UAA Graduate School

Staff Handbook for Assisting Graduate Students

OR

Everything You Wanted to Know About UAA Graduate Studies But Didn’t Know What Questions to Ask

OR

How a Handbook Can Make Your Job Easier
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greetings</td>
<td>3</td>
</tr>
<tr>
<td>Department Responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>Assistantships and Fellowships</td>
<td>7</td>
</tr>
<tr>
<td>Helping Students with Registration</td>
<td>9</td>
</tr>
<tr>
<td>Tuition and Fee Payment</td>
<td>10</td>
</tr>
<tr>
<td>Academic Standards (from the UAA Catalog)</td>
<td>10</td>
</tr>
<tr>
<td>Student Paperwork</td>
<td>12</td>
</tr>
<tr>
<td>Thesis Submission</td>
<td>14</td>
</tr>
<tr>
<td>Student Resources at UAA</td>
<td>15</td>
</tr>
<tr>
<td>Financial Support and Other Resources</td>
<td>18</td>
</tr>
<tr>
<td>Being an International Student at UAA</td>
<td>20</td>
</tr>
<tr>
<td>UAA Administrative Contacts to Remember</td>
<td>23</td>
</tr>
</tbody>
</table>
Greetings!

Often, your role as the Administrative Assistant, Program Coordinator, Executive Secretary, Information Advisor, or Student Success Coordinator, etc. is not clear when it comes to helping graduate students succeed in their academic programs. Hopefully, your department head and/or Dean have given you some direction about your responsibilities toward our students. We feel that it is important to be familiar with the general rules, policies, guidelines, and requirements of the Graduate School to ensure the best service possible is provided to our UAA Graduate students.

If you ever have any questions, please don’t hesitate to contact:

Christiane Brems, Ph.D. ABPP
Interim Vice Provost and Dean of the Graduate School
907.786.4833
afcbb@uaa.alaska.edu

David R. Yesner, Ph.D.
Associate Dean of the Graduate School
907.786.1098
dryesner@uaa.alaska.edu

Elisa Mattison, M.A.,
Director
907.786.1096
emattison@uaa.alaska.edu

UAA Graduate School
DIPL Suite 101
Phone: 907.786.1096
Fax: 907.786.1791
Email: aygradstudies@uaa.alaska.edu

Web site: http://www.uaa.alaska.edu/graduateschool/index.cfm
Graduate Student Mailing List Serve: graduate_students@lists.uaa.alaska.edu
This handbook has been prepared to acquaint you with information, procedures, and policies regarding our degree programs. It has been prepared in consortium with the Graduate Student Handbook. In synchronicity with the UAA catalog, this handbook will provide you with details about the degree requirements and responsibilities of our students. Please note that the UAA catalog is the “ultimate authority”. This handbook does not supersede the UAA catalog. Please use this as a reference and if you cannot find an answer to a specific question, please do not hesitate to call us.¹

Expectations

Graduate students are fully responsible for knowing and complying with all of the regulations and requirements for admission to graduate study and for the completion of the graduate degree requirements. However, students (and faculty) often rely on their departmental or college staff (you) for guidance and information. For this reason, it would be helpful if you became familiar with the policies and regulations outlined in this manual, the UAA catalog, and the Graduate Studies website at: www.uaa.alaska.edu/academics/graduatestudies/.

Department Responsibilities

Admissions:

- When a potential student contacts the Graduate School (either by phone or email), we respond to their question(s) and refer them to the specific department so they can get the most complete information about the graduate program in which they are interested. Please respond to all requests. The Graduate School does not send out application materials, although we do advise students that they can apply online.
- At the latest, applications for graduate school with all supporting documentation should be received by August 1st for the fall semester and December 1st for the spring semester. Are your departmental deadlines different? You will want to make sure that any other deadlines prospective students need to meet are well outlined in the information that you give them.
- The application deadline for all students, including International students, is July 1st for the fall semester and November 1st for the spring semester.

¹ This handbook will always be a work in progress. If you have any suggestions, clarifications, additions, or corrections, please alert the Graduate School.
• A student sends all application materials such as the application, transcripts and required test scores (if any) to Enrollment Services. Additional requirements and documents are sent to the department. A graduate application packet may include some or all of the following:
  o Graduate application for admission (with a $45.00 fee)
  o Official transcripts from all colleges and universities attended
  o Test results (some departments require the GRE general and subject exams, or the MAT; the business programs require the GMAT).
  o Resume/Curriculum Vitae
  o Statement of Academic Goals
  o Three letters of recommendation
  o Other materials that may be required by specific departments (e.g. writing sample for creative writing program, or an essay stating career goals).
  o See the “UAA Graduate Admissions at a Glance” handout on the Graduate Studies website for a quick and easy reference guide.

