or
   d. the decision is not supported by substantial information.
2. Appeals must be submitted, in writing, within seven class days of the day the decision is sent to the student to the Office of Student Affairs or to the Department of Residence Life, depending on who is the designated appeal reviewer.
3. The dean of students or designated appeal reviewer will conduct a review of the record and will ordinarily render a decision within seven class days of receipt of the appeal. The dean of students or designated appeal reviewer may:
   a. affirm a decision and/or sanction;
   b. dismiss the case;
   c. lessen a sanction;
   d. refer the matter back for further review;
   e. authorize a new administrative review or judicial board hearing; or
   f. take such other action as the dean of students or designated appeal reviewer deems appropriate.

4. The decision of the dean of students or designated appeal reviewer constitutes the University’s final decision on the matter. Notification to the student must be made in writing and in accordance with Regents’ Policy and University Regulation.

REVIEW PROCEDURES FOR MAJOR SANCTIONS

A recommendation to impose a major sanction from an administrative review or judicial board hearing is automatically forwarded to the dean of students or designee for review.

1. The accused student will be given an opportunity to comment upon the findings, conclusions, and recommendation of the administrative review or judicial board hearing. Comments must be submitted, in writing, to the Office of Student Affairs within seven class days of the day the findings, conclusions, and recommendation are sent to the student.

2. The dean of students or designee will conduct a review of the record within fourteen class days and may:
   a. affirm or modify the recommendation for a major sanction and forward the recommendation to the chancellor;
   b. dismiss the case;
   c. lessen the sanction;
   d. refer the matter back for further review;
   e. authorize a new administrative review or judicial board hearing; or
   f. take such other action as the dean of students or designee deems appropriate.

3. If the dean of students or designee has recommended a major sanction, the chancellor will review the record and, ordinarily, render a decision within seven class days of receipt of the recommendation. The chancellor may dismiss the charges, impose a major or minor sanction, or take such other action as the chancellor deems appropriate.

4. The decision of the chancellor constitutes the University’s final decision on the matter. Notification to the student must be made in writing and in accordance with Regents’ Policy and University Regulation.

SUMMARY RESTRICTIONS

Summary restrictions may be issued in writing by the chancellor, the dean of students or designee for the purpose of investigating the events in which the student was allegedly involved and/or for the protection of persons or property pending the final outcome of the University judicial process.

DISCIPLINARY SANCTIONS

In determining appropriate sanctions, a student’s present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the prohibited behavior, and other factors relevant to the matter will be considered. The following list of sanctions is illustrative rather than exhaustive. The University reserves the right to create other reasonable sanctions or combine sanctions as it deems appropriate.

1. Warning - A written notice that the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.

2. Probation - A written warning which includes the probability of more severe disciplinary sanctions if the student is found to be violating the Code during a specified probationary period.

3. Denial of Benefits - Specific benefits may be denied a student for a designated period of time.

4. Restitution - A student may be required to reimburse the University or other victims related to the misconduct for damage to or misappropriation of property, or for reasonable expenses incurred.

5. Discretionary Sanction - Discretionary sanctions include community service work or other uncompensated labor, educational classes, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given matter. Costs incurred by the student in fulfilling a discretionary sanction will be the responsibility of the student.

6. Restricted Access - A student may be restricted from entering certain designated areas and/or facilities or from using specific equipment for a specified period of time.

7. Suspension - The separation of the student from the University for a specified period of time, after which the student may be eligible to return. Conditions under which the suspension may be removed and for re-enrollment will be included in the notification of suspension. During the period of suspension, the student may be prohibited from participation in any activity authorized by the University and may be barred from all property owned or controlled by the University, except as stated on the notification.

8. Expulsion - Expulsion is considered to be the permanent separation of the student from the University. The student may be prohibited from participation in any activity authorized by the University and may be barred from property owned or controlled by the University except as stated on the notice of expulsion.
9. Revocation of a Degree - Any degree previously conferred by the University may be revoked if the student is found to have committed academic misconduct in pursuit of that degree.

GROUP SANCTIONS
Student groups or organizations found to have violated provisions of the Code may be put on probation or sanctioned, which may include loss of University-related benefits and access to University facilities and University-held funds.

REINSTATEMENT OF UNIVERSITY BENEFITS

The conditions, if any, for re-enrollment and reinstatement of University benefits lost through imposition of a sanction will depend upon the disciplinary sanctions imposed and will be specified in the notification of sanction.

Before a University benefit lost by sanction at one University of Alaska institution may be reinstated at another, the senior student services officer at the former University of Alaska institution must be consulted.

Students seeking reinstatement following suspension or expulsion must submit their requests and supporting documentation to the Office of Student Affairs. After review and recommendation by the dean of students, the chancellor will consider students’ requests for reinstatement. Any student who is reinstated will be on University disciplinary probation for one year from the date of re-enrollment.

SEX OFFENSES ON CAMPUS

It is the policy of the University of Alaska Anchorage that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community, students, faculty, and staff.

The term sexual assault, as used by the University of Alaska Anchorage, encompasses the legal definitions of sexual assault contained in Alaska state statutes. It includes, but is not limited to: rape, acquaintance or date rape, as well as rape by a stranger. Sexual assault is against the law and is defined as sexual misconduct that is forced or coerced against the will of the victim. The same definition applies regardless of whether the assailant is a stranger or an acquaintance (date, friend, or someone known casually). This type of threat may involve physical violence, coercion, or the threat of harm.

A person who has been the victim of sexual assault should report the crime to the University Police Department office or the local police. The Office of Student Affairs, Advising and Counseling Center, and Residence Life may provide initial support services for students on the Anchorage campus. At extended colleges, the local police should be contacted and campus-based counseling staff may serve as resources. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling services.

In the event an accused person is found in violation of this policy, the entire range of sanctions outlined in the Student Code of Conduct may be considered including, but not limited to, disciplinary probation, suspension, or expulsion from the university. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

Sexual assault may also be considered a violation of the University of Alaska’s policy against sexual harassment. According to the University of Alaska, Board of Regents’ policy (4.08.02), sexual harassment involves unwelcome sexual advances or requests for sexual favors by a member of the campus community when the assailant uses, threatens to use, or implies that submission to, or rejection of, such conduct will have an impact on employment or academic decisions affecting the victim.

Sexual harassment includes other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering with an individual’s performance at work or study by creating an intimidating, hostile, or offensive environment in which to work, live, or learn. The Office of Campus Diversity and Compliance, Office of Student Affairs, and the appropriate dean’s and director’s offices can provide information and referral on issues of sexual harassment.

In an effort to educate the campus community about sexual assault, acquaintance rape, and other sex offenses, campus sponsored prevention programs are offered on an on-going basis throughout the year. Additional information about the above policy and programs offered can be obtained from the following offices: the Office of Student Affairs, the University Police Department, Residence Life, and the Advising and Counseling Center. The university catalog, class schedules, and the student handbook contain additional resource information.

ACADEMIC DISHONESTY

Academic integrity is a basic principle which requires that students take credit only for ideas and efforts that are their own. Cheating, plagiarism, and other forms of academic dishonesty are defined as the submission of materials in assignments, exams, or other academic work which is based on sources prohibited by the faculty member. Academic dishonesty is further defined in the “Student Code of Conduct”.

Chapter 5 Page 48
University of Alaska Anchorage 2000-2001 Course Catalog
www.uaa.alaska.edu
Procedures and Penalties for Academic Dishonesty

In addition to any adverse academic action which may result from engaging in academically dishonest behavior, the University specifically reserves the right to address and sanction the conduct involved through the student judicial review procedures outlined in this catalog. Academic actions are reviewable under the Academic Dispute Resolution Procedure contained in this catalog.

Student Dispute/Complaint Resolution Process

University students have a variety of procedures available to them to process complaints or disputes about actions or inaction by members of the University community which adversely affect them. The process used will depend on the nature of the complaint. Refer to the specific sections in this catalog that address the issues in question.

For disputes about grades and other academic actions, refer to the Academic Dispute Resolution Procedure; for complaints about the conduct of another student or disputes regarding University judicial decisions or resulting disciplinary sanctions, refer to the Student Code of Conduct and the Student Judicial Review Procedures; for complaints about sexual harassment and sexual misconduct, refer to the Student Code of Conduct and the Sexual Offenses Policy; for challenges to the content of your student record, refer to the Access to Student Records Procedure. All of these topics may be found in this section of the catalog.

For disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities refer to the University Regulation on employment of students.

For complaints known to the appropriate departments and individuals within the University. Students may also contact the Department of Education, Office of Civil Rights for Title IX (gender equity) and 504/ADA(disability) complaints.

For disputes related to student employment, refer to the grievance procedure specified in UARegents’ policies and University regulations on human resources, except where specifically modified by Regents’ Policy 09.05.00 and its corresponding University Regulation on employment of students.

For complaints about employee misconduct not covered in this section, contact the employee’s supervisor. Upon receipt of a written complaint, the employee’s supervisor will investigate the complaint, take such action as deemed appropriate to correct the situation, and respond to the complaint in writing.

For other complaints not covered in this section, file a written complaint with the employee who made the determination, then utilize the administrative appeals process, as appropriate.

Alcohol Policy

The mission of the University and Student Affairs is to promote the education of the whole student. The University is concerned about ways in which alcohol use and abuse may affect the primary academic mission of the institution, its overall atmosphere and the personal well-being of the University community. The University has the duty to exercise the degree of care that a reasonable person would ensure that private and public events are conducted in accordance with state law. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held personally accountable for their actions.

Campus Alcohol Policy

The primary objectives of UAA’s policy and procedures on alcoholic beverages are: (a) to promote responsible behavior and attitudes among all members of the University community, (b) to educate the university community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making, (c) to help individuals experiencing difficulties associated with the use of alcohol. The Chancellor or the designee has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages will be granted on designated premises for private University-sanctioned events for a limited period of time. The sale of alcoholic beverages at University-sanctioned events on campus may not be approved by the Chancellor. Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in University public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor.

Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the University will be subject to disciplinary and/or legal action.
Residence Hall Alcohol Policy

The purpose of the residence halls is to provide a safe and convenient living/learning environment. A major goal of the learning experience is to promote individual choice and responsible behavior. The alcohol policy for the on-campus residence halls of the University of Alaska Anchorage shall permit those residents who are a minimum of 21 years of age to possess and consume alcoholic beverages in their apartments and in accordance with Residence Life Policies. All other restrictions on personal alcohol consumption, outlined under “Campus Policy” above, apply to resident students. A major concern is maintaining an educational environment that is conducive to learning. Noise and irresponsible or disturbing behavior that distracts from the learning environment will result in disciplinary and/or legal action.

The Residence Hall Policy is subject to annual review by the Residence Hall Association and the University administration.

Alcoholics Anonymous

Individuals with alcohol problems may contact Alcoholics Anonymous. The Alcoholics Anonymous office is located at 523 West 8th Avenue, in Anchorage. Service is free; just call for help 24 hours a day at (907) 272-2312.

Drug and Alcohol Counseling Resources

The National Institute on Drug Abuse Hotline (1-800-662-HELP) is an information and referral line that directs callers to treatment centers in the local community.

Additional University information and policies, health risks, counseling resources, and State of Alaska laws and penalties pertaining to alcohol and other drugs can be found in the Drug Free Schools statement which is available at UAAweb site www.uaa.alaska.edu/dos/safety or in hard copy from the UAA Office of Student Affairs, Campus Center 233, 3211 Providence Drive, Anchorage, Alaska, 99508.

