

2008/2009

FACT FINDER

STUDENT HANDBOOK & PLANNER



UNIVERSITY of ALASKA ANCHORAGE





OUR MISSION

The University of Alaska Anchorage inspires learning and enriches Alaska, the nation, and the world through our teaching, research, creativity, and service.

The University of Alaska Anchorage is a comprehensive university that provides opportunities to all who can benefit from educational programs of high quality in an inclusive environment rich in diversity. Located in Anchorage and on community campuses serving Southcentral Alaska, UAA is committed and uniquely situated to serve the needs of its communities, the state, and its diverse peoples.



A COMMUNITY OF DIVERSE LEARNERS

With freedom of speech being at our core, UAA strives to create an inclusive respectful campus community that promotes and embraces our individual differences.

We are united in our belief that diversity includes understanding and respecting differences in ideas, religion, gender, ethnicity, race, sexual orientation, disability, age, and socioeconomic status. We celebrate diversity in all of our educational and employment endeavors.



ACKNOWLEDGEMENTS

Photographs provided by various university departments.

The *Fact Finder Student Handbook* and the
Guide to Living on Campus

are produced, designed, and funded by:

the Dean of Students Office;

Department of Residence Life;

University Housing, Dining, and Conference Services;
and Student Life and Leadership.



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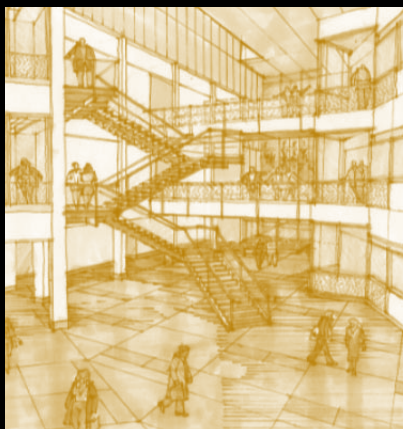
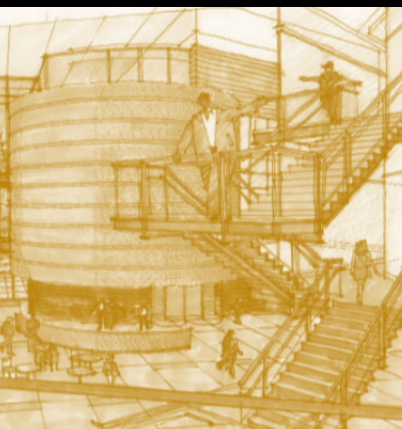
UAA UNIVERSITY of ALASKA ANCHORAGE



Dean of Students Office

3211 Providence Drive
Student Union 204
Anchorage, Alaska 99508
907-786-1214
www.uaa.alaska.edu/deanofstudents





WELCOME FROM THE CHANCELLOR

Dear Students:

Welcome to the 2008-2009 academic year at UAA! We are delighted that you are joining us for a year of academic learning and fun.

You, our students, are the most important part of UAA. I look forward to working with you to make UAA a university that we are proud of and that both Anchorage and Alaska enthusiastically support. Through our efforts, UAA can serve the needs of our students and the needs of our state.

Each of you carries very personal academic goals and aspirations. UAA's faculty and staff strive to meet your needs by offering a diverse selection of license, certificate and associate's, bachelor's and master's degree programs. The UAA team is dedicated to making your educational experience at UAA a rewarding one.

I sincerely hope that your year is filled with academic challenge, discovery, and success.

Sincerely,



Fran Ulmer
UAA Chancellor



WELCOME FROM THE DEAN OF STUDENTS AND ASSOCIATE VICE CHANCELLOR FOR STUDENT DEVELOPMENT

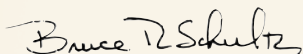
Dear Students:

The *Fact Finder Student Handbook* is your guide to the many programs and services UAA offers to enhance your educational experience. Your success, both in and outside the classroom, is a priority for us.

While your course work may qualify you for the degree you are seeking, engaging yourself in co-curricular learning experiences is equally important for a fulfilling and successful future. We are fortunate to have a diverse student population that is celebrated and reflected in activities inside and outside of the classroom.

Find out what is available on campus and in the Anchorage community by participating in student clubs and student-run media organizations, competing in athletics and intramural sports, experiencing musical and theatrical events, weighing in on political debates, and experiencing lectures and art exhibits. Challenge yourself as you explore what UAA has to offer. Seek out roles and leadership opportunities that support your interests and goals.

Whether you are a new or continuing student, this handbook serves as a portable guide to student success. Study hard, explore new opportunities, make friends, and get involved!