International Students have additional requirements for their application packet. They must also submit:
• An official TOEFL (Test of English as a Foreign Language) score
• A statement of financial support for the anticipated period of study and evidence of availability of funds (such as bank statement).
• An English translation of all required documents
• An official statement from a recommended international credentials evaluation service stating that their degree is equivalent of a U.S. baccalaureate degree.

• Enrollment Services/Admissions sends the completed packet with the Graduate Admission Recommendation Form (GARF) to the departments where they go through the departmental review process. Some departments require that all application materials be sent to them first. Does your department request all materials before they go to Enrollment Services? Please track your applications and make sure they are reviewed in a timely manner. If you notice that a review committee, or department head has been holding on to an application, please find out why and encourage them to complete the process. Each application is a potential student waiting to hear whether or
not they have been accepted. If there are mitigating circumstances, please stay in touch with the student and with the staff in our Admissions Department. In the past, some departments have been known to hold on to applications for long periods of time. This is unacceptable. We must always keep the communication flowing on behalf of the student.

- **If your office closes for the summer, please make sure all applications have been reviewed and decisions have been made prior to closing for the summer.**

- When a decision is made, the Graduate Admission Recommendation Form (GARF) needs to be completed and signed by the Program Chair and the Dean of the college or school and sent to Enrollment Services.
  - If the applicant is denied, there must be a reason included in the remarks/conditions section.
  - If the application is for an international student, the funding section must be filled out completely.

- The entire application packet with all required documents is sent to Enrollment Services/Admissions who completes the admissions process. The Enrollment/Admissions staff returns copies of the application packet to the school/college.

**Incomplete Admission**

- Qualified applicants can be accepted for admission while enrolled in their last semester at another college. The admission status is **incomplete** pending receipt of the final transcript indicating satisfactory completion of work in progress and the completion of graduation requirements prior to enrollment at UAA. Up to nine (9) semester credits of graduate level course work may be completed in the student’s graduate program before program admission. Students must have the Department Chair’s or faculty member’s permission and signature to register for graduate courses.

**Postponing Admission**

- Students may postpone their admission to a future semester by notifying Enrollment Services prior to the end of the semester in which the student originally applied or was completely admitted. If your department receives notification from a student that they wish to postpone their acceptance (and it must be in writing), please forward the request to Enrollment Services.
• Postponing admission is valid for up to one calendar year as long as they have not attended another school outside the University of Alaska system.

Assistantships and Fellowships

Types of Assistantships
• Teaching Assistant (TA): a graduate teaching assistant may include lecturing, leading discussion groups, serving as an assistant to laboratory classes, counseling students, proctoring examinations, grading tests and papers, and providing general assistance in the instructional process.
• Research Assistant (RA): a research assistant performs research part-time under the direction or supervision of regular faculty members or supports the research initiatives of the institution.
• Graduate Fellows: this category is reserved for students who receive a fellowship, such as a National Science Foundation (NSF) Fellowship that provides salary and tuition to the student. Graduate Fellows who receive a portion of their salary from another source (i.e. a research grant) are still classified as a Graduate Fellow.

Work Hours and Employment Restrictions
• Graduate assistantships may be awarded for work of up to 20 hours per week during the academic year. During the summer and school breaks (Christmas, and spring break), graduate students may work up to 40 hours per week.
• Graduate Assistants with a full-time (20 hours a week) assistantship are NOT allowed to work as a part-time instructor, take another student position, or work in any other capacity for UAA or an outside entity, unless an exception is approved by the Dean of the Graduate School, through the student’s advisory committee, department chair, and dean, prior to the work being performed.
• Graduate students must be full-time (nine credits or more) to be eligible for an assistantship; audited classes do not count toward full-time classification. There are no exceptions to this policy.

• Graduate students cannot serve as a principal investigator on an appointment or grant. If a graduate assistant writes a research, service, or instructional proposal that is funded by an external agency, a UAA faculty or staff member must serve as the principal investigator.

Tuition Awards (aka Tuition Waivers)

• Only courses directly related to a student’s degree program will be covered by a tuition award (e.g. recreation classes or 300 level and below classes, etc. are not covered). Any exception to this policy must be requested in writing from the student’s graduate advisor to the Dean of the Graduate School.