Athletic Programs

Named the Seawolves, the University’s athletic teams compete as members of the National Collegiate Athletic Association (NCAA) Division I in ice hockey and Division II in all other sports. In addition, the Seawolves are members of the Western Collegiate Hockey Association for ice hockey, the Pacific West Conference for men’s and women’s basketball, men’s and women’s cross country running, and women’s volleyball.

More than 125 student-athletes represent UAA in intercollegiate competition in the following sports: basketball, volleyball, gymnastics, cross-country running and skiing for women; basketball, hockey, cross-country running and skiing for men. Seawolf teams regularly rank high in their respective conferences and divisions, and have produced many All-American and national champions. Any eligible, full-time UAA student may try out for a team by contacting the appropriate coach.

As part of its commitment to athletics, the University sponsors the Carrs/Safeway Great Alaska Shootout men’s and women’s basketball tournament and the Johnson Nissan Classic hockey tournament. These tournaments annually feature some of the best NCAA Division I teams in the nation. In addition, the University annually hosts the UAA Invitational Volleyball Tournament and has served as the host for numerous conference tournaments, as well as several NCAA Championship events.

UAA athletes train and compete in excellent facilities. Headquarters for the Seawolf program is the multi-purpose Sports Center on the Anchorage campus. In addition to serving as training and competition home for most UAA regular season events, the Sports Center houses all athletic staff offices. The Carrs/Safeway Great Alaska Shootout, regular-season hockey games, and other special events are staged in the Sullivan Arena in mid-town Anchorage. Completed in 1983, the municipally owned structure can seat 8,700 fans. University ski teams train and compete on the challenging runs of Mount Alyeska, 30 miles south of the city, as well as on the 125 miles of well-groomed cross-country trails in the greater Anchorage area.

Bookstore

The Bookstore stocks required and recommended textbooks, course materials, study aids, technical manuals, and reference books to assist students in the attainment of educational goals. These materials are complemented by a wide selection of fiction, nonfiction, and poetry books. Also offered are general supplies, art materials, gifts, calculators, class rings, graduation apparel, and sports clothing featuring the University name and logo.

When purchasing textbooks, students are encouraged to bring their registration receipt so that reference can be made to the department name, course number and section number on the receipt. Textbooks in resellable condition may be returned for refund within 10 school days from the start of class. The original cash register receipt is required to show proof of purchase. The Bookstore does not provide a refund for books purchased in a prior semester. However, textbooks in good condition and scheduled for future use may be purchased by the Bookstore at a used book buy-back scheduled near the end of each semester.
The Bookstore is conveniently located near the center of the campus, adjacent to the Campus Center and Sports/PE Facility. Store hours are:

**Bookstore Hours:**
- Mon-Thurs  8:30-7:00
- Fri  8:30-5:00

For further information, please call (907) 786-1151. Or contact our web site at www.uaa.alaska.edu/bookstore/books.html.

**INFORMATION AND TECHNOLOGY SERVICES**

University of Alaska Anchorage (UAA) Computing and Technology Services (CTS) provides local campus Network Services, Computer Operations for the CWOLF and URSAsystems, and Customer Support for the campus. Through the computer system, students will have access to the global resources of the internet.

Handouts on UAA computing resources can be found on the World Wide Web at: www.uaa.alaska.edu/cts/doc.html

**COMPUTER LABS**

The CTS computing labs are in the Library, located on the second floor; Campus Center, second floor; and the Learning Resource Center (LRC), located in the Sally Monserud Building. These labs are available during regular building hours. Another CTS computer lab, located in the Eugene Short Building Room 102, is open only when a consultant is on duty. The hours consultants work in the Library, the LRC, and Campus Center are posted in these facilities each semester.

In each lab Windows and Apple Macintosh microcomputers are available. Each computer lab has similar software available. A consultant is on duty. The hours consultants work in the Library, the LRC, and Campus Center are posted in these facilities each semester.

Consultants cannot help write programs or conduct tutoring. Consultants can be reached at (907) 786-1889 (Library Lab), (907) 786-1630 (LRC Lab), (907) 786-6995 (ESB Lab) or extension 33064 (Campus Center Lab), or by sending an electronic mail message to the Help Desk computer account AXHELP@UAA.Alaska.edu.

**HELP DESK COMPUTER HELP DESK**

CTS also operates a telephone Help Desk which can be reached at (907) 786-4646. The Help Desk operates from 8am-5pm Monday through Friday with longer hours during Spring and Fall semesters. Students, faculty, and staff may call the CTS Help Desk for assistance. The Help Desk provides information on microcomputer and academic computer system usage; answers software, network, Internet, and system status questions; and trouble shoots and reports communications and academic computing system problems.

**COMPUTER ACCOUNTS**

To access the academic computer system, students, faculty, and staff must obtain an account on the academic system. To access a computer account via a modem also requires a dialup account. Academic computer system accounts have full access to the Internet. Dialup accounts can access the Internet via PPP connections.

Computer account applications can be obtained and turned in at the Library, LRC, Campus Center, or ESB computer labs. Students at extended campuses should contact their campus computing coordinator. Current students need to show a registration receipt indicating that they have paid their tuition for the semester and some form of picture ID. Faculty and staff need to show a current employee ID card and a piece of ID with an employee number on it to obtain a computer account.

**COMPUTING RESOURCES**

The current computing configuration consists of two DEC ALPHA2100 servers.

The ALPHA2100 server, known as CWOLF with two CPUs, runs Open VMS with approximately 42 gigabytes of disk storage, 768 MB memory, and 4MM DAT device. The software available on this system includes: SAS, BASIC, MACRO, FORTRAN, COBOL, Pascal, C, C++, Minitab, TeX, Pine E-Mail, Internet utilities, and the TPU editor. Other utilities and software can be accessed via the SETUP command. For more information on SETUP, type HELPSETUP at the $ prompt.

The ALPHA2100 servers, known as URSAs, runs Digital UNIX with approximately 24 gigabytes of disk storage, 1 gigabyte memory, and a 4MM DAT device. The software available on this system includes: SAS, SPSS, BASIC, FORTRAN, COBOL, C, C++, Ada, Pascal, Minitab, Mathematica, and the nu/TPU editor.

In addition to the on-campus facilities there is 24-hour on- and off-campus modem access. The on-campus modem number is 3200 and the off-campus number is 562-0200. There are 48 modem lines which are 33.6 kps and 32 modem lines which are 14.4 kps. Communication equipment and settings needed include VT series (100 or higher) terminal emulation, 8 data bits, 1 stop bit, no parity and full duplex.

There is a high speed line printer located just outside the Library entrance. This line printer is available to students, staff, and faculty for print jobs.

Test scanning and scoring services are available for faculty upon request. Please call Computer Operations at (907) 786-1884 for more information.

**FINE AND PERFORMING ARTS FACILITIES**

**ARTS BUILDING**

The Fine and Performing Arts programs are housed in a 94,000 square-foot building. Included in this innovative structure are studio, laboratory, performance, office, and rehearsal spaces. The facility provides dedicated space for creative work, as well as general classrooms. Included in the Arts Building are spacious and well-lit studios for drawing, painting, sculpture, 3-D design, 2-D design, ceramics, printmaking, and photography. All reflect state-of-the-art design, as well as beauty and practicality. Each studio is equipped with up-to-date tools and furnishings. In addition, there is ample space for displays of student and faculty work.
THEATRE

Theatre facilities include a 175-230-seat thrust/arena mainstage, a 99-seat studio theatre, and complete shop facilities for scenery and costume design and construction.

Music facilities in the Arts Building include a 200-seat recital hall, a 75-seat rehearsal room, faculty studios, a music library and listening room, a piano lab, an electronic music studio, and practice rooms. All rooms are sound-isolated, acoustically treated, and feature electronic performance and teaching equipment.

WENDY WILLIAMSON MEMORIAL AUDITORIUM AND LECTURE HALL

Built in 1975, the Williamson Auditorium provides UAA and the Anchorage community with a venue for lectures, performances, arts events and community gatherings. The auditorium seats 923 patrons and features sound and lighting systems, a large mainstage, backstage dressing rooms, scene shops, and a large lobby. For more information, call (907) 786-6815.

HOUSING AND RESIDENCE LIFE

At the University of Alaska Anchorage, we view living on campus as an integral part of your education. Our residence halls and apartments are more than just places to sleep, eat and study; they offer you an experience in community living unlike any other. Four different suites are available in our new residence halls: single private bedroom; two person suite with single bedrooms; four person suite with single bedrooms; and four person suite with double bedrooms. Both traditional and condominium style apartments are also available in our Main Apartment and Templewood complexes. Bedrooms are carpeted and furnished with beds, desks, closets, dressers, telephone lines, and direct ethernet connections to the university’s computer network and the world wide web.

Residence Life provides programs and activities for residential students including academic support programs, health education, awareness of campus safety, outdoor activities and social interaction. Residents are offered opportunities for involvement in residence hall government through the Residence Hall Association (RHA) and other student interest groups.

FOOD SERVICE

A variety of food services and menu options is provided in five campus dining areas: The Wolf Den Subway located in the Campus Center, Counter Culture in the College of Arts and Science building, a residential dining facility located in the new housing Commons, and a cafeteria and dining room located in the Cuddy Center. The Lucy Cuddy Dining Room located in the Cuddy Center is a fine dining restaurant where meals are produced and served by Culinary Arts & Hospitality students, call for reservation at (907) 786-1122.

STUDENT HEALTH CENTER

The Student Health Center provides educational, preventative, diagnostic and treatment services for health problems. The Center is staffed by advanced family nurse and mental health nurse practitioners. The primary care benefits received by paying the student health fee include routine office care or outpatient services, including family planning and immunizations. Laboratory services, limited medications, and health care supplies are available to participating students at a reduced cost. The Student Health Center is located in the Business Education Building, Room 120, (907) 786-4040.

Students are responsible for their own insurance needs. Health insurance is mandatory for international students on student visas. A group accident and illness plan is available for currently enrolled UAA students. The plan provides extensive benefits at a reasonable cost to students. For an additional premium, dependents and major medical expenses may be covered. Students can obtain more information through the Student Health Center.

SUPPLEMENTAL STUDENT ACCIDENT AND ILLNESS INSURANCE

Students have available a form of supplemental accident insurance for field trips, practicums, and other special UAA events. The cost of this insurance is very reasonable and can be assumed by the student or a department. It is important to note that this insurance is in excess of other insurance covering the student. Information may be obtained by calling (907) 786-1351.

OTHER INSURANCE

Under Alaska state law, all owners and drivers of vehicles must maintain adequate insurance coverage. Students are responsible for arranging their own auto insurance. Student vehicles are not covered under UAA’s auto insurance plan. Personal property insurance is also the responsibility of each student.

STUDENT LEADERSHIP

Student Leadership coordinates leadership training for student leaders involved with student government, clubs, and other leadership positions. Students are assisted in understanding the role and benefits of leadership involvement at the University and in understanding University policies and procedures, provided technical support for student events, and advised in representing their interests effectively.

CLUB COUNCIL

The Club Council’s purpose is to register new clubs and appropriately fund and support individual clubs. Each club has one representative on the Club Council.

The University of Alaska Anchorage has over 60 clubs and encourages student participation in them. Students may form special interest, ethnic, academic, sports, or social clubs. Clubs provide a service to the University and the community and contribute to students’ social and educational development.