Bruce Schultz
Dean of Students and
Associate Vice Chancellor
for Student Development




WELCOME FROM YOUR STUDENT BODY PRESIDENT

Dear UAA Students:

I am pleased to welcome you to the Union of Students at the University of Alaska Anchorage (USUAA). Attending UAA is a choice you will not regret. I encourage you take advantage of everything available to you here at UAA.

USUAA's role is to represent the needs and concerns of the all students at this University. Student government offers legal services, scholarships, and travel grants. Your fees also have a role in pushing for stronger community engagement as well as social and academic opportunities. The USUAA office is always open to you. As your Student Body President, I challenge you to explore your University and take advantage of what it has to offer. I also ask you to voice your concerns, issues, ideas, and become involved. These important traits will be a guiding light to USUAA to make our institution strong. We Seawolves have power and influence. Last year, we institutionalized the recycling program, gained support from the state legislature, and affected multiple institutional changes that improved our community. Student government and our administration will reflect the strengths, values, and voice of the students.

Your involvement alone will take you places and enhance your education more than you can ever imagine. Seawolves set high standards of leadership and service. We never back down, with integrity, dedication, and inclusiveness, we promote progress.


Karl Wing
USUAA President



ACADEMIC ADVISING AND TESTING SERVICES

ADVISING AND TESTING CENTER

University Center 112

786-4500 (V/TTY)

<http://www.uaa.alaska.edu/advising-testing>

Regularly connecting with an advisor is a vital step for students who wish to complete a certificate or degree. Advisors help with selecting courses, writing petitions and appeals, monitoring progress towards graduation, and finding career information. Meet with your advisor at least once a semester, prior to registering, to prevent problems, and graduation delays. Admitted students with declared majors are assigned faculty advisors within the department offering the major. Students are given a Certificate of Admission listing their advisor's contact information.

Those admitted as undeclared baccalaureate students and those admitted to the Associate of Arts general program are assigned an advisor within the Advising and Testing Center. Non-degree seeking students may also seek assistance through the Center. Faculty and professional advisors assist students with issues such as degree requirements, education planning, career exploration, and academic readiness and success.

The Advising and Testing Center supports many of the testing needs of UAA and serves as a national testing center for the community.

Assessment and testing services include:

- Career assessments
- Career and personal planning tests
- CLEP and DANTE exams
- College admission tests
- English and Mathematics Accuplacer testing
- Professional certification tests

Academic Advising Resources

Aviation Technology, 2811 Merrill Field Dr.	786-7200
College of Arts & Sciences, SSB 325/328	786-1356
	786-1357
College of Business & Public Policy, RH 309	786-4101
College of Education, PSB 234	786-4400
College of Health & Social Welfare, PSB 205A	786-4405
Community & Technical College, UC 141	786-6480
School of Engineering, ENGR 201	786-1900
School of Nursing, PSB 101	786-4550
Geomatics, ENGR 201	786-1972
Computer Syst., Electrical, Mechanical Engin.	786-1973
Civil Engineering	786-1951

ACTIVITIES

Student Activities

Student Union 218

786-1219 (V/TTY)

<http://www.uaa.alaska.edu/>

[studentlifeandleadership/activities](http://www.uaa.alaska.edu/studentlifeandleadership/activities)



If you are looking for exciting campus life, Student Activities offers a variety of events and programs. From concerts to hypnotists to nationally touring comedians, poetry jam artists, and the Student Union Gallery, Student Activities provides something for everyone. Committed to meeting the diverse entertainment and cultural needs of the UAA campus, Student Activities presents local musicians each week at Noon Music, hosts the Arts Potpourri, Family Movie Night series, the Banff Mountain Film Festival, and a variety of student-focused art exhibits. Students enrolled in six or more credits at the Anchorage campus pay a student activities fee to support the program and receive a free or reduced rate for admission to all Student Activities events.

USUAA Concert Board

Student Union 218

786-1210

<http://concert.uaa.alaska.edu>



The USUAA Concert Board, a student fee funded program, offers students an educational volunteer opportunity in the entertainment industry.

(Activities cont.)

Since the first show in 1993, the USUAA Concert Board has worked hard to bring outstanding performers to UAA and the Anchorage community. By bringing great entertainment to UAA, the Concert Board puts your student fees to work. Recent shows have featured BJ Novak, Bright Eyes, A Cappella Festivella 14, The Mountain Goats, and Bearfoot.

Students who pay the Concert Board fee will receive discounted tickets to events. To learn about getting involved with the Concert Board see the USUAA section of this handbook.