  • Teaching assistantships includes a payment of tuition made by the University:
    • If the workload is 15-20 hours a week, tuition will cover no more than 9 graduate credits.
    • If the workload is 10-14 hours a week, tuition will cover up to 5 graduate credits.
    • If the assistantship is for less than 10 hours a week, it does not include a tuition waiver.
    • And, the assistantship appointment begins on or before the first day of instruction and ends on or after the last day of final exams for the semester.

  • Research assistantships include a payment of tuition by specific grants/contracts:
    • If the workload is 15-20 hours a week, tuition will cover no more than 9 graduate credits.
    • If the workload is 10-14 hours a week, tuition will cover up to minimum of 5 graduate credits.
If the assistantship is for less than 10 hours a week, it does not have to include a tuition waiver, although it can if the grant/contract has tuition money available.

**Stipend Amounts**

Stipend amounts vary according to the college and school, and the amount the dean has available for assistantships. For additional information and applications, contact the appropriate dean’s office.

**Graduate Assistantship Contract Letters**

The Forms section of the Graduate School website has a Graduate Assistantship Contract Letter template for your use in awarding assistantships graduate students. Please modify the letter as appropriate to your assistantship. This letter template is not for Fellowship letters.

Tuition Waiver Forms may be found at [http://www.uaa.alaska.edu/financialaid/upload/tuition%20waiver.pdf](http://www.uaa.alaska.edu/financialaid/upload/tuition%20waiver.pdf). Please make sure that you use the Tuition Waiver Form for the current semester indicated in the form. The forms change each semester with new dates.

**Helping Students with Registration**

**New Graduate Students**

- We strongly recommend that new graduate students meet with their graduate advisor before registering for any graduate courses. Once they have reviewed their proposed coursework with their advisor, they may proceed to registering on UAOnline:
  - They need to log in using their student ID number and PIN (birth date)
  - They check their registration eligibility under “Registration”
  - They review and update their information on UAOnline
  - Have student select their courses by CRN
  - Student completes registration on the web according to the web registration instructions.

**Returning Graduate Students**

- Students who have continually registered every semester may go directly to the web and register online.
- Students who have a break in registration due to an approved Leave of Absence:
If a student did not register in the preceding semester, they may discover that they are unable to register on the web due to their PIN being expired, invalid or disabled. To remedy this:

- If the PIN has **expired**, the student should follow the instructions provided on UAOnline and enter a new 6-digit PIN.
- If the PIN is **invalid**, it is different than the numbers the student is entering, so the student should try “Forgot PIN” button.
- If the student **cannot remember** their PIN, they should try the “Forgot PIN” button.
- If the PIN is **disabled**, the student must submit a written request for a PIN reset to Enrollment Services along with a copy of picture ID that includes the student’s signature. The PIN will be reset to the student’s date of birth.
- If the system says the student does not have a PIN, please contact the Enrollment Services Help Line at 786-1480, option 3.
- If a student did not register for at least one graduate credit for fall and spring semester, nor filed a leave of absence form, nor paid the continuous registration fee, the student may be removed from graduate degree-seeking status.

**Continuous Registration**

Continuous registration is expected every fall and spring semester, from admission through graduation, until all requirements for the degree are completed. Students must register for at least one credit per academic semester (fall and spring semesters), in graduate or 400-level courses relevant to their degree program while actively working toward their degree, or do extended registration and pay the continuous registration fee. Those who need to temporarily suspend their studies should obtain an approved leave of absence. The CRN’s for extended registration are found on the Graduate School Web site under Current Student information.

**Tuition and Fee Payment**

Graduate students who do not have a tuition award can:

- pay their tuition and fees online at [http://uaonline.alaska.edu](http://uaonline.alaska.edu)
• pay by mail (UAA Accounting Services, PO Box 141609, Anchorage, AK 99514-1609)
• Pay in person during the scheduled fee payment dates.
Graduate students who have a tuition award must:
• bring their award letter to Enrollment Services and the Cashiers Windows in the University Center for processing. The student must sign it before UAA can post their tuition. Please do not submit letters that have not been signed.

__Academic Standards (from UAA Catalog)___

**Registration requirements**

• Full-time graduate students:
  o Must be registered for nine or more 600 level credits.
  o Courses at the 400 level will count toward full-time status only if they are applicable to the graduate degree program.
  o Audited courses do not count toward workload
  o We recommend that graduate students enroll in no more than 12 credits per semester. We always recommend that graduate students review their course and workload every semester with their graduate advisor.