Students who wish to join an existing club or begin a new club may contact the Club Council at (907) 786-1966 or the Student Leadership Office at (907) 786-1371.
GREEK COUNCIL
The Greek Council serves as the governing body for two national sororities and one national fraternity at the University of Alaska Anchorage. The council consists of a four member executive board, one delegate from each chapter and an advisor. The council meets twice a month to strengthen ties of communication between the chapters. The Council coordinates group activities such as dances, barbecues, and study groups and places a high value on community service work and philanthropy. Students interested in joining or starting a sorority or fraternity may call the Office of Student Affairs at (907) 786-1214 or email aydos@uaa.alaska.edu.

LEADERSHIP HONORS
Individual leadership is publicly recognized at UAA with Leadership Honors awarded to eligible graduates. Academic excellence is demonstrated by maintaining a minimum cumulative 3.00 GPA. Other criteria include leadership involvement for four semesters if receiving a bachelor’s degree and two semesters if receiving other certificates and degrees. Each student receiving Leadership Honors is recognized by a crimson honor cord at graduation and notation in the commencement program and on transcripts. For more information and applications, please contact the Student Leadership Office at (907) 786-1371.

STUDENT GOVERNMENT
The Union of Students of the University of Alaska Anchorage (USUAA) is the official representative body of the students. Every student who pays the student government fee is a member. The purpose of USUAA is to represent the student body in issues affecting students on the campus whether they involve current world issues, the administration, the Board of Regents, the community, or the legislature. The USUAA allocates the student government fee to provide activities, resources, and services to students. USUAA holds elections each fall and spring semester to fill student leadership positions. For more information contact USUAA at (907) 786-1205.

UNIVERSITY POLICE DEPARTMENT
The University Police Department is present 24 hours a day, 7 days a week, to provide safe access to the campus, to prevent disruptive behavior, and to offer a variety of services to the community. The department employs dispatchers and uniformed police officers to accomplish these goals.

Students, staff, faculty, and visitors should contact the University Police Department to report all crimes, suspicious circumstances, and emergencies on campus, as well as to seek help with the following:

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<td>Disabled Vehicles</td>
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<td>Emergency Messages</td>
<td>Traffic and Parking Problems</td>
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<td>Fire and Safety Issues</td>
<td>Safety Escorts</td>
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The University Police Department can be contacted by calling (907) 786-1120 from an off-campus phone or by dialing 61120 on an in-house phone. In the event of an emergency the department can also be contacted by utilizing one of the 13 exterior emergency call boxes or by picking up any elevator phone, either of which will automatically route the call to the University Police Department.

ANIMALS ON CAMPUS
The main campus of the University of Alaska Anchorage is situated next to a greenbelt and several small lakes. Moose, coyotes and the occasional sighting of a black bear wandering on the bike trails are just some of the unique wildlife attractions. People must remember that these are wild animals and their actions are unpredictable. Please maintain a safe distance from these wild animals and notify University Police whenever you see them on campus. The feeding and/or harassment of any wild animal is a violation of the University Student Code of Conduct and the state law. Officers will enforce these statutes and policies.

Anyone wishing to bring a personal pet onto campus is asked to first contact the University Police department in order to learn how to do so properly. In essence, pets are not permitted into any of the campus buildings without prior permission. Any animals outside of the buildings must be on a leash, in a cage, or under some form of restraint.

CAMPUS PARKING
Campus parking lots have space for more than 3,000 vehicles. However, motorists attempting to park during preferred class times may have to do so across campus and walk the additional distance. All campus lots are paved, lighted, and patrolled. Vehicles parked in restricted areas without proper decal or permit are ticketed and may be impounded at a cost of $50 or more to the owner. Campus parking tickets may be paid at the Parking Services Department in the University Lake Building from 8 am to 5 pm, Monday through Thursday, and from 8:00 am to 4:30 pm, Friday. Failure to pay parking tickets may result in withholding of transcripts or grades, or impounding of a vehicle. Uniform Traffic Citations are issued for moving violations and may be paid in District Court, downtown Anchorage.
EMERGENCIES AND FIRST AID

Emergency messages may be transmitted and first aid treatment received by contacting the University Police Department (907) 786-1120 in the Eugene Short Building. Please report unsafe conditions such as those encountered during winter and all on-campus injuries to the University Police Department.

HANDICAP PARKING

Disabled students, faculty, staff, and visitors may be eligible for special parking spaces available in each lot on the UAA campus. These parking spaces display distinctive blue-and-white logos. They are reserved for persons with physical impairments who receive permission to park in these spaces from the Department of Motor Vehicles, State of Alaska. Motorists who park illegally in disabled spaces will be ticketed. Vehicles may also be impounded at owner expense.

LOST AND FOUND

Two centralized lost-and-found property storage areas are maintained on campus. The University Police accepts wallets, keys, and items that are valued at $250.00 or more. To check for a lost item or to recover found property, contact the University Police Department, Eugene Short Building at (907) 786-1120.

The Campus Center Information Desk accepts all other lost items. To recover found property, contact Campus Center Information Desk at (907) 786-1204.

SMOKE-FREE ENVIRONMENT

University of Alaska Anchorage is committed to providing faculty, staff, and students with a safe and healthy environment for work and learning. Smoking and secondhand smoke have been found to pose definite health hazards. As a result, smoking is not permitted in University facilities.

All University of Alaska Anchorage facilities are covered by this policy: Anchorage, Kenai Peninsula College, Kodiak College, and Mat-Su College. Coverage includes facilities owned, leased, or rented by the University or under control of the University, as well as all University vehicles.

As with any policy or regulation, violation of the smoke-free environment policy by staff, faculty, or students may result in disciplinary action. Campus buildings will be posted with NO SMOKING signs, notifying all visitors of the smoke-free environment of the University of Alaska Anchorage.

SPEED LIMITS

Unless otherwise posted, the campus speed limit is 20 miles per hour. Radar and marked patrol cars are used to ensure safety and compliance.
CHAPTER 6

EDUCATIONAL DELIVERY SERVICES

Chugiak-Eagle River Campus
Center for Distributed Learning
Education Services for the Military
Workforce Education and Community Development
Summer Sessions
CHUGIAK-EAGLE RIVER CAMPUS

Located in the community of Eagle River, ten miles north of Anchorage, this extended site focuses on delivering a variety of general education and degree-oriented courses, in addition to special topics such as tourism and travel study courses, to residents of the Chugiak-Eagle River community. In addition to the many classes which utilize Chugiak High School, facilities located at the Eagle Center include five classrooms, one DOS-based computer lab, registration and administrative offices. For more information, call (907) 694-3313 or visit their website at www.uaa.alaska.edu/eagle.

CENTER FOR DISTRIBUTED LEARNING

In the electronic age, students have the opportunity to learn through a variety of delivery methods and varied media. The University of Alaska’s Center for Distributed Learning strives to meet this challenge in a number of ways.

The Center for Distributed Learning offers courses using videotape, live televised classes, CD-ROM, and the Internet. In addition, textbooks are required for a majority of our courses.

Teleconferences - allow participation in live interactive meetings or seminars conducted among people at different locations. UA/Chugiak-Eagle River has joined with the National University Teleconference Network, PBS Adult Learning Satellite Service, and other training agencies to offer coverage of a wide range of topics presented by internationally recognized leaders.

Live Teleclasses - allow students at locations throughout Alaska to actively participate in classes originating on the UA campus. Satellite-delivered one-way video and two-way audio connect students. Live teleclasses are carried on Alascom’s Aurora II satellite for rural students and on GCI Cable Channel 42 within the Anchorage Bowl.

Telecourses - College-level credit courses may be offered in a televised format. Courses may be viewed on Channel 7/KAKM, GCI Cable Channel 42, or at videotape checkout sites.

All courses are approved by appropriate academic departments and faculty groups to meet standards of accreditation so no distinction is made among the various delivery modes in terms of a course’s acceptability for meeting degree program requirements. It is the student’s responsibility to obtain advice regarding the applicability of any particular course to meet a specific degree requirement.

In addition, we are pleased to extend our expertise and facilities to deliver satellite-delivered videoconferences, teleconferencing, and programming for GCI Cable Channel 42.

The Center for Distributed Learning can be reached at (907) 786-4488 or at www.dist-ed.alaska.edu.

UNIVERSITY OF ALASKA LEARNING COOPERATIVE (UALC)

The UALC is an organization of representatives from throughout the University system which is responsible for coordinating UA’s distance education programs towards the accomplishment of common goals. The UALC supports efforts to make more courses and programs available to students away from Alaska’s urban centers through the use of instructional technology and by encouraging collaborative delivery of these programs among UA units. The UALC also supports the use of alternative methods of instruction to meet the needs of students for whom regular campus-based programs are impossible, due to the demands of employment, family or community commitments. The UALC Bulletin contains information about programs which are available to students throughout the state, regardless of where the students live, and about additional courses and sections available to students through non-traditional means.

CORRESPONDENCE STUDY

Within the University of Alaska system, correspondence study is administered through the University of Alaska Fairbanks campus. The University of Alaska correspondence study is considered resident credit. The UA Advising and Counseling Center has brochures for this program and can proctor exams. Brochures are also available at Enrollment Services, in the Administration Building, Room 175 (907) 786-1480

EDUCATION SERVICES FOR THE MILITARY

Postsecondary education programs for active duty military personnel, dependents of active duty personnel, Department of Defense employees, and civilians at military bases are offered throughout the state. Major military bases and corresponding military education centers include:

—Fort Richardson Army Post and Elmendorf Air Force Base in Anchorage
—Eielson Air Force Base, Clear Air Force Station, and Fort Wainwright Army Post outside of Fairbanks

Program offerings range from classes in support of an Associate of Arts to a Master of Public Administration. Enlisted personnel benefit from UAA’s membership in the service members’ Opportunity College Network where training and experience are evaluated for applicable credit and degree completion is possible despite a duty change. Classes are delivered via traditional classroom instruction, videotape course delivery, and live interactive satellite delivery. For more information, call (907) 753-7119.
SOUTHCENTRAL REGION MILITARY EDUCATION SERVICES

ELMENDORF AFB

On Elmendorf Air Force Base, five miles north of Anchorage, the education center is located on Bullard Avenue. Degree programs offered on base include the Associate of Arts, the Bachelor of Business Administration, the Bachelor of Arts in Interdisciplinary Studies, the Bachelor of Science in Technology, the Master of Arts in Interdisciplinary Studies, and the Master of Public Administration. Day, evening and weekend classes are taught during regular 15-week semesters, as well as 8-week sessions. For more information, call (907) 753-0204.

FORT RICHARDSON

Situated seven miles northeast of Anchorage on Fort Richardson Army Post, the education center is located in Building 658 on 5th Street. Degree programs include the Associate of Arts, the Bachelor of Arts in Interdisciplinary Studies, the Bachelor of Science in Technology, the Master of Arts in Interdisciplinary Studies, and the Master of Public Administration. Day, evening and weekend classes are taught during regular 15-week semesters, as well as 8-week sessions. For more information, call (907) 428-1228.

NORTHERN REGION MILITARY EDUCATION SERVICES

EIELSON AFB

Eielson Air Force Base, some 30 miles east of Fairbanks, maintains an education center in the Education Services Building. Program offerings include course work toward an Associate of Arts, a Bachelor of Science in Technology, and a Bachelor of Arts in Interdisciplinary Studies. In addition, the University of Alaska Southeast offers a Bachelor of Business Administration and a Master of Public Administration. For more information, call (907) 372-3484.