Campus Programming Board

The Campus Programming Board (CPB) provides a vehicle for student programming efforts that complement and expand the number and variety of activities scheduled by other campus entities. If you are interested in being involved with the CPB contact Student Life and Leadership at 786-1215.

AHAINA STUDENT PROGRAMS

Rasmuson Hall 106

786-4070

<http://www.uaa.alaska.edu/multicultural>



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 multicultural students in successfully achieving their academic goals by providing services that promote academic achievement, affirm cultural differences, and enhance student retention.

AHAINA services include:

Academic Support	Academic Success Workshops
Computer Lab	Scholarship and Internship Information
Cultural Programs	Study Area
Peer Mentors	Academic Recognition Programs
Tuition Waivers	Student Advocacy and Intervention
Tutorial Assistance	

Multicultural Center

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 services. The Center offers social and intellectual activities ranging from cultural programming to leadership workshops.

Peer Mentors

This program aids new AHAINA students in keeping up with the demands of college academics while becoming acclimated to college life. Peer mentors are UAA students whose experiences along with specialized training provide a support network of information and resources for new students.

ALCOHOL AND OTHER DRUGS

The misuse of alcohol and other drugs, including prescription drugs, by college students inhibits educational development and results in decreased productivity, serious health problems, and a breakdown of family structure. Repeated use of alcohol and drugs can lead to dependence. The abuse of alcohol and other drugs affects all socioeconomic groups, age levels, and the unborn.

Possession, consumption, furnishing, or being perceptibly under the influence of alcoholic beverages or illegal substances on campus property, at official activities of student organizations, or while on student travel, except as permitted by law, Regent's Policy, University Regulation or UAA rules and procedures, is prohibited. State laws shall be observed at all private and public events conducted on University property. For more information, see Student Code of Conduct under the Regulations section in this handbook.

Several University departments and groups sponsor alcohol and drug education workshops, programs, and support groups to address health risks, inform students of available options, and help you find resources. For further information or a referral, contact the resources listed in the Student Health and Counseling Center section of this handbook.

ALUMNI

Alumni/Retiree Relations

Administration/Humanities Building 236

786-1942

<http://www.uaaalumni.org>



The UAA Alumni/Retiree Relations Office furthers communication with and creates opportunities for participation with UAA's graduates and former students. The office also serves as the liaison to the UAA Alumni Association where alumni take part in the promotion, growth, and development of UAA. Membership is open to anyone interested in supporting the advancement of the University. Alumni programs include the Tradition Walk (commemorative brick purchase), Annual Alumni and Friends Achievement Awards and the Alumni Permanent Scholarship Fund. Current activities include Homecoming, the Alumni Scholarship Raffle, an annual meeting and picnic, as well as other seasonal fundraising events.

ART GALLERIES

Student Union Gallery

Student Union 203

786-1219 (V/TTY)

[http://www.uaa.alaska.edu/](http://www.uaa.alaska.edu/studentlifeandleadership/activities/gallery.cfm)

[studentlifeandleadership/activities/gallery.cfm](http://www.uaa.alaska.edu/studentlifeandleadership/activities/gallery.cfm)

Student Union Gallery

Located on the second floor, the Student Union Art Gallery is funded and coordinated by Student Activities and sponsors a variety of exhibits including the No Big Heads self-portrait juried art show, Bachelor of Fine Arts thesis shows, and UAA student invitational exhibits. To find out about upcoming Gallery exhibits, pick up a Student Activities Events Calendar.

Kimura Art Gallery

Fine Arts Building 222

786-1783

<http://art.uaa.alaska.edu/pages/kimura.html>

The Kimura Art Gallery hosts shows from various artists throughout the United States and features Bachelor of Fine Arts student shows.

ATHLETICS

Wells Fargo Sports Complex 220
786-1250
<http://www.goseawolves.com>



Nicknamed the Seawolves, UAA's athletic teams compete as members and follow the rules of the National Collegiate Athletic Association (NCAA). Eligible, full-time students taking a minimum of 12 credits at UAA may try out for a team by contacting the appropriate coach. Sports programs at UAA include cross-country running, track, volleyball, basketball, skiing, and gymnastics for women and hockey, basketball, cross country running, track, and skiing for men. Game schedules are available at the Athletic Department office in WFSC 220 and at the Student Union Information Desk. Students enrolled in six or more credits are eligible to obtain free tickets to home contests at the WFSC. A select number of free tickets for Seawolf hockey and the Carrs/Safeway Great Alaska Shootout are also available at the Student Union Information Desk.