• Maintaining good standing:
  o A graduate student must maintain a cumulative GPA of 3.0.
  o Be registered at UAA in graduate or 400-level courses relevant to the graduate degree, be actively working toward a degree unless on approved leave of absence or pay the continuous registration fee.
  o Have a current and official graduate studies plan and/or advancement to candidacy on file with the Graduate School and Enrollment Services by the student’s second year of graduate study. If the student is seeking an Interdisciplinary Studies Degree, the official graduate studies plan must be on file with Enrollment Services, the home department, and the Graduate School.

**Probation**

• Probation in UAA graduate degree programs
  o Probationary status indicates a student in not in good standing. A graduate student whose GPA falls below 3.00 (B) in courses applicable to his/her graduate program, or a student who is not making continuous satisfactory progress toward
completing the degree program requirements, will be placed on probation. If the requirements to remove probation are not satisfied in one (1) semester (excluding summer), the student will be removed from graduate degree-seeking status. Each school or college has developed written procedures to deal with appeals from removal from graduate degree-seeking status. Check with your school or college for their procedures.

- **Assistantship probation**
  - A graduate student with a GPA of less than 3.0 for one semester will be allowed to petition to continue as a graduate assistant for the next semester. A maximum of one semester exception will be allowed per student. The student’s advisory committee chair, the department chair, dean and Dean of the Graduate School must approve the petition by the student.

**Removal from Graduate Degree-Seeking Status**

If recommended by the department chair, graduate advisory committee, dean of the college or school, and approved by the Dean of the Graduate School, a student will be removed from graduate degree-seeking status because of unsatisfactory performance. Unsatisfactory performance is deemed as one or more of the following:

- Exceeding maximum time limit for degree.
- Not being registered at UAA for a minimum of one credit per semester unless on approved leave of absence.
- Having less than a 3.0 cumulative GPA for courses taken since admission to graduate school.
- Being on probationary status for more than one semester.
- Violating the Student Code of Conduct.
- Lacking progress as judged by the advisory committee and documented on the student's annual report.
- Having substantive inaccuracies in the original application for admission.

**Student Paperwork**

**List of Forms (See Graduate School Web site for forms)**

- **Appointment of Graduate Advisor/Committee**: Students should submit the “Appointment of Graduate Advisor/Committee” form and have an initial meeting with
their graduate advisor/committee before the end of their first year of enrollment. At this meeting the advisor/committee should discuss the “Graduate Studies Plan” (GSP), and agree on its content.

- The Appointment of Advisory Committee form is also used when there has been a change to a graduate student’s committee.

- **Graduate Studies Plan**: The Graduate Studies Plan (GSP) outlines the curriculum of study and timetable to be followed by the graduate student in meeting graduate degree requirements. An official Graduate Studies Plan should be on file with Enrollments Services by the end of the student’s second semester in a UAA graduate degree program.

- **Advancement to Candidacy**: Advancement to Candidacy formally establishes the student’s specific degree requirements and it is in the best interest of both the student and the advisory committee that the student applies for candidacy as soon as they qualify. At the latest, the Application for Advancement to Candidacy form must be submitted at least one semester prior to applying for graduation.

- **Report on Examination**: Graduate students must submit a “Report on Examination” signed by the committee chair, committee members, the department chair, and Dean (and for Ph.D. candidates, the outside examiner) upon completion of any examination (comprehensive exam, thesis defense). It is the student’s responsibility to see that this form is completed. However, many departments submit this form on behalf of the student. The original should be sent to Enrollment Services with a copy included in the student’s file in the home department.

- **Request for Outside Examiner**: All Ph.D. students must submit a request for an outside examiner at least two weeks before an oral comprehensive exam or dissertation defense. Outside examiners are not required for master’s students.

- **Leave of Absence**: If a student needs to temporarily suspend studies while earning a graduate degree, they must apply for a leave of absence through their graduate advisor and committee chair. If the leave is approved, the student is placed on inactive status. Students who fail to make continuous progress or to obtain an approved leave of absence may be removed from graduate degree-seeking status.

- **Graduate Student Petition**: The Graduate Student Petition needs to be used for:
- Substituting required catalog courses that are or will be listed on the Graduate Study Plan and the Advancement to Candidacy form.
- Deleting or adding courses to a submitted and approved Advancement to Candidacy form.
- Extension of the time limits for completion of degree.
- Changing research (698) credits to thesis (699) credits or the reverse.
- Other exceptions to standard policy. Please note that some exceptions may not be allowed; check the Catalog first and contact us if you have questions or a difficult situation.