FORT WAINWRIGHT

The Fort Wainwright Education Center is located in Building 2107 on the Ft. Wainwright Army Post east of Fairbanks. The center provides course work toward an Associate of Arts, a Bachelor of Science in Technology, and a Bachelor of Arts in Interdisciplinary Studies. In addition, the University of Alaska Southeast offers a Bachelor of Business Administration and a Master of Public Administration. For more information, call (907) 353-6395.

WORKFORCE EDUCATION AND COMMUNITY DEVELOPMENT

Workforce Education and Community Development offers programs responsive to the lifelong learning requirements of professionals who hold licenses, certificates, or degrees, as well as courses to train new paraprofessionals. Academic credit and Continuing Education Unit (CEU) offerings can be arranged. Programs are developed through partnerships with professionals in the community, public and private agencies and organizations, and academic faculty.

In addition, non-credit and CEU community education classes are offered in the following areas: the arts, business, finance and law, computer training, languages, personal enrichment, professional education, test preparation, trades, and aviation. For more information, call (907) 786-6755.

SUMMER SESSIONS

Summer Sessions offers over 650 courses during the summer that attract thousands of students from the state and nation and provide undergraduate and graduate students opportunities to complete programs faster. In addition to standard academic courses, special programs are offered to meet the needs of numerous individuals. Short-term institutes and workshops are offered for graduate students and others seeking intensive professional development opportunities. Some programs offer opportunities to explore Alaska while learning more about the State. Other programs support undergraduate college students and students who come from families who have not historically accessed higher education previously. Optional on-campus housing is available and individuals seeking accommodations are encouraged to make reservations early. Fee parking is available during the summer. For further information check the web site at www.uaa.alaska.edu/enroll/ or call (907) 786-6740.
CHAPTER 7

CENTERS AND INSTITUTES

Alaska Small Business Development Center
The American Russian Center
The Center for Alcohol and Addiction Studies
Center for Economic Education
Center for Human Development: University Affiliated Program
Environment and Natural Resources Institute
Institute for Circumpolar Health Studies
Institute of Social and Economic Research
Justice Center
North Pacific Fisheries Observer Training Center
University of Alaska Center for Economic Development
ALASKA SMALL BUSINESS DEVELOPMENT CENTER

The Alaska Small Business Development Center is a cooperative program of the U.S. Small Business Administration and the University of Alaska. The objectives of the SBDC programs are to combine federal dollars and resources with those of the state, academic community and private sector to strengthen small businesses; to contribute to the economic growth of the state; and to create a broader based delivery system to the small business community. The primary emphasis of the SBDC program is on in-depth, quality business counseling and training. Small businesses are assisted in the areas of management, marketing, sales, finance, accounting and other disciplines required for small business growth, expansion and innovation. The SBDC has six regional centers located in Anchorage, Fairbanks, Juneau, Ketchikan, Wasilla (serving the Matanuska-Susitna Borough area) and Kenai (serving the Kenai Peninsula area), in addition to a rural outreach program.

Other business assistance programs administered include the Procurement Technical Assistance Center which provides assistance with government contracting; the BUYALASKA program which provides free in-state sourcing for buyers and sales referrals to suppliers; the Alaska Technology Transfer Center which provides the Small Business Innovation Research (SBIR) proposal assistance and technical data base searches to businesses; a virtual enterprise manufacturing program which assists small to medium manufacturers in Alaska to produce parts and supplies under Department of Defense contracts.

All of SBDC's business assistance programs encourage the involvement of University faculty and provide internship opportunities for University of Alaska students.

THE AMERICAN RUSSIAN CENTER

The American Russian Center promotes the development of Russian small business activities in selected regions of the Russian Far East (RFE), facilitates cultural, educational and other exchange programs with various organizations in the RFE and manages programs to strengthen relations between UAA and Russian Universities. A key component of ARC’s mission is to improve systems for collection, analysis and dissemination of information about business activity and conditions in the RFE and the promotion of business linkages between U.S. and Russian companies.

ARC has centers in Khabarovsk, Sakhalin, Yakutsk and Magadan which offer business training programs. These centers have limited capability to support UAA personnel and U.S. business people on-site on a cost reimbursement basis. Support includes assistance in finding contacts, arranging for translators, and providing transportation and communications (fax and telephone).

ARC provides a small RFE business library which is available to the public during business hours. The library contains city information on Vladivostok, Khabarovsk, Yuzhno-Sakhalinsk, Yakutsk, Nakhodka, Magadan, and Komsomolsk. The library holdings also include over 24 English language business journals and publications related to business in Russia and the RFE. They include Russian Far East News, Russian Far East Update, Foreign Broadcast Information Service NIS Bulletins, East West Executive Guide, Commersant the Business Directory of the NIS, Interfax Bulletins and many other business journals, newspapers and directories.

ARC develops and conducts specialized business training programs for Russian employees of U.S. and Russian companies in a variety of areas.

ARC is located in the Business Education Building at the University of Alaska Anchorage. It is operated by the University of Alaska Anchorage.

THE CENTER FOR ALCOHOL AND ADDICTION STUDIES

The Center for Alcohol and Addiction Studies (CAAS) addresses the continuing need for research, education and training to contribute to the reduction of substance abuse-related problems in Alaska. CAAS’s recent affiliation with the Institute for Circumpolar Health has increased the Center’s ability to fulfill its mission.

The Center’s research programs seek to expand the body of knowledge on the nature and scope of alcohol and drug abuse problems in Alaska, and their relation to other public health problems.

The Center also addresses the continuing need for skill development and training by professionals working in health science disciplines or health-related fields. The unique Alaskan environment requires that human service professionals acquire both cross-cultural and cross-discipline experiences. Part of the mission of the Center is to provide such education and training for professionals and students in substance abuse and substance abuse related fields.

The Center conducts a wide range of public service activities that include conferences and special workshops on substance abuse for health professionals and for the general public.

CENTER FOR ECONOMIC EDUCATION

The Center for Economic Education is jointly sponsored by the Alaska Council on Economic Education and the University of Alaska Anchorage. The goal of the center is to promote and improve the teaching of economics in Alaska’s schools. The Center sponsors workshops and college credit courses for teachers throughout Alaska and provides educational materials and other assistance to teachers and school districts.
ENVIRONMENT AND NATURAL RESOURCES INSTITUTE

The Environment and Natural Resources Institute (ENRI) is an information and applied research center of the University of Alaska Anchorage that focuses on Alaska's environment and natural resources. It traces its history to 1972 when the Alaska legislature established the Arctic Environmental Information and Data Center as a referral and applied research center for Alaska's natural resources. ENRI's chief goal is to provide sound scientific data and analyses without advocacy for use in natural resource and environmental decision making. The Institute assembles and synthesizes natural science knowledge, designs and conducts field and literature investigations, develops and maintains specialized databases on Alaska and its resources, communicates and disseminates information without advocacy, provides technical training and support for environmental monitoring programs, and offers educational opportunities for students and the general public. ENRI conducts research on Alaska's environment, natural resources, and peoples. It has four programs open to the public that maintain specialized collections of information.

ARCTIC ENVIRONMENTAL AND INFORMATION DATA CENTER

The Arctic Environmental and Information Data Center (AEIDC) is the foundation of ENRI and focuses on identifying, gathering, synthesizing and making available existing information for use in scientific studies and environmental decision making. It primarily houses unpublished and difficult-to-find materials on Alaska's environment and natural resources. Typical AEIDC research projects include annotated bibliographies on specific topics or regions of Alaska and compilations of and indices to scientific studies currently underway. It also provides reference and referral assistance, organization of special collections, and archiving and distribution services.

ALASKA STATE CLIMATE CENTER

The Alaska State Climate Center (ASCC) houses historic data on Alaska's climatology and meteorology, defines long- and short-term climate trends, and applies that information to current issues. The Alaska legislature established ASCC in 1981 to provide timely access to weather-related information and data that was then available only through the federal government and independent researchers. It is one of fifty state climate centers in the nation, and an ENRI scientist serves as the Alaska State Climatologist. ASCC conducts research on such topics as superstructure icing, marine ice conditions, snow accumulations, nearshore oceanography, and wind. It provides support for Alaska's fire weather forecasting program.

ALASKA NATURAL HERITAGE PROGRAM

The Alaska Natural Heritage Program (AKNHP) documents the distribution and abundance of ecologically significant plant and animal species, ecological communities, and natural features to assist in maintaining healthy ecosystems and a sustainable economy for Alaska. The Nature Conservancy established the program in 1989, and it became a component of ENRI in 1993. AKNHP provides biological and related management and land-based information that is useful in land development planning, permitting, environmental and endangered species review, and resource management. AKNHP's primary research areas are botany, ecology, zoology, and natural features.

RESOURCE SOLUTIONS

Resource Solutions develops and promotes collaborative decision-making processes. It seeks to connect citizens with government in a constructive manner by developing the mutual capacity and willingness to cooperate, negotiate, and reach decisions that can be implemented. Resource Solutions focuses on natural resource, environmental, and economic concerns important to Alaska; and it provides information, consultation, and services on approaches that help build agreement among competing interests. Resource Solutions maintains a small collection of reference materials on collaborative problem solving, dispute resolution, public involvement, and consensus building. ENRI initiated the program in 1996 with funding from The William & Flora Hewlett Foundation.

INSTITUTE FOR CIRCUMPOLAR HEALTH STUDIES

The Institute for Circumpolar Health Studies (ICHS) was created by the Alaska State Legislature in 1988 (AS 14.40.088) to develop new solutions to health problems in Alaska and the circumpolar north. Within the University of Alaska, the Institute provides support and coordination for health research, information, and training. ICHS works closely with faculty throughout the University of Alaska system, providing technical assistance and support to increase the capacity within the state to address the health needs of all Alaskans. ICHS also encourages student involvement through academic course work, internships and research assistantships.
At ICHS, research addresses a wide variety of health problems and issues facing Alaskans, many of which are common to populations in the circumpolar north. Alaska’s rural and multicultural environment calls for a multidisciplinary approach to defining health problems and identifying appropriate solutions. ICHS research activities include epidemiologic studies of population health problems, studies of health services need, access and utilization, and evaluation of health policy and the effectiveness of new programs.

The Institute maintains collaborative relations with other universities, state and federal agencies, Alaska Native health organizations, and Alaskan communities to provide relevant health information, to support local planning, and to inform the development of health policy. Cooperative activities in research, instruction and service link Alaska and the University with health research and practice, internationally.

ICHS provides professional development and training through conferences and workshops for public health and medical professionals, and informational services and educational programs for the general public.

INSTITUTE OF SOCIAL AND ECONOMIC RESEARCH

The Institute of Social and Economic Research (ISER) is a public policy and social science research institute, applying multidisciplinary skills to the analysis of social and economic change in Alaska and northern regions. Since 1961 the institute has investigated virtually every major public policy issue in Alaska, including the effects of natural resource development, the fiscal policies of state and local governments, the transportation and energy requirements of developing regions, and the effects of change on Alaska’s Native people and on the quality of life in Alaska. ISER is affiliated with the College of Business and Public Policy. Faculty from the College and other parts of the university take part in ISER research projects. The institute provides opportunities for student involvement through internships and research assistantships.