Intramural and Club Sports

Wells Fargo Sports Complex 209
786-6009, 786-4812 Sports Hotline
<http://www.uaa.alaska.edu/recreation/intramurals>

The Intramural and Club Sports program offers students, faculty, and staff co-ed and non-co-ed league teams such as basketball, indoor soccer, and volleyball. Special events and tournaments for broomball, table tennis, badminton, 4 on 4 volleyball, 3 on 3 basketball and the annual Spring Team Challenge. Club Sports are women's hockey, men's hockey and cheerleading.

Services provided by the Intramural and Club Sports program include pre-arranged facilities, equipment, supervision, and special recognition through awards and publicity.

(Athletics cont.)

Recreational Sports

Wells Fargo Sports Complex 220

786-1233

<http://www.uaa.alaska.edu/recreation/intramurals>

The Wells Fargo Sports Complex is available to students for individual and organized recreation. The facility is equipped with a dance studio, gymnasium, ice rink, swimming pool, fitness center, running track, and locker rooms. Students who pay the WFSC fee may use the facilities free of charge.

BOOKSTORES

UAA Campus Bookstore

Adjacent to the Student Union

786-1151

<http://www.uaa.alaska.edu/bookstore>



Limited Edition Bookstore

University Center

786-1186

<http://www.uaa.alaska.edu/bookstore>

The UAA bookstores have everything you need for classes at two convenient locations and on their website, all "custom designed" with students in mind. Textbooks, college apparel, supplies, snacks, health and beauty items and more. The bookstores offer a great selection and quality service with immediate answers to your questions. On-line ordering, textbook reservations, and student inquiry options are also accessible through the web page.

UAA Tech Zone

The Academic Source for Technology

Bookstore Mezzanine

786-4760

<http://www.uaa.alaska.edu/bookstore>



The UAA Tech Zone is your Apple™ authorized campus store and carries a great selection of Apple™ computers and iPods™. You can also find PDAs, calculators, clickers for classroom use, computer accessories, and receive academic discounts on computer software.

CAREER SERVICES CENTER

Rasmuson Hall 122
786-4513
[http://www.uaa.alaska.edu/
careerservices](http://www.uaa.alaska.edu/careerservices)



The Career Services Center (CSC) helps students and alumni develop self-knowledge related to their career choice. The Center offers information to aid in career and educational planning, the selection of suitable academic programs and experiential opportunities, and developing a job plan. CSC prepares students and alumni for the transition from academia to the work place by developing their job-search skills such as interviewing and resume writing.

Each year, the center places 100+ students into paid internships. CSC also assists students and alumni with part-time and full-time job opportunities. CSC offers a web-based job-referral and posting system for students, alumni, and employers. The system allows students to register onto the system and hold their credentials (resume, cover letters, and transcripts, etc.). Employers can post a position, providing the opportunity for students and alumni to click on the position and apply.

Career Services Center Resources

Graduate school assistance - GRE, LSAT, MCAT and other entry exam preparation resources

Mock interview/Virtual job interview - practice and improve interview skills

Video workshop - advice about workplace issues from professionals such as Bill Gates

Individual and group career advising

Resume critiquing - have your resume critiqued by a nationally Certified Professional Resume Writer

Preparation presentations - resume skills, interview skills and graduate preparation

Job coaching - assistance with interviewing and job searching

CATALOG

<http://www.uaa.alaska.edu/records/catalogs>

Students admitted to UAA receive a coupon for a free University catalog, which is redeemable at "One Stop" in the University Center. Catalogs can be purchased from the campus bookstores or from an accounting cashier in the University Center lobby. Students are responsible for being familiar with the policies and regulations in the UAA catalog. Catalogs are also available online.

CHILD CARE

Tanaina Child Development Center

Student Union 142

786-1340

<http://www.tanainachildren.org>



Tanaina Child Development Center is a private, non-profit childcare facility on UAA's campus for children ages 18 months through 10 years. Tanaina has been serving the UAA community since 1979 and is accredited by the National Association for the Education of Young Children. Tanaina offers a "child-directed" curriculum designed to facilitate the child's exploration of their environment. Emphasis is placed on social skills, communication, and encouraging the child to ask questions and build the foundations for future learning.

Programs Offered

Full Day: 1-5 days per week, 7:00 am to 6:00 pm

Drop-In: M-F, 7:00 am to 6:00 pm

Subject to space availability and pre-registration.