**Reinstatement to Graduate Degree-Seeking Status:** Graduate students who have been removed from graduate degree-seeking status *for failing to meet academic standards* may apply for reinstatement to a graduate program after one (1) calendar year from the semester in which they were removed. When re-applying to graduate studies, it is the student's responsibility to demonstrate ability to succeed in the graduate program.

Graduate students who have been removed from graduate degree-seeking status *for not making continuous progress* must re-apply for graduate study and pay the appropriate fee.

Reinstated graduate students must re-apply for candidacy and may be required to meet the programs requirements which are in effect at the time of reinstatement.

**Thesis Submission**

- Students who have questions regarding formatting their thesis should refer to the “Thesis Guidelines” on the Graduate School Web site. All students (and committee members) are strongly encouraged to read the guidelines. Elisa Mattison, Graduate School director, is the official contact for thesis format questions. Winnie Treitline, in the Library Dean's Office is the official contact for library submissions and can be reached at 786-1825 or anwct@uaa.alaska.edu.
- Students defend thesis or dissertation.
  - Ph.D. students must submit a “Request for Outside Examiner” form to the Graduate School at least two weeks prior to the dissertation defense.
- Students turn in one copy of the completed thesis/dissertation to the thesis committee by the appropriate date.
Studies must have one title and signature page (with original signatures), abstract, and a copy of the thesis.

- The student makes the corrections, obtains the proper signatures, and submits two copies of the thesis to the UAA Consortium Library.
- After the UAA Consortium Library receives the copies of the thesis, they issue a “Thesis Binding Receipt” that can be faxed to Enrollment Services/Degree Services or delivered by the student.
  - When Enrollment Services/Degree Services receives the “Thesis Binding Receipt”, they change the student’s thesis (699) grades from DF to P in the system.
  - Departments must submit a “Change of Grade” form to change any research (698) credits from DF to P to Enrollment Services/Transcripts.
- The Consortium Library binds the copies and deposits both in the library. Students pay $45.00 to cover the cost of binding.
- UAA also requires every thesis to be microfilmed through University Microfilms Inc. (UMI), an international archiving and distribution service. Students pay the microfilming cost of $45.00 and complete and sign a Master’s Thesis Agreement Form. The form is contained in the UMI brochure, “Publishing Your Master’s Thesis: How to Prepare Your Manuscript for Publication”, which is available in the Library Dean’s Office. The UAA Consortium Library sends the thesis to UMI for filming.
- At the student’s request, the Library can apply through UMI for a copyright on the student’s behalf. The student pays $65.00 to have their thesis copyrighted. Copyrighting is optional.

**Student Resources at UAA**

There are a variety of resources available to graduate students at UAA. For hours and information about services provided, students should contact the department directly.

- **Graduate Student Association:** The graduate student association (GSA) represents the interests of all students wishing to attain advanced degrees by communicating with the university administration to effect positive change. The GSA strives to make UAA a more competitive institution by maintaining a living wage, adequate health insurance, sufficient resources and administrative support for all graduate students. In addition, the
GSA is a supportive community for students in all colleges and departments. Any UAA student is welcome to attend GSA meetings and events. For more information about the GSA, meetings, events, check out their Web site at http://gsa.uaa.alaska.edu/ or to be added to the listserv please email aygsa@uaa.alaska.edu. Potential and incoming graduate students are also encouraged to contact the GSA with any questions about being a graduate student at UAA.

- **Orientation:** Graduate Student Orientation is specifically designed with new graduate students who are already familiar with college. The program will familiarize students with UAA, its policies, and resources specific for graduate students. For more information on orientation schedules and dates check the website at: www.uaa.alaska.edu/orientation/.

- **The Student Health and Counseling Center:** The Student Health Center provides UAA students with health care, counseling, substance abuse evaluation and referral, health education, emergency food rations, and assistance with health insurance. Student must pay the health center fee to be eligible for these services. The Student Health and Counseling Center is located on the first floor of Rasmuson Hall, room 116 and is open weekdays during the regular academic year. For more information, telephone 907.786.4040 or look online at www.uaa.alaska.edu/studenthealth/. The Student Health and Counseling Center’s emergency food cache provides three days of nutritious food rations. Need is determined based on the student’s nutritional health and financial status.

- **Career Services:** The Career Services Center provides career counseling, career and graduate school literature, and job search assistance for students, alumni, staff, and faculty. The staff can critique resumes or cover letters and are available to conduct practice interviews. A job listings/internships board is available both in the Center and at their website: www.uaa.alaska.edu/careerservices/resources/index.cfm or by stopping by the office in Rasmuson Hall, room 122.