JUSTICE CENTER

The Justice Center contributes to the improvement of justice administration in Alaska through research, education and community service. Formed in 1975, the Center’s mission is to improve understanding of the justice system throughout rural and urban Alaska. Center staff conduct research in crime, law, policing and the administration of civil and criminal justice.

The research mission is addressed through routine data collection efforts in support of the Alaska Judicial Council judicial retention surveys, jail monitoring on behalf of the Division of Family and Youth Services and reporting University of Alaska Anchorage and Southeast crime and arrest statistics. The Justice Center also completes special studies on a variety of justice topics. Recent clients include the Alaska Department of Corrections, the Togiak Police Department and several agencies of the U.S. Department of Justice.

The education mission is addressed through degree programs and through media that target larger audiences in Alaska. The Justice Center offers a Bachelor of Arts degree in Justice; an American Bar Association approved Paralegal Certificate and a Criminal Justice cognate in the Master of Public Administration degree program.

Public education is addressed through: the quarterly Alaska Justice Forum, justice videos, speakers for local audiences and the Justice Center web site at www.uaa.alaska.edu/just/.

The Justice Center contributes to the administration of justice in Alaska through service to the local community and through disciplinary committees. Service to the local community takes the form of participation on advisory boards and management support to a number of non-profit organizations. Service to disciplines includes membership on editorial boards and participation in the governance of regional and national professional associations.

NORTH PACIFIC FISHERIES OBSERVER TRAINING CENTER

The North Pacific Fisheries Observer Training Center (OTC), located at 707 A Street, provides training for bottomfish, crab, and scallop fishery observers. Working in conjunction with the National Marine Fisheries Service and the Alaska Department of Fish and Game under a federal grant, the OTC trains observers in sampling requirements, fish and shellfish identification, and safety at sea. Fishery observers live and work onboard commercial fishing vessels in the Bering Sea and the Gulf of Alaska, and collect information critical to the conservation of Alaska’s marine resources. For more information, call (907) 257-2770 or visit their website at www.uaf.alaska.edu/otc.

UNIVERSITY OF ALASKA CENTER FOR ECONOMIC DEVELOPMENT

The mission of the University of Alaska Center for Economic Development is to provide technical assistance to private non-profit and government-related agencies engaged in economic development. The Center focuses on regional problems and opportunities. It utilizes the University’s unique research capabilities and expertise to help address the technical assistance and information needs of various economic development entities. The Center coordinates its efforts with the Alaska Department of Commerce and Economic Development and the Alaska Department of Community and Regional Affairs.
CHAPTER 8

ACADEMIC POLICIES

Academic Dispute Resolution Procedure
Academic Petition
Academic Standing
Access to Student Records
Age Limit of Credits
Cheating
Class Attendance
Class Standing
Corequisites
Commencement
Credit
Directed Study
Faculty-Initiated Withdrawals
Full-Time/Part-Time Status
GPA and Student Activities
Grading
Graduation Application
Graduation with Honors
Honors List
Independent Study
Non-Traditional Credit
Prerequisites
Recommendations
Repeating Courses
ACADEMIC DISPUTE RESOLUTION PROCEDURE

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to this procedure which implements the UA Board of Regents Policy 09.03.02 and its University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. Appropriate issues for this procedure include such things as alleged arbitrary and capricious dismissal from or denial of admission to an academic program based upon academic considerations or alleged grading error or arbitrary and capricious grading for a final grade assignment. Grades assigned prior to the final grade received in a course are not subject to review under this procedure. Only the course instructor or an academic decision review committee may authorize a change in the assignment of a final grade.

ACADEMIC DECISION REVIEW COMMITTEE

An academic decision review committee is an ad hoc committee to formally review a contested final grade assignment or other academic decision. The committee will be composed of faculty, a non-voting committee chair who may be a faculty, and a non-voting student representative. The dean/campus director or designee will appoint faculty or staff committee members. The campus student government president will appoint the student representative, from a list of students recommended by the dean/campus director or designee. To be eligible, the student must be currently enrolled in at least three credits, in good disciplinary standing, with a cumulative grade point average of 3.0 or higher.

If the academic decision being challenged is for a graduate course or program, the faculty appointed will be from those departments with graduate programs. The student committee member will be a graduate student.

FINALGRADE

The final grade is the grade assigned for a course upon its completion.

GRADING ERROR

A grading error is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade (see also "arbitrary and capricious grading.")

NEXT REGULAR SEMESTER

The next regular semester is the fall or spring semester following the semester in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.

PROCEDURES FOR RESOLVING DISPUTES REGARDING FINAL GRADE ASSIGNMENT

Students may challenge a final grade assignment on the basis of alleged grading error or arbitrary and capricious grading.

Because grades can affect such things as a student’s eligibility for continued financial aid, students must learn their final grades and initiate a review, where desired, as soon as possible.

The time schedule outlined in this procedure stipulates maximum time periods within which to complete stages of the review. However, permission for extensions of time may be granted, in writing, by the dean/campus director or designee.

INFORMAL PROCEDURE FOR ACADEMIC DISPUTES REGARDING FINAL GRADE ASSIGNMENT

Where possible, students will be expected to first request an informal resolution of the final grade assignment with the course instructor or department chair/academic leader. The process must be initiated by the 15th class day of the next regular semester at UAA. The instructor or department chair/academic leader must respond to the request within 5 class days of receipt.

If the course instructor’s decision is to change the final grade, the instructor must promptly initiate the process. If the instructor does not change the grade and the student’s concerns remain unresolved, the student may notify the department chair/academic leader responsible for the course. Within 5 class days of such notification, the department chair/academic leader must either effect resolution of the issue with the instructor or inform the student of the process for formally appealing the final grade assignment.

If the course instructor is no longer an employee of the University or is otherwise unavailable, the student must notify the department chair/academic leader by the 15th class day of the next regular semester. Within 5 class days of notification by the student, the department chair/academic leader must either effect resolution of the issue through contact with the course instructor or inform the student of the process for formally appealing the final grade assignment.

ARBITRARY AND CAPRICIOUS GRADING

Arbitrary and capricious grading means the assignment of a final course grade on a basis other than performance in the course; the use of standards different from those applied to other students in the same course; or substantial, unreasonable and/or unannounced departure from the course instructor’s previously articulated standards or criteria (see also “grading error.”)

CLASS DAY

As used in the schedule for review of academic decisions, a class day is any day of scheduled instruction, excluding Saturday and Sunday, included on the academic calendar in effect at the time of a review. Final examination periods are counted as class days.
FORMAL PROCEDURE FOR ACADEMIC DISPUTES REGARDING FINAL GRADE ASSIGNMENT

A student formally requesting a review of a final grade assignment must provide the dean/campus director or designee a signed, written request for a formal review, indicating the basis for requesting a change of grade.

The request must be filed by the 20th class day of the next regular semester or within 5 class days of receipt of notification of the process for filing a formal review by the department chair/academic leader after completion of any informal review. The dean/campus director or designee will convene an academic decision review committee.

The written request for a formal review from the student will be forwarded to the academic decision review committee by the dean/campus director or designee. The committee chair will convene the committee within 10 class days of receipt of the student’s written request for review. The committee will first consider whether the facts submitted by the student warrant a formal hearing and, if so, conduct the hearing. The student and the course instructor must be notified in writing at least 3 class days in advance of the time and place the request will be considered and of the process to be followed.

If on initial review the academic decision review committee determines that the facts as presented would not constitute arbitrary or capricious grading or a grading error, the committee will dismiss the case without a formal hearing. This decision will constitute the final decision of the University. The committee’s decision will be provided in writing by the committee chair to the student, the course instructor, the department chair/academic leader, and the dean/campus director.

ACADEMIC DECISION REVIEW COMMITTEE HEARINGS

If the academic decision review committee determines that the facts as presented might constitute arbitrary or capricious grading or a grading error, the committee will proceed to a formal hearing. The committee will consider information provided by the student, the course instructor if available, and others as it sees fit.

Academic dispute hearings will normally be closed. Requests for an open proceeding must be made in writing by a party prior to the start of the hearing to the committee chair. Such requests will be granted to the extent allowed by law unless the committee chair determines that all or part of a proceeding should be closed based upon considerations of fairness, justice, and other relevant factors. A party may choose an advisor to be present at all times during the proceedings. However, the advisor may not speak on behalf of the party.

The committee may direct that witnesses, but not the parties or their advisors, be excluded from hearing except during their testimony. The deliberations of the committee will be closed to the public, the parties, and their advisors.

ACADEMIC DECISION REVIEW COMMITTEE DECISIONS

The academic decision review committee proceedings will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:

1. the request for a grade change is denied;
2. the request for a grade change is upheld and the committee requests the course instructor to change the grade and the course instructor changes the grade; or
3. the request for a grade change is upheld and the course instructor is either unavailable to change the grade or refuses to do so. The committee directs the dean/campus director or designee to initiate the process to change the grade to that specified by the review committee.

The decision of the academic decision review committee constitutes the final decision of the University, and will be provided in writing to the student, the course instructor, the department chair/academic leader and the dean/campus director. The committee chair will be responsible for the preparation of a record of the hearing.

Unless an extension has been granted by the dean/campus director or designee, disputes concerning final grades must be completed by the end of the next regular semester following the assignment of the grade.

PROCEDURES FOR RESOLVING DISPUTES REGARDING DENIAL OF ADMISSION TO OR DISMISSAL FROM A PROGRAM OF STUDY FOR ACADEMIC REASONS

A student formally requesting a review of a denial of admission to or dismissal from a program for academic reasons must provide the dean/campus director or designee a signed, written request for a formal review, indicating the basis for requesting a review.

The request must be filed by the 20th class day of the next regular semester, or within 5 class days of receipt of notification of the process for filing a formal review by the department chair/academic leaders after completion of any informal review. The only exception will be when written permission for an extension of time is granted by the dean/campus director or designee.

Formal reviews and hearings of academic decisions regarding denial of admission to or dismissal from a program for academic reasons will be conducted by an academic decision review committee according to the same timelines and procedures for academic disputes regarding arbitrary and capricious grading or a grading error with the following exceptions:

1. The academic decision review committee proceedings will result in the preparation of written findings and recommendations to the dean/campus director or designee and the student. The committee chair will be responsible for the preparation of a record of the hearing.
2. The student will be given an opportunity to comment on the findings and recommendations of the committee. Written comments must be submitted to the dean/campus director or designee within 7 class days of the day the committee findings and recommendations are sent to the student.
3. The dean/campus director or designee will review the written findings and recommendations of the academic decision review committee, the record of the hearing and any written comments submitted by the student and make a decision. The dean/campus director or designee’s decision will constitute the final decision of the University on the matter and will be provided, in writing, to the student, the department chair/academic leader and the committee.

4. The provost will make the final decision of the University on the matter if the dean/campus director or designee is the person who made the academic decision under review.

Unless an extension has been granted by the dean/campus director or designee, final decisions must be completed by the end of the next regular semester following the date of the denial of admission to or dismissal from a program for academic reasons.

OTHER ACADEMIC DECISIONS

Review procedures for all other academic decisions may be obtained from the department chair/academic leader, the dean/campus director or the UAA course catalog.

Disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities will be reviewed according to procedures set forth in University Regulation 09.06.00 Services for Students with Disabilities.