The waitlist for reserved enrollment slots can reach 12 months. We strongly encourage parents plan as far in advance as possible to increase their likelihood of enrolling their child in time for classes. A "drop-in" Space Available program is available for hourly and daily care. You may utilize the Space Available program while your child is on the wait list for the Full Day program.

CLUBS AND STUDENT ORGANIZATIONS

Student Clubs & Greek Life

Student Union 210

786-1385

<http://www.uaa.alaska.edu/clubs>

<http://www.uaa.alaska.edu/greeklife>



**STUDENT CLUBS
& GREEK LIFE**
UNIVERSITY of ALASKA ANCHORAGE
EXPERIENCE. PARTICIPATE. LEAD.

Do something great with your collegiate career and gain serious leadership experience by joining a student club, organization, fraternity, or sorority at UAA! Student groups at UAA provide all students with opportunities to get involved in activities and programs that promote and support various interests, sports, religions, cultures, academic programs, careers, and lifestyles. To join a group stop by the Student Clubs and Greek Life Office in Student Union 210, call us at 786-1385, or visit either of our websites. If you can't find a group that interests you, starting your own club is easy and we have plenty resources and services to get you up and going.

Registered student clubs and organizations receive support, training, and leadership development from the Student Clubs and Greek Life professional staff ranging from budget management to event planning and everything in between. Registered clubs and organizations are also eligible to receive funding for special events, represent UAA at national conferences and competitions, and are granted privileges such as free use of the Leadership Lab in Student Union 206. Visit the Student Clubs & Greek Life office today to make the most of your involvement experience.

COMMITTEES AND BOARDS

Union of Students (USUAA)

Student Union 201

786-1205

<http://www.uaa.alaska.edu/unionofstudents>

If you would you like to be part of the decision-making process at UAA, there are many opportunities to serve on University committees and boards. Committees and boards establish and review policies, procedures, and make decisions that affect your campus community. For a complete list of all boards and committees with student seats contact the Union of Students.

COMPLAINT RESOLUTION

The basic values that underlie the educational mission of UAA are affordable, high-quality, and accessible education, intellectual honesty, mutual respect, and freedom from discrimination, intimidation, harassment, and violence. As a valued member of the University community, your opinion is important. You have a variety of options available to voice your concerns and views, or to resolve complaints you might have about the University. For specific complaint procedures, refer to the Student Dispute/Complaint Resolution Processes and Ombudsman sections in this handbook.

Union of Students (USUAA)

Student Union 201

786-1205

<http://www.uaa.alaska.edu/unionofstudents>

USUAA is your official student voice. You can ensure your opinions are heard by voting in elections, attending various meetings, and serving as an active member of the student government. USUAA acts as an advocate for the student body. They offer the Student Ombudsman program, which provides students with a confidential and neutral way to resolve concerns related to the University.

Student Development Counselors

Rasmuson Hall 116

786-6158

<http://www.uaa.alaska.edu/studenthealth>

Student Development Counselors are available to explore complaint resolution options and to mediate conflicts with University faculty and staff or assist with any part of the University's student dispute/complaint resolution processes.

COMPUTER LABS

Information Technology (IT) Services

Social Sciences Building 120

786-4646

Toll Free (877) 633-3888

<http://technology.uaa.alaska.edu/computer/Labs>

UAA has five open computer labs across campus:

Gorsuch Commons 105 Sally Monserud Hall 111

Consortium Library 210 Student Union 211

University Center 126

Consultants are scheduled at each facility to assist with technology, account lookups, password resets, logging into the lab workstations, MS Office suite of applications, and answering general questions. Staffing schedules are posted in each facility. Visit the website for hours of operation, equipment, and software availability.

Communication via e-mail:

UAA uses e-mail and the MyUA web portal to communicate with students on many important matters. The university automatically assigns each student an official UAA e-mail account at the time of admission to the University for certificate/degree seeking students and at the time of registration for all other students. For information about how to access your UAA e-mail account, refer to the Electronic Communications section of this handbook.

COPYING

General Support Services (GSS)

Bookstore Basement

786-6860

<http://www.uaa.alaska.edu/gss>



Students needing high quality copy and printing services for professional looking documents may use the document services provided by UAA General Support Services (GSS). GSS can print from hard copy originals or electronic files. Online orders can be submitted from our web site.

(Copying cont.)

Services include: large document printing, black and white and color copies and transparencies, brochures, flyers, posters, and banners.

Finishing options available are: two hole, three hole, and custom drilling, spiral, comb, wire, and tape binding, saddle stitching, laminating, inserting, and folding.