- **Native Student Services:** Native Student Services (NSS), located in 108 Rasmuson Hall, provides quality support services to Native and rural students. The NSS Center offers an affirming place where students can receive academic advising, scholarship information, assistance and resource support. It is a welcoming student gathering place for interaction with others who share similar experiences as indigenous peoples.
• **AHAINA Student Programs:** AHAINA is an acronym for African American, Hispanic, Asian, International, and Native American. AHAINA Student Programs provides resources and academic assistance to students of diverse ethnicities. AHAINA Student Programs assists multi-cultural students in successfully achieving their academic goals by providing services that promote academic achievement, affirm cultural differences and enhance student retention. AHAINA is located in Rasmuson Hall 106 or call 907.786.4070.

• **The Multi-Cultural Center:** Part of AHAINA Programs, everyone is welcome at the Multicultural Center. It is a great place to get acquainted and interact with others from different cultures. Students can take advantage of a study area, computer lab, scholarship information, tutorial assistance, and academic support. The Center offers social and intellectual activities ranging from cultural programming to leadership workshops.

• **Reading/Writing Center:** The Reading/Writing Center is next to the Learning Resources Center in Sally Monserud Hall and provides tutoring for all enrolled students. The RWC is staffed by full-time and adjunct English faculty, as well as graduate students/teaching assistants in English and Creative Writing. RWC can review student writing projects at any stage from planning to drafting to revising. The Graduate School encourages international students to visit the Reading/Writing Center to have their theses or projects checked for grammar issues before submitting to their committee. However, RWC teaching assistants do not have time to edit entire theses, especially not within days of a submission deadline.

• **Disability Support Services:** Disability Support Services, located in Rasmuson Hall, provides services to students with documented disabilities. Academic accommodations are free of charge and available to any student who qualifies as an individual with a disability. Disability Support Services maintains an adaptive computer lab on campus for students with disabilities. Workstations include voice-activated software, screen enlargers and screen readers. UAA has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus. More information on their program is on the web at: [http://www.uaa.alaska.edu/dss/](http://www.uaa.alaska.edu/dss/), or phone 907.786.4530 or 786.4536 for TTY.
• **University Police:** UAA UPD officers provide special services unique to the University setting. Those services include maintaining security of University buildings; providing crime prevention classes to students, staff, and faculty; providing escorts on the University campus; vehicle and room unlocks; and vehicle jumpstarts. The department is open 24 hours a day, 365 days a year. Professional emergency dispatchers are on hand to take your call and direct the proper personnel to assist you. For more information, call 907.786.1120 or check online at [http://www.uaa.alaska.edu/upd/](http://www.uaa.alaska.edu/upd/)

• **Legal Services:** USUAA Student Government provides legal services for all UAA students who have paid the USUAA student fee and have a current student identification card (Wolfcard). A licensed attorney will advise students with legal problems or provide document overview. Students may schedule a 20 minute appointment for a $10 fee. This service is located in the Student Union room 210.

• **GLBT Student Services:** The University is committed to providing a quality experience for all students. UAA strives to provide an educational environment that is open, accepting and supportive of Gay, Lesbian, Bisexual and Transgender (GLBT) students. To achieve the goal of helping all students, the Office of Student Development in Student Union 204 provides a liaison for GLBT students to connect with people, groups, services, and information.

**Financial Support and Other Resources**

There are a variety of different types of financial aid available to graduate students at UAA. The most prevalent are **Graduate Assistantships** which are awarded to qualified graduate students by each program. Typically graduate students are awarded a research or teaching assistantship usually at the time they’re admitted into their program. Graduate assistants can be paid for a maximum of 20 hours per week while school is in session. Students with assistantships must be registered for at least 9 credits during the fall and spring semesters (audited credits are not eligible).

• **Teaching Assistantships** include a tuition payment by the University for no more than nine credits to cover three courses during each semester if the workload is 15 to 20 hours per week. If the workload is 10-14 hours per week, no more than five credits will be included. No tuition will be included if the workload is less than 10 hours per week.
• **Research Assistantships** include a tuition payment by grants/contracts for no more than nine credits to cover three courses during each semester if the workload is 15-20 hours per week. If the workload is 10-14 hours per week, no more than five credits will be included. No tuition will be included if the workload is less than 10 hours per week.

*Note: A graduate student’s workload should never be more than 20 hours per week. Please contact The Graduate School if this workload restriction is not being followed.*

**Grants, Scholarships, and Fellowships** are available from several different sources both on and off campus.

• **Grants** are typically based on financial need, while scholarship awards are based on academic achievement and promise as well as financial need. These types of aid do not have to be repaid. Most grants and scholarships are designed for undergraduate students, although there are a few available for graduate students.