ELIGIBILITY FOR SERVICES PENDING FINAL DECISION IN THE REVIEW PROCESS

During the review of an academic action or decision by the University, the action or decision being contested will remain in effect until the dispute is resolved. Should an academic action or decision affect the student’s eligibility for financial aid, housing, or other University service, the student will be informed of the steps to be taken that may maintain or reinstate the affected service. The student will be responsible for initiating any necessary actions or procedures.

ACADEMIC PETITION

Deviations from academic policies or requirements must be approved by academic petition. Petition forms may be obtained from the school or college or from Enrollment Services.

Final authority to deny or approve petitions pertaining to school/college requirements rests with the Dean or Director of the school or college. Petitions pertaining to general education requirements and/or general university requirements must, in addition, be processed through the Office of Academic Affairs, with final authority to deny or approve resting with the Provost. After the petition has received final approval or denial, a copy reflecting that decision will be returned to the student and advisor.

All petitions requesting that transferred elective credit be accepted for degree requirements must be accompanied by catalog copy of the course description(s) from the institution of origin.

Changes in course level, grading, or number of credits awarded are not petitionable. UAA courses not on the approved baccalaureate General Education Requirements (GER) list can not be petitioned to meet a GER.

ACADEMIC STANDING

GOOD STANDING

Undergraduate students are in good standing when they have a UAA cumulative GPA of 2.00 or higher and a semester GPA of 2.00 or higher for the most recently completed semester. Individual departments may establish additional criteria for good standing. Students are presumed to be in good standing during their first semester at UAA. Students in good standing are academically eligible to re-enroll at UAA.

ACADEMIC ACTION

Admitted certificate, associate, or baccalaureate degree-seeking students who fail to earn a UAA semester and/or cumulative GPA of 2.00 will be subject to academic action. Academic action may result in warning, probation, continuing probation, or loss of certificate or undergraduate degree-seeking status. Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program.

WARNING

Academic Warning is the status assigned to those students whose semester GPA falls below 2.00 but whose cumulative GPA is 2.00 or higher.

PROBATION

Placed on Probation is the status assigned to those students whose semester and cumulative GPA falls below 2.00.

CONTINUING PROBATION

Continued on Probation is the status assigned to those students who begin a semester on probation and during that semester earn a semester GPA of 2.00 or higher without raising their cumulative GPA to 2.00. This status may be continued until the student raises their cumulative GPA to 2.00 or loses their certificate or undergraduate degree-seeking status.
LOSS OF CERTIFICATE OR UNDERGRADUATE DEGREE-SEEKING STATUS

Removed from Degree Program is the status assigned to those students who begin a semester on probation or continuing probation and fail to earn a semester GPA of 2.00. Those students’ admission status will be changed to Non-Degree-Seeking. Students who have lost Certificate or Undergraduate Degree-Seeking status may continue to attend UAA as Non-Degree-Seeking students. However, those students do not qualify for financial aid and will lose their immigration status. Students must apply for reinstatement to UAA (see reinstatement policy).

REINSTATEMENT

Students who have lost certificate or undergraduate degree-seeking status may continue to attend UAA as non-degree-seeking students. After completing a minimum of 12 credits at UAA and/or another accredited institution in 100-level or higher courses with a cumulative GPA of 2.00 or higher, students may apply for reinstatement to UAA. If approved, reinstated students must then reapply for admission to a certificate or undergraduate degree program. A reinstated student whose UAA cumulative GPA is less than 2.00 (C) will begin the semester on probation. Application for Reinstatement forms are available from Enrollment Services.

DEPARTMENTAL PROBATION OR REMOVAL FROM A MAJOR PROGRAM

Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program. Those students’ major program will be changed to Undeclared. Students will remain in a certificate or undergraduate degree-seeking status as long as the University’s minimum academic standards are met. Undeclared students must use the Change of Major/Degree form and process to request re-admission or admission to a new program. Forms are available from Enrollment Services.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the U.S. Department of Education, Family Policy Compliance Office about alleged failures by the institution to comply with the Act.

UAA may release, without consent, certain directory information (name, major, dates of attendance and credentials awarded). No one outside the institution shall have access to, nor will the institution disclose any other information from a student’s education record, without the written consent of the student, except to personnel within the institution on a need-to-know basis, to officials of other institutions in which a student seeks to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under the Act. Exceptions to the above policy are as follows:

1. Names of students receiving awards or appearing on the UAA Dean’s List and Chancellor’s List are released to the media; also, names and addresses of the above honored students are provided to the National Dean’s List Publication unless a written request not to do so has been received by Enrollment Services.
2. Names of students receiving degrees/certificates appear in the commencement program and are released to the media unless a written request not to do so has been received by Enrollment Services.
3. Names of scholarship recipients are released to the media unless a written request not to do so has been received by the Financial Aid Office.
4. Names of students receiving awards for the Chancellor’s Scholarship and any other honorary scholarships, i.e. Truman Scholarship and/or appearing in Who’s Who Among Students in American Universities and Colleges are released to the media; also, names and addresses of the above honored students are provided unless a written request not to do so has been received by the Enrollment Services.
5. Name, address, telephone, date and place of birth, level of education, academic major, degrees received and the educational institution most recently enrolled will be released to Military Recruiting and Reserved Officer Training Corps Program personnel unless a written request not to do so has been received by Enrollment Services.

A complete copy of the UAA policy on the application of FERPA, including procedures for challenging the content of one’s records is available in Enrollment Services.

AGE LIMIT OF CREDITS

There is no University-wide undergraduate policy on the age limit of credits. However, to guarantee currency of course content, some departments and degree programs require courses to have been completed within a specified period of time. Contact specific departments for more information.
CHEATING

Cheating is not tolerated at the University of Alaska Anchorage. It constitutes grounds for dismissal from the University. Cheating is defined as any means by which a student uses unauthorized assistance to prepare materials submitted as their own. Refer to Academic Dishonesty in Chapter 5 of this catalog or to the Student Handbook for specifics.

CLASS ATTENDANCE

Regular attendance and active participation are expected in all classes. Students are responsible for class work even if there are legitimate reasons for their absence.

Unexcused absences may result in a student receiving a failing grade. Unreasonable refusal to accommodate a bona fide emergency absence or an official university absence as described below may be appealable under the Academic Appeals Process.

Students participating in official intercollegiate activities on behalf of UAA, including but not limited to competition in athletics, forensics and performing arts, are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Faculty are encouraged to make reasonable accommodations for such students. In some cases accommodation may not be possible.

A faculty member may initiate a drop/withdrawal for students who fail to meet individual course attendance requirements; however, the faculty member is under no obligation to do so. An instructor withdrawal may be initiated for those students who do not enroll for the appropriate corequisites.

CLASS STANDING

Class standing is an administrative classification and does not necessarily reflect progress toward completion of a degree. Class standing is based on total credits earned. Students are classified as follows:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman/First Year</td>
<td>0 - 29</td>
</tr>
<tr>
<td>Sophomore/Second Year</td>
<td>30 - 59</td>
</tr>
<tr>
<td>Junior</td>
<td>60 - 89</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
</tr>
</tbody>
</table>

Transfer students will be assigned class standing based on the number of credits accepted in transfer by the University. Non-degree-seeking students are not assigned a class standing.

COREQUISITES

Students are responsible for making sure that they enroll and attend all corequisite courses in the same semester at the same time. Corequisites are listed in the individual course descriptions in this catalog. An instructor withdrawal may be initiated for those students who do not enroll for the appropriate corequisites.

COMMENCEMENT

Students who complete certificate or degree requirements and meet the application for graduation deadline during an academic year (fall and spring semesters) are invited to participate in the annual commencement ceremonies in May. Students who complete certificate or degree requirements and meet the application for graduation deadline during the summer session are invited to participate in the commencement ceremonies the following May.

CREDIT

Resident Credit

Resident credit is defined as credit earned in formal classroom instruction, directed study, independent study, research, and thesis offered by the University of Alaska Anchorage. Other resident credit includes University of Alaska correspondence study, and all forms of UADistance delivered curriculum. In general, credit earned at UAF and UAS is not considered resident credit. However, if a program is delivered collaboratively with UAF and/or UAS, credit from each participating institution will be counted toward fulfillment of residency requirements. Credit from international institutions for which there is an approved affiliation agreement is also considered resident credit. All other courses are defined as non-resident, including out of state correspondence courses, transfer courses, non-traditional courses, and courses completed for credit by examination.

TRANSFER CREDIT

Where possible, transfer credit is equated with University of Alaska Anchorage courses. When this is not possible, evaluators may grant specifically designated elective credit to meet a General Education Requirement. The principle that governs approval of substituting transferred credits for General Education or College Wide degree requirements is that only course work that clearly and demonstrably satisfies the intent of the requirement can be accepted as a substitute. The University of Alaska Anchorage reserves the right to reject transfer credit or to require an examination before credit is allowed.

An evaluation of transfer credit is completed after a student has been accepted to degree-seeking status.

ACCREDITED COLLEGES/UNIVERSITIES

1. Transfer credit is accepted only from institutions in the United States fully accredited by one of the following regional accrediting associations:
   —Middle States Association of Colleges and Schools
   —New England Association of Schools and Colleges
   —North Central Association of Colleges and Schools
   —Northwest Association of Schools and Colleges
   —Southern Association of Colleges and Schools
   —Western Association of Schools and Colleges

2. Only college-level (100 level or above) courses completed with grades equal to “C” (2.00) or higher are considered for transfer.
3. Students who plan to transfer credits from international institutions must provide an official statement of educational equivalence from a recommended credentials evaluation service. Addresses are available from Enrollment Services. The fee depends upon the type and complexity of the evaluation.

4. Transfer credits are not included in the student’s UAAGrade point average (GPA) computation, except to determine eligibility for graduation with honors.

5. Challenge exams and credit by exams posted on another university’s transcript will not be considered for transfer credit (see National Credit by Examination).

6. A student’s entire transcript from UAF and/or UAS will be transferred to UAA subject to applicability toward degree requirements.

UNACCREDITED INSTITUTIONS

As a practice, the University of Alaska Anchorage accepts as transfer credit only those credits earned by students at institutions accredited by regional accrediting associations. Accreditation by such associations, recognized by the U.S. Department of Education, demonstrates that the institution operates within commonly accepted standards of instruction. Credits from unaccredited institutions are not normally accepted.

TRANSFER OF GENERALEDUCATION REQUIREMENT CREDITS WITHIN THE UNIVERSEOF ALASKASYSTEM

The general education requirements for baccalaureate degrees from the University of Alaska system are required by university regulation to have a common core of course work totaling a minimum of 34 credits. These include:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication Skills</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Sciences/Fine Arts</td>
<td>15</td>
</tr>
<tr>
<td>Quantitative Skills/Natural Sciences</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>34</td>
</tr>
</tbody>
</table>

Credit for course work successfully completed at one University of Alaska institution towards fulfillment of the general education requirements at that institution shall transfer towards fulfillment of the same categories at all other University of Alaska institutions. This applies even if there is no directly matching course work at the institution to which the student transfers. It should be noted that the 34 credit common core is a minimum requirement for general education. An institution may require more than 34 general education credits for its baccalaureate degrees, and transfer students must meet the total requirement at the receiving institution. Transfer of general education beyond the 34 credits described above will be determined on the basis of individual requirements specified by university catalogs.

In its catalog, each University of Alaska institution specifies the courses which meet the general education categories at that institution and which can thus be guaranteed to transfer as described above. Students who have received a baccalaureate degree from University of Alaska Southeast or University of Alaska Fairbanks will be considered as having met University of Alaska Anchorage’s General Education Requirements.