COUNSELING

Students have several options for short-term personal counseling assistance on campus. Services include sexual assault counseling and support, referrals to community agencies, including sexual orientation resource referrals, educational workshops on responding to personal life issues, and student advocacy.

Student Health & Counseling Center

Rasmuson Hall 116

786-4040

<http://www.uaa.alaska.edu/studenthealth>

Advanced Nurse Practitioners provide mental health psychotherapy and medication management for students enrolled in six or more credits who have paid the Student Life fee. Therapists act as patient advocates and assist individuals dealing with stressful life events, depression, anxiety, and other life issues. An evaluation is provided at no charge. A nominal fee is charged for psychotherapy sessions. Students may receive up to six sessions per semester. Call 786-4040 to schedule an appointment with an Advanced Nurse Practitioner.

Student Development Counselors

Dean of Students Office

786-6158

<http://www.uaa.alaska.edu/deanofstudents/counselingsupport-services.cfm>

Student Development counselors provide assistance to any enrolled UAA student with concerns affecting academic success, such as stress, transitional issues, alcohol and other drug issues, and life changes. These counseling services are provided at no charge to students. Call 786-6158 to schedule an appointment with a Student Development counselor.

Psychological Services Center

Social Sciences Building 264

786-1726

<http://psych.uaa.alaska.edu/psych/services/index.cfm>

PSC Clinicians are graduate students in the Clinical Psychology Program and the Joint Doctoral Program in Clinical Community Psychology. They are supervised by licensed practitioners. The PSC is open Monday through Friday and is located in Room 264, Social Sciences Building (SSB 264). The telephone number is 786-1795. The Psychological Services Center is the best match for people who are neither in severe crisis nor experiencing emergency issues. Services include low cost therapy, Manage Anxiety test, study and organizational skills, address relationship and life challenges, help for seasonal mood problems, depression and anxiety.

DENTAL HYGIENE

Dental Hygiene Clinic

Allied Health Sciences 124

786-6960

<http://www.uaa.alaska.edu/ctc/alliedhealth/dental/index.cfm>

The dental hygiene clinic serves the campus community and general public with dental cleaning, X-rays, dental examinations, and sealants. Dental hygiene students see patients under the supervision of a dentist from the Anchorage community. Costs are minimal, but the time needed to complete each service is longer than a private dental practice. Appointments for the dental hygiene clinic can be made by calling 786-6960.

Dental Assisting Restorative Clinic

Allied Health Sciences 131

786-6983

<http://www.uaa.alaska.edu/ctc/alliedhealth/dental/index.cfm>

The Dental Assisting Clinic offers restorative services of exams, radiographs, and restorations to patients who meet low income and no dental insurance requirements. Patients from the campus community and the general public are seen and must be at least 18 years old. Restorative fees are minimal. Procedures are done by a

(Dental Assisting Restorative Clinic cont.)

licensed dentist and assisted by dental assisting students. Appointments are November through mid December and January through April. Call 786-6983 for appointments.

DINING ON CAMPUS

University Dining

The Creekside Commons

751-7200

<http://www.uaaseawolfdining.com>

Seawolf Dining is proud to offer a variety of dining locations on the UAA campus. The dining program offers convenience and flexibility, multiple campus locations and varying hours. The meal plan program is designed to meet varying student schedules of our diverse student population.

Student Union

The Student Union features a full-service Subway™ sandwich shop. The Union Station Café serves Kaladi Brothers™ espresso drinks, bottled beverages, pastries, and "grab-n-go" sandwiches and salads. Sushi is available through AFC Sushi. The Mein Bowl is a new venue opening Fall 2008 in the Student Union.

Lucy Cuddy Hall

The Cuddy Marketplace features deli sandwiches, grill items, Mexican food, soup and salad bar, pizza and calzones, as well as Asian noodle bowls, sushi and various "grab-n-go" snack items. Raven's Roast espresso stand serves Kaladi Brother's™ espresso.

Social Sciences Building/Library Thoroughway

Starbucks® features signature beverages, and a wide range of hot and cold coffee drinks. The café serves a variety of freshly prepared deli sandwiches, salads, bottled beverages, and other light refreshments.

Gorsuch Commons

The Creekside Eatery features a grill, home-style entrees, deli, pizza, salad garden, soups, made-to order stir-fry, and beverages. The Bear Necessities is the university's convenience store and carries items such as toiletries, snacks, frozen entrees, and basic grocery items.

The Administration Building

The Brew Stop Espresso stand is located on the first floor of the Administration building and features espresso drinks, fresh brewed coffee, assorted beverages, soup, deli sandwiches, and desserts.