• **Scholarships** are available from several different sources both on and off campus. Privately funded scholarships are also available at UAA. **UAA awards scholarships throughout the year, therefore, deadlines will vary.** Please check the scholarship website at: [http://www.uaa.alaska.edu/scholarships/](http://www.uaa.alaska.edu/scholarships/). Scholarships set aside specifically for graduate students can be found at: [http://www.uaa.alaska.edu/scholarships/graduate.cfm](http://www.uaa.alaska.edu/scholarships/graduate.cfm). Early applications are strongly encouraged. The Financial Aid Office coordinates scholarship applications with the various departments, which evaluate the applications for appropriate scholarships. All students wishing to compete for scholarships must complete the FAFSA form found at: [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/).

• **University of Alaska Foundation scholarships** are available for students attending any campus in the UA system. The deadline is March 1. Applications are available online at: [www.alaska.edu/uafound/processPolicy/awards.xml](http://www.alaska.edu/uafound/processPolicy/awards.xml).

• **Other funding sources** are available to assist graduate students in accomplishing their educational/research goals while at UAA. There are sources within your department and external to the university. Depending on the source, the funds may be used for living expenses, (stipend or salary), tuition, equipment, supplies, or travel.

• **Graduate Fellowships** are awarded to faculty members on behalf of a student, and are intended to promote recruitment of Ph.D. and Master’s students, especially in fields where research assistantships are limited, and to foster research and proposal
development in concert with the major professor. They are not intended to support a student for the entire course of their degree program. Summer support is not provided. The fellowships are renewable for a second year for Ph.D. students, but are one year only for Master’s students.

- Upon receipt of the award, the student’s department generates the Fellowship letters and sends a copy to the Graduate School. EPSCoR tuition award letters are generated from the Graduate School.

- **Travel Grants** are awarded when the Graduate School offers competitive travel grants for graduate students who are giving a presentation at a professional conference. Preference is given to students who are first authors. Recipients are eligible to receive only one Travel Grant during the course of their degree program. The maximum amount of a travel grant award is $1000.00.

**Being an International Student at UAA**

International students are faced with unique situations that American students don’t usually encounter. They must comply with immigration regulations and adapt to a new and different culture. The International Student Advisor (ISA) serves as a liaison between the student and the U.S. Immigration Service, authorizes documents for student visas, helps them adjust to the U.S., Alaska and UAA, and provides counseling for personal and academic problems. The International Student Advisor can be contacted by telephone at 907.786.1573 or by email at doni@uaa.alaska.edu.

**Immigration requirements**

UAA will help students comply with the immigration laws. UAA is committed to assisting students in ways that prevent status violations from ever occurring.

- F-1 and J-1 students new to UAA must physically check in with the International Student Advisor (ISA). The ISA will review the student’s visa documents, and confirm to SEVIS that the student has arrived on campus. They may register for classes prior to coming to UAA (see registration for new and returning students).
- International students will not be able to drop below a full course of study after the last day of late registration without prior authorization from the ISA.
- “Full-time” means nine credits per semester for graduate students. Acceptable reasons for reduced credit load include:
  - In the first semester, students who experienced academic difficulties (for example, unfamiliarity with American teaching methods or incorrect grade placement);
  - Graduate students who have completed required coursework may register for thesis or research credits only;
  - Students in their final term of study need only the credits required to complete the degree;
  - Students who have a medical problem can reduce their credit load or take the semester off (this reduction cannot exceed an aggregate of twelve months and the request must be accompanied by a doctor’s statement.)

**Status**

The Immigration and Naturalization Service, Department of Justice, regulation 8 CFR 214.2(f)(5) Duration of status states:

i. General. Except for border commuter students covered by the provisions of paragraph (f)(18) of the above regulation, an F-1 student is admitted for duration of status. **Duration of status is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies.** An F-1 student may be admitted for a period up to 30 days before the indicated report date or program start date listed on Form I-20. **The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study.**

ii. Change in educational levels. An F-1 student who continues from one educational level to another is considered to be maintaining status,
provided that the transition to the new educational level is accomplished according to transfer procedure outlined in paragraph (f)(8) of this section.

iii. Annual vacation. An F-1 student at an academic institution is considered to be in status during the annual (or summer) vacation if the student is eligible and intends to register for the next term.

iv. Preparation for departure. An F-1 student who has completed a course of study and any authorized practical training following completion of studies will be allowed an additional 60-day period to prepare for departure from the United States or to transfer in accordance with paragraph (f)(8) of this section. However, an F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for an additional period for departure.