DIRECTED STUDY

A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester. The policies are as follows:

1. Retroactive registration not permitted.
2. Forms not correctly completed will not be processed.
3. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.
4. The deadline for directed study registration is the end of the ninth week of the fall and spring semesters.
5. There can be no change in the basic content of the course. In particular, this means the number, level, prefix, description, title, grading policy (A-F, P/NP), credits, and course content cannot differ from the permanent course.
6. Only permanent or term faculty are allowed to supervise or to be the Instructor of Record for Directed Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are: a) see that the grades are turned in to Enrollment Services; b) see that the material is presented in full in a timely manner; c) approve the course of study; d) approve the credentials of other faculty involved; e) agree to assume responsibility if problems arise.
7. The faculty member must have taught the permanent course or a related course prior to teaching a directed study.
8. The initiation of directed studies must come from the faculty in the discipline.

FACULTY-INITIATED WITHDRAWALS

A faculty member may initiate a drop/withdrawal for students who fail to meet individual course attendance requirements; however, the faculty member is under no obligation to do so.

At the beginning of the semester, faculty may begin to drop students who fail to attend class by the 7th calendar day of the semester.

Faculty-initiated drops/withdrawals are permitted through week 12 of the semester for semester-length courses (15 weeks). For courses other than semester length, the faculty option to drop/withdraw a student for non-attendance is prorated according to the length of the course. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

Add/drop forms are available from Enrollment Services in the Administration Building.

FULL-TIME/PART-TIME STATUS

An undergraduate student who is enrolled at UAA for 12 or more credits is classified as full-time. An undergraduate who is enrolled at UAA fewer than 12 credits is classified as part-time.

Audited courses, credit-by-exam courses, and Continuing Education Units (CEUs) are not included in the computation of study load for full-time or part-time status.
GPA AND STUDENT ACTIVITIES

Students with satisfactory academic performance are eligible for participation in intercollegiate competition or extracurricular activities. Students may not participate in intercollegiate competition or cocurricular activities or student employment if their cumulative GPA falls below 2.00 (C). Additional and higher academic standards may be required by certain specific activities. Students are advised to keep their participation in activities outside the classroom within limits that will allow them to achieve satisfactory academic performance.

GRADING

The grades that can appear on a student’s transcript are as follows:

**Academic Letter Grades**

- **A** Honor grade; indicates comprehensive mastery of required work.
- **B** Indicates high level of performance in meeting course requirements.
- **C** Indicates satisfactory level of performance.
- **D** Indicates lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.
- **F** Indicates failure.

These letter grades carry grade points and are used to calculate GPAs.

**Non-Academic Grades**

- **CR** Indicates credit received for course.
- **NC** Indicates no credit received for course.
- **DF** Deferred; temporary grade which indicates course requirements cannot be completed by end of semester. It is to be used for courses which can not normally be completed in a semester (such as thesis, project, research courses, internships, etc.).
- **I** Incomplete; temporary grade that indicates additional work must be completed to receive a final grade. If the course work is not completed within one year and the faculty member does not submit a change of grade at that time, the “I” (incomplete) will become a permanent grade.
- **P** Indicates passing work.
- **NP** Indicates work that is not passing.

These grades do not carry grade points and are not used to calculate GPAs. However, “CR”, “NC”, “P”, and “NP” grades may be used to determine satisfactory academic progress.

**Other Designations**

- **AU** Audit; indicates enrollment for information only; no credit received.
- **W** Indicates withdrawal from course.

These designations do not carry grade points and are not used to calculate GPAs.

**Credit/No Credit**

Credit/No Credit is a grading option that encourages students to explore areas of interest. Undesignated electives may be completed under this option. A maximum of 15 credits earned by this option may be applied to an Associate or Baccalaureate degree.

General Education Requirements (GER), school or college requirements and courses in a student’s major or minor are not allowed under this option. If students later change their major/minor and the course becomes a requirement, the course may be accepted in the new major/minor at the discretion of the new department.

The CR/NC option is not available for graduate courses, nor can this option be used on courses repeated for GPA improvement.

The instructor grades students using the grading basis approved for the course (A-F or P/NC). Students are awarded credit for the course if their final grade is “P” or “C” or higher. A grade of “CR” is entered on the student’s transcript. If performance falls below that level (“D”, “F”, “NP”) the student will be automatically withdrawn from the course.

For performance comparison only, a grade of “CR” (Credit) is considered equivalent to a grade of “C” or higher. A grade of “CR” does not carry grade points and is not included in GPA calculations.

Through the end of week 2 of the semester, students may request the CR/NC grading option by submitting the necessary paperwork to Enrollment Services. Once selected, this grading option may not be changed to regular grading after the end of week two of the semester.
**Deferred Grade**

A “DF” is a temporary grade. It is used to indicate that the course requirements cannot be completed by the end of the semester. It is to be used for courses which can not normally be completed in a semester (such as thesis, project, research courses, internships, etc.). Credit will be withheld, without academic penalty, until the course requirements have been met. If course work is not completed prior to applying the course towards a graduation requirement, the “DF” will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

**Grade Changes**

Grades submitted by the faculty, other than incomplete (“I”) or deferred (“DF”), are assumed to be final grades. A grade may not be changed unless a grading error, such as a mathematical miscalculation or inaccurate recording has been made on the part of the faculty member. Corrections of grading errors must be made by 15th class day of the next regular semester following the one in which the grade was originally assigned. A Change of Grade form must be submitted to Enrollment Services by the appropriate faculty member. Change of Grade forms will not be accepted if submitted to Enrollment Services by the student.

**Grade Point Average Computation (UAA GPA)**

UAA uses the 4-point system as a measure of scholastic success. The grade point average (GPA) is computed by dividing the total cumulative quality grade points earned (Q Pts) by the total quality hours attempted (Q Hrs).

Credits accepted in transfer are not used to calculate the student’s UAA GPA. They are, however, used to calculate the student’s overall GPA for graduating with honors. Grades and credits earned from all repeated courses are also included in calculating the student’s GPA for graduating with honors. Academic letter grades carry the following grade points:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The number of credits (for example, 3) is multiplied by the grade point value of the grade (for example, A = 4) to give the total grade points (for example, 12) for each course. The total number of quality grade points (Q Pts) is then divided by the total number of quality hours attempted (Q Hrs).

Non-academic grades do not carry grade points and are not used in calculating the GPA: “CR”, “NC”, “DF”, “I”, “P”, and “NP”. In addition, “AU” and “W” are not grades and are not used in GPA calculations. (See Grading.)

**Incomplete Grade**

An “I” (Incomplete) is a temporary grade. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. The Incomplete Grade Contract, a signed contract form between the student and the faculty member that stipulates the assignment(s) required to finish the course, is required and must be completed for each “I” grade assigned and is to be maintained in the department or dean’s office. Course work must be completed by a date specified in the contract, not to exceed one year. Upon completion of the required course work, the faculty member must submit a change of grade form to Enrollment Services. If course work is not completed within one year or if the terms specified on the Incomplete Contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the course). If course work is not completed within one year and the faculty member does not submit a change of grade at that time, the “I” will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

**Pass/No Pass**

In some courses students are graded Pass/No Pass. This grading system is established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student option.

When a course is graded Pass/No Pass, the faculty member must clearly explain this fact to the students at the beginning of the class.

For performance comparison only, a grade of “P” (Pass) is considered equivalent to a grade of “C” or higher in undergraduate courses and a grade of “B” or higher in graduate courses. Pass/No Pass grades are used to determine satisfactory academic progress. However, P/NP grades do not carry grade points and are not used in GPA calculations.

**Graduation Application**

UAA issues diplomas three times a year: in January following the fall semester, in May following the spring semester, and in September following the summer session. To be eligible for graduation, a student must:

1. Be formally admitted a minimum of one semester prior to applying for graduation.
2. Submit an Application for Graduation and the $20 fee to Enrollment Services by the end of the week two of the semester.
3. Students must obtain their advisor’s signature on the Application for Graduation form which is available from Enrollment Services.
4. Upon receipt of the student’s Application for Graduation, a review is completed. If the student has met all requirements, the certificate or degree is awarded at the end of the semester. Students are held responsible for meeting all academic regulations and degree/certificate requirements. Names of students receiving degrees/certificates appear in the Commencement Program and are released to the media unless a written request not to do so has been received by Enrollment Services. Students who do not want their names to be released may so indicate on the Application for Graduation form.
5. Applications for Graduation accepted after the deadline are charged a $25 late fee. Students who apply for graduation and who do not complete degree/certificate requirements by the end of the semester must re-apply for graduation and pay the fee again.
GRADUATION WITH HONORS

To be eligible to graduate with honors, an undergraduate student must first earn a cumulative GPA of 3.50 or higher in all college work attempted at UAA. A transfer student who is earning an associate degree must complete a minimum of 15 resident credits with academic letter grades to be eligible to graduate with honors. A transfer student who is earning a baccalaureate degree must complete a minimum of 30 resident credits with academic letter grades to be eligible to graduate with honors.

All transfer students must have a cumulative GPA of 3.50 or higher in all college work attempted both at UAA and at all other institutions attended in order to graduate with honors.

At UAA, graduation with honors represents your entire academic history. All grades and credits earned will be included in determining eligibility to graduate with honors (D’s, F’s, repeated courses, courses lost in academic bankruptcy, courses from non-accredited institutions, etc).

Honors are awarded to associate and baccalaureate degree students with cumulative GPAs as follows:

- Cum Laude .............................. 3.50 to 3.79
- Magna Cum Laude ..................... 3.80 to 3.99
- Summa Cum Laude .................... 4.00

HONORS LIST

Admitted undergraduate degree/certificate seeking students maintaining exceptional academic achievement are recognized after the fall, spring, summer semesters on the Dean’s List and the Chancellor’s List. Names of students appearing in the UAADean’s List and the Chancellor’s List are released to the media; also, names and addresses of honor students are provided to the National Dean’s List Publication unless a written request not to do so has been received by Enrollment Services.

THE CHANCELLOR’S LIST

To be eligible for the Chancellor’s List, a student must be an admitted undergraduate degree/certificate seeking student enrolled in at least 12 UAA credits graded with academic letter grades and must have earned a GPA of 4.00 for the semester. Regardless of the number of credits a student is enrolled in, temporary grades of “I” (incomplete) or “DF” (deferred) will prevent a student from being eligible for the Chancellor’s List until course work has been completed and the “I” or “DF” is replaced by a final grade.

THE DEAN’S LIST

To be eligible for the Dean’s List, a student must be an admitted undergraduate degree/certificate seeking student enrolled in at least 12 UAA credits graded with academic letter grades and must have earned a GPA of at least 3.50 for the semester. Regardless of the number of credits a student is enrolled in, temporary grades of “I” (incomplete) or “DF” (deferred) will prevent a student from being eligible for the Dean’s List until course work has been completed and the “I” or “DF” is replaced by a final grade.