Lucy Cuddy Dining Room

786-1122 for reservations

Operated by UAA's Culinary Arts and Hospitality Program, this sit-down restaurant serves gourmet light lunch fare, full entrees, and tempting desserts. Staffed by Culinary Arts students, this is a fine dining experience students can afford. Reservations are encouraged, but not required. Open for lunch only, Tuesday through Friday, 11:30 am to 1:30 pm with last seating at 12:30 pm.

DISABILITY SUPPORT SERVICES

Rasmuson Hall 105

786-4530 (V), 786-4536 (TTY)

<http://www.uaa.alaska.edu/dss>

Disability Support Services (DSS) coordinates academic support services for UAA students who experience disabilities and serves as a resource for the community. Academic support services provided by DSS are determined by individual documented need. Specific complaints of alleged discrimination based on disabilities may be referred to the Vice Chancellor for Student Affairs or the Office of Campus Diversity and Compliance. Please visit us to learn more about open-access adaptive computing on campus, the DSS Lending Library, the Rehabilitation Act, ADA, or other disability-related issues.

DIVERSITY

Office of Campus Diversity and Compliance

Administration/Humanities Building 104

786-4680 (V/TTY)

<http://www.uaa.alaska.edu/diversity>

The University fosters a campus climate that promotes diversity, civility, and an appreciation for each unique member of our academic community. UAA celebrates diversity through its academic and community support programs, clubs, committees, and councils. Intellectual

(Diversity cont.)

honesty, mutual respect, and freedom from discrimination, intimidation, harassment, and violence are central to our mission.

In that respect, and according to the Board of Regents policy 04.02.020, federal laws and state laws, discrimination against any individual based on race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status, pregnancy or parenthood is prohibited. Decisions affecting individuals should be based on the individual's qualifications, abilities and performance, as appropriate.

Inquiries or concerns about discrimination and harassment should be directed to the Office of Campus Diversity and Compliance. Harassment complaints against students should be directed to the Dean of Students Office at 786-1214 or University Police at 786-1120.

ELECTRONIC COMMUNICATIONS

Information Technology (IT) Services

Social Sciences Building 120

786-4646

Toll Free (877) 633-3888

<http://technology.uaa.alaska.edu/computer/Email>

UAA now uses e-mail and the MyUA web portal to communicate with students on many important matters. The University automatically assigns each student an official UAA e-mail account at the time of admission to the University for certificate/degree seeking students and at the time of registration for all other students. You are responsible for knowing and when appropriate, acting on the contents of all University communications sent to your official UAA e-mail account. If you want to receive University communication at a different e-mail address, you can forward e-mail from your assigned UAA account to any valid 3rd party e-mail address of your choice that accepts forwarded e-mail. Go to UAA's Identity Manager (<http://username.uaa.alaska.edu>), log in and set your forwarding e-mail address under the "Change other Account Attributes" link. Contact the UAA IT Call Center for assistance by telephone or by e-mail at callcenter@uaa.alaska.edu.

EMERGENCIES AND FIRST AID

University Police Department (UPD)

Eugene Short Hall 114

786-1120 (V/TTY)

<http://www.uaa.alaska.edu/upd>



If you need police assistance, have a medical emergency, require first-aid treatment, or are aware of unsafe conditions, contact the University Police Department. For your safety and convenience, emergency telephones are located throughout campus. Each telephone is clearly marked "EMERGENCY," and when activated, directly connects you to UPD. The location of each phone is marked on the campus map located at the back of this handbook.

As a safety precaution, familiarize yourself with the nearest emergency exits in classrooms and buildings. For fire or building evacuations, be aware of at least two possible exits for each location. Buddy up and help each other during building evacuations. Stay calm and move away from the building quickly.

If you are a student experiencing a disability, notify your instructor or your classmates of the type of assistance you need during an emergency situation. In the event of a fire, immediate and complete evacuations are preferred, if it can be accomplished in a safe manner. If immediate and complete evacuation is not possible, ask someone to assist you to a safe area, such as an enclosed stairwell, until emergency personnel arrive. In addition, you should ask a second person to immediately notify emergency personnel of your location and the type of assistance required.

EMPLOYMENT

UAA student employment positions are intended to offer convenient, on-campus employment opportunities to as many UAA students as possible. In addition, student positions are intended to be part-time, temporary positions that supplement other sources of students' financial support and promote academic and career development, whenever possible. Student employment classification is not intended to replace temporary employee classification.

(Employment cont.)