Failure to maintain status means that the F-1 student has violated a requirement of the regulation governing the F-1 visa category. Some examples of failure to maintain status include dropping from full-time to part-time enrollment without prior approval from the DSO, attending a school other than the one a student is authorized to attend, failure to apply for a timely transfer or I-20 extension, or change in level of study, unauthorized employment and failure to report a change of address.

The student’s record will be updated with SEVIS every semester. Students who fail to maintain status lose the privileges of their student visa and become subject to deportation. Specific consequences may include denial of re-entry to the U.S., inability to move from undergraduate to graduate status, denial of requests for practical training, denial of request to change visa status, and possible denial of all future visa applications.

If a student drops below a full course of study without prior approval from the DSO, that “event” would be reported to INS, via SEVIS, and he or she would be out of status. The student may apply to Immigration for reinstatement if the violation resulted from circumstances beyond his or her control. Reinstatements are intended to be rare benefit for exceptional cases. The student may not apply for reinstatement under any circumstances if he or she is out of status longer than five months. If immigration does not reinstate the student, he or she may not appeal that decision. Graduate students who have completed required coursework may register for thesis or research credit only. Students in their final term of study need only the credits required to complete the degree.
Students who have a medical problem can reduce their credit load or take the semester off (this reduction cannot exceed an aggregate of 12 months and the request must be accompanied by a doctor’s statement).

**Working on Campus**

International students are limited to working within UAA or an affiliated research institute unless they receive special permission. In many cases employment is available through the student’s academic department through research assistantships, teaching assistantships or other types of funding. It is possible to work in other parts of campus, outside of the student’s department, but only with special permission from the international programs office. For more information contact International Student Services.

**Financial Aid**

Financial aid for international students at UAA is limited to a few venues. There are a few scholarships available to international students that are privately funded. Students need to check with the Financial Aid Office or International Student Services for more information.

**Health Insurance**

**Health Insurance is required** for all international students with F-1 or J-1 visas (including Canadian students). International students who meet specific requirements may get a waiver from International Student Services. Health insurance is provided for all students receiving a graduate assistantship.

**UAA Administrative Contacts to Remember**

| The Graduate School  |  
|----------------------|----------------------|
| Douglas Causey, Dean | dcausey@uaa.alaska.edu 6-4833 |
| Elisa Mattison, Director | emattison@uaa.alaska.edu 6-1096 |

| Enrollment Services/Admissions |  
|------------------------|----------------------|
| Peggy Byers, Assistant Director | peggy.byers@uaa.alaska.edu 6-1467 |
| Al Kastar, Manager | anajk1@uaa.alaska.edu 6-6071 |

<p>| Enrollment Services/Degree Services |<br />
|-----------------------------|----------------------|
| Christy-Marie L. Allen | <a href="mailto:ancla2@uaa.alaska.edu">ancla2@uaa.alaska.edu</a> 6-6186 |</p>
<table>
<thead>
<tr>
<th>Enrollment Services/International Student Services</th>
<th><a href="mailto:ancom@uaa.alaska.edu">ancom@uaa.alaska.edu</a></th>
<th>6-1558</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cecile Mitchell, Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doni Williams, Int'l Student Advisor</td>
<td><a href="mailto:doni@uaa.alaska.edu">doni@uaa.alaska.edu</a></td>
<td>6-1573</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Contact for Thesis Submission</td>
<td><a href="mailto:winnie@uaa.alaska.edu">winnie@uaa.alaska.edu</a></td>
<td>6-1825</td>
</tr>
<tr>
<td>Winnie Treitline</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td><a href="mailto:ancjh@uaa.alaska.edu">ancjh@uaa.alaska.edu</a></td>
<td>6-1503</td>
</tr>
<tr>
<td>Carolyn Hanthorne, Sr. Reg Tech.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Compliance and Integrity</td>
<td><a href="mailto:anjkt@uaa.alaska.edu">anjkt@uaa.alaska.edu</a></td>
<td>6-1099</td>
</tr>
<tr>
<td>Joanne Thordarson, Administrator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate Students are Vital to UAA

- Graduate students’ research advances knowledge and UAA’s research mission.
- Graduate students’ creativity enhances the cultural life and contributions of UAA.
Graduate students help faculty advance their research programs.

Graduate students provide new ideas and new perspectives.

Graduate students are the future of research, creative activity, and scholarship.

Successful graduates enhance the reputation of UAA.