INDEPENDENT STUDY

An Independent Study course is a course consisting of topics or problems chosen by the student with the approval of the department concerned, with the supervision of an instructor, and final approval by the dean/director. These courses are not duplications of and must differ significantly from the catalog course. The independent study provides the opportunity for students who have completed most of the required courses in their program to study topics which are not offered. The policies are as follows:

1. Retroactive registration not permitted.
2. Independent study courses cannot be used to fulfill GER (not petitionable).
3. Forms incorrectly completed will not be processed.
4. Courses scheduled for less than a full semester may not be offered for more than one credit each week.
5. The deadline for independent study registration is the end of the ninth week of the fall and spring semesters.
6. Only permanent or term faculty are allowed to be the Instructor of Record for the Independent Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are to: a) see that the grades are turned in to Enrollment Services; b) see that the material is presented in full in a timely manner; c) approve the course of study; d) approve the credentials of other faculty involved; e) agree to assume responsibility if problems arise.
7. The initiation of independent study courses must come from faculty in the discipline.

NON-TRADITIONAL CREDIT

Non-traditional credit evaluations are available for accepted degree-seeking UAA students. These allow students who have gained knowledge and skills through work and other life experiences to gain credits for equivalent UAA courses. Documenting military or occupational training, taking local or national examinations, and developing portfolios for faculty review are some of the methods used. The specific processes are listed below.
LANGUAGE CREDIT BY PLACEMENT

An accepted, degree-seeking UAA student who has completed in residence a Department of Languages UAA catalog course with a grade of “B” or better is eligible to receive credit for the two immediately preceding courses, if any, up to a total of 8 credits. This policy does not apply to credit earned through the College Board Advanced Placement Examination Program, nor to Special Topics (_93), Independent Study (_97), Language Self Study (LANG prefix), or Department of Languages literature or culture courses. In order to receive credit the student must complete the appropriate form in Enrollment Services and pay an administrative fee.

CERTIFIED EXPERIENCE CREDIT

This program allows certifying of certified but not accredited institution-sponsored learning. The University may award elective credit or specific course credit by petition or departmental agreement.

1. National/State/Local Certificates: Persons who have met certain standards and/or passed certain tests may be awarded academic credit. Credit agreements are currently in effect for the Federal Aviation Administration, Anchorage Police Department, Alaska State Troopers, State Corrections Academy, Alaska Emergency Medical Services, Federal Wildland Fire Management Training Program, the U.S. Department of Labor Bureau of Apprenticeship and Training, the Certified Professional Secretary (CPS) Examination, the Certified Professional Legal Secretary (CPLS) Examination, the Child Development Certificate, the National Occupational Competency Testing Institute (NOCTI) Examination, Apprenticeship Technologies, and U.S. Paramedic licensure.

2. Business or Industry Credit: Recommendations for business or industry credit equivalents are found in the American Council on Education’s National Guide. They cover courses or formal instruction offered by businesses, government agencies, labor unions, and professional or voluntary associations.

CREDIT FOR PRIOR LEARNING

For some courses, students may receive non-traditional credit on a case-by-case basis by documenting their prior learning through experience and training. The process involves faculty and administrative review, an initial evaluation fee, and a fee for each credit awarded.

LOCAL CREDIT BY EXAMINATION

Accepted, degree or certificate seeking students may be awarded credit through locally developed comprehensive examinations on specific subjects. However, credit by examination is not available for all courses. Applications for and information on specific courses available through local credit by examination may be obtained from departments or the local UAA Advising and Counseling Center. There is a fee charged for local credit by exam.

1. Courses with numbers below 100 may not be taken through credit by exam.
2. Only regular catalog courses may be challenged. Special topics courses, trial courses, independent study courses, and practicum courses may not be taken through credit by exam.
3. When an appropriate exam exists, CLEP, DANTES, ACT-PEP, or other national examinations may be administered instead of a local examination.
4. Determination of which courses may be taken through local credit by exam and construction of the examinations is at the discretion of the appropriate department.
5. Local credit by exam is not awarded for a course that duplicates one for which credit has already been granted.
6. Students are awarded credit and a grade of P (Pass) if they successfully pass the local exam. If the exam is not passed, the course is not recorded on the student’s transcript. Grades for courses taken through local credit by examination do not carry grade points used in calculating student GPAs.
7. Credit awarded through local credit by examination is considered non-resident credit.
8. There is no limit to the number of credits which may be acquired through the local credit by examination process.
9. Students have one year from the date of application to take the local examination.
10. Students may not request local credit-by-exam for an audited course until the following academic year.

MILITARY CREDIT

Eight elective credits may be awarded to students who have completed one calendar year of active duty military service.

In addition, credits may be transferred from formal service schools and MOS/Ratings as recommended in the Guide to the Evaluation of Education Experiences in the Armed Services prepared by the American Council on Education.

No more than 15 semester credits are awarded toward an associate degree and no more than 30 semester credits are awarded toward a baccalaureate degree. Exceptions are granted only to students enrolled in the SOCAD or SOCNAV programs.

The Service members Opportunity Colleges (SOCAD and SOCNAV) program allows active-duty personnel to finish approved associate and baccalaureate degree programs without losing credits as they transfer during their military careers.

Eligibility for entrance to these programs requires three semester credits to be completed in residence at UAA for the associate program and 6 semester credits in residence at UAA for the baccalaureate program. These credits must be 100-level or higher.

To graduate from these programs, the residency requirement is three semester credits for the two-year programs and 24 semester credits for the four-year program.

Please contact Enrollment Services for further information regarding required documentation and forms.
NATIONAL CREDIT BY EXAMINATION

UAawards credit for satisfactory performance on most national examinations. In most cases, passing scores and credits awarded for the following national exams are based on the most current American Council on Education recommendations or departmental approved scores.

A student desiring credit for a national exam must request an official report of exam scores be sent to Enrollment Services. Credit may be received for more than one national exam.

ADVANCED PLACEMENT PROGRAM

UAawards credit for satisfactory performance (a score of 3 or higher) on the College Board Advanced Placement Examinations. These exams are normally completed by students during their senior year in high school. A student may receive credit for more than one Advanced Placement Exam.

Advanced Placement Exam ..................UAA Equivalent

Art
Studio Art...........................................4 credits lower-division art elective
History of Art..........................ART A261/A262
Biology ..................................................BIOLAB/A103+ 4 credit lower-division biology elective
Chemistry ................................................CHEM A105/A105L
Computer Science ..........................CS A201/A202
Environmental Science..................ENVI A201 + 1 credit GER-Natural Science Lab

Economics
Macroeconomics ..............................................ECON A201
Microeconomics ......................ECON A202

English
Language and Composition..................ENGL A111
Literature and Composition.....................ENGL A121

French
Level 3: French Language ..................FREN A101/A102
Level 3: French Literature ..................FREN A201/A202

German
Level 3: German Language ..................8 credits lower-division German elective

Government and Politics
American Government and Politics ..........PS A101
Comparative Government and Politics .........PS A102

History
American History .........................HIST A131/A132
European History .........................HIST A102
World History ..........................HIST A101/A102

Latin
Virgil ........................................4 credits lower-division Latin elective
Catullus-Horace ..........................4 credits lower-division Latin elective

Mathematics
Calculus AB ...........................................MATH A107/A108/A200
Calculus BC...........................................MATH A107/A108/A200/A201

Music
Music Theory .........................MUS A111
Music Listening and Literature ............MUS A121

Physics
Physics B ..................................................PHYS A123/A123L
Physics C ..................................................PHYS A211/A211L

Psychology ..............................................PSY A111

Spanish
Level 3: Spanish Language ..................SPAN A101/A102
Level 3: Spanish Literature ..................SPAN A201/A202

Statistics ..............................................AS A252

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

An Official CLEP Transcript must be submitted to Enrollment Services.

1. General Exams

UAawards up to 24 credits for CLEP general exams to students who earn a score of 500 or higher. Credit for CLEP general exams are awarded according to the following standards:

English ..................................................0 Credits
No Credit awarded

English Composition with Essay ..................3 Credits
ENGL 111 - GER

Mathematics ..................................................3 Credits
Lower Division Elective, Non-GER

Natural Sciences ......................................6 Credits
BIOL 102 - GER and Lower Division Elective, Non-GER

Humanities ...............................................6 Credits
Humanities and/or Fine Arts - GER

Social Sciences...........................................6 Credits
Social Sciences - GER

Students must request that an official report of exam scores be sent to Enrollment Services. Examinations may not be repeated for a minimum of 6 months.
2. Subject Exams

Credit awarded for subject exams is elective credit or, through agreements with departments, is equated to UAA courses. Students must request that an official report of exam scores be sent to Enrollment Services. Examinations may not be repeated for a minimum of 6 months.

DANTES/USAFI EXAMINATIONS

Credit may be awarded for successful completion of the Defense Activity for Non-Traditional Education Support (DANTES) examinations. Credit for exams will be elective credit or, through agreements with departments, will be equated to UAA courses. An official copy of the DANTES/USAFI transcript must be submitted to Enrollment Services.

ACT-PEP EXAMINATIONS

Credit may be awarded for successful completion of the ACT-PEP (ACT Proficiency Examination Program). Credit for exams is elective credit or, through agreements with departments, is equated to UAA courses. An official copy of the student’s ACT-PEP scores must be submitted to Enrollment Services.

ACT (ENGLISH COMPONENT) OR SAT (VERBAL COMPONENT)

Students should be aware that any score more than two years old from the test date to when the student enrolls in any English course is considered out of date. Cut-off scores reflect national norms and are subject to change.

A student who has earned an appropriate ACT English or SAT Verbal score is eligible to enroll in ENGLA111. Appropriate scores are as follows:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT English</td>
<td>22-29</td>
</tr>
<tr>
<td>SAT Verbal</td>
<td>530-619</td>
</tr>
</tbody>
</table>

If a student has earned a score of 30+ on the ACT English or 620+ on the SAT Verbal test, ENGLA111 is waived as a prerequisite to higher-level composition courses. With the appropriate score, the student may enroll directly in ENGLA211, A212, or A213. The student must then choose an additional 3 credits from the General Education Requirements (GER) Written Communication Skills list, for a total of 6 credits.

A student who has not earned the appropriate scores on either test must contact UAA’s Advising & Counseling Center for English Placement testing prior to enrolling in any English courses.

NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE (NOCTI) EXAMINATION

NOCTI tests may be used to document competency in various occupational fields (e.g. Electronic Communication, Welding, Diesel Mechanic) as an option for students who want to enter certain Community and Technical College (CTC) degree programs. Successful completion earns 30 semester credits toward the technical competency requirement of the applicable AAS degree. Completion of the technical competency requirements is prescribed by the applicable CTC department. A fee is charged. Applicants may call (907) 786-6446 for further information.

PREREQUISITES

Students are responsible for checking to make sure that prerequisites have been met. Prerequisites are listed in individual course descriptions in this catalog. If a student has not taken and passed the necessary prerequisites, but feels confident of performing the course work, the student may request permission from the instructor of the course to enroll in the class. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

RECOMMENDATIONS

Students who have successfully completed the courses listed as recommended in catalog course description will be better prepared to take the course. However, it is possible for students to successfully complete the course without having taken the recommended courses.

REPEATING COURSES

Some courses may be repeated for additional credits if this option is stated in the course description.

All courses may be repeated for student GPA improvement. Previous courses and grades will remain on the student’s transcript, but only the credits and last grade earned are applied toward graduation requirements and calculated in the student’s cumulative UA GPA. The Credit/No Credit grading option cannot be selected when courses are to be repeated for GPA improvement. Students may not repeat a course by credit-by exam, correspondence or through work at another college or university for the purpose of raising their grade point average at UAA.

To determine eligibility for graduation with honors, all credits and grades from repeated courses are included in GPA calculations.