To be eligible for student employment, UAA students must be registered in six or more UA credits and be scheduled to work no more than 20 hours a week as a UAA student employee. Continuing UAA student employees must demonstrate a record of successfully completing at least six UA credits in previous semesters, maintain a 2.0 cumulative grade point average, and work no more than 20 hours a week in a UAA student employee position. Refer to UAA student employment procedures at <http://www.uaa.alaska.edu/students/guidelines.cfm> for more details about eligibility to work in student positions. Students seeking UAA student employment positions may go directly to a UAA department or use the UAA resources listed in this section.

Career Services Center

Rasmuson Hall 122

786-4513

<http://www.uaa.alaska.edu/careerservices>



**CAREER SERVICES
CENTER**

Students and alumni can register on-line and review hundreds of open jobs and internship opportunities. Local and national employers post job and internship opportunities directly to the web site. Students and alumni may go on-line, register, post and submit their resume for job openings. Employers can review students' resumes and students can review employers' postings. The Career Services Center offers qualified students the opportunity to earn academic credit in their major while gaining simultaneous work experience in a paid position. The student internship program provides guidance to the students through developed learning objectives and faculty participation.

Human Resource Services

Administration/Humanities Building 125

786-4608 (V), 786-1420 (TTY)

<https://www.uakjobs.com>

The Human Resource Services (HRS) team enriches the lives of the UAA community by providing tools that inspire learning and enhance work life. A broad range of employment opportunities are available at UAA consisting

of full time, part time, regular, term, temporary, and student positions. Detailed information regarding employment opportunities can be found online. The HRS team also offers assistance for those who need reasonable accommodations to participate in the application process.

Student Financial Aid

University Center 105

786-1586

<http://www.uaa.alaska.edu/financialaid>

Federal Work Study Program (FWSP) positions are available to students who have applied for financial aid and received notice of eligibility for the FWSP.

ENROLLMENT MANAGEMENT

University Center 106

786-1480

<http://www.uaa.alaska.edu/studentaffairs/enrollment>

Enrollment Management offers a variety of services to assist students with all aspects of enrollment, including the admissions process, financial aid, course registration, official transcripts, and graduation. Enrollment Management also processes requests for enrollment certification received from students and various state and government agencies.

Enrollment Management services include:

- Campus tours
- Catalog and class schedules
- Degree verification
- Enrollment certification
- Facilities scheduling
- High school and college visitation programs
- International student advising/visa documentation
- National Student Exchange
- Study abroad
- Transfer credit evaluations
- UAA transcripts
- Financial Aid
- Who's Who Among Colleges and Universities
- Recruitment
- Registration
- Veterans Affairs

EXCHANGE PROGRAMS

Admissions

University Center 106

786-1480

http://www.uaa.alaska.edu/iss/study_abroad.cfm

National Student Exchange

National Student Exchange is a domestic and international student exchange consortium that allows UAA students to study at over 170 universities throughout the United States, Guam, and Puerto Rico.

Study Abroad and International Exchange Programs

These programs broaden your view of the world while earning academic credit toward your degree. They also play an important role in the larger process of instilling citizens with global awareness, as well as preparing graduates for career opportunities that involve international affairs. Northwest Council on Study Abroad (NCSA) is a consortium of colleges and universities in the Pacific Northwest that pool resources to provide study abroad programs in Europe. NCSA programs offer three terms per year and students may elect to attend successive terms.

Western Undergraduate Exchange

Western Undergraduate Exchange (WUE) is a program of the Western Interstate Commission for Higher Education and other western states. Certain students who are not Alaska residents may enroll in designated UAA programs and pay resident tuition plus fifty percent of that amount and the standard student fees. WUE students do not pay the higher non-resident student tuition. Because UAA participates in this program, residents of Alaska may enroll under the same terms in designated institutions and programs in other states as the standard student fees. Information about WUE programs is available from Admissions at 786-1480.

FEES

<http://www.uaa.alaska.edu/records/registration/tuition.cfm>

Have you ever wondered what you receive for paying student fees? Students taking courses for academic credit pay student fees that support a variety of programs and services. The following list shows a brief description of key fees. For more information see the current class schedule.

Student Government Fee – \$1 per credit hour for students registered in three or more credits. Fee allocations support: student advocacy for academic, student and legislative affairs, USUAA activities, Board of Cultural Awareness, Graduate Student Association, Club Council, legal services, Student Ombudsman, Student Travel Grants, and operating expenses.

Student Concert Program – \$5 flat fee fall 2008, \$10 Spring 2009. Fee supports major concerts and speakers series.

Student Media Fee – \$11 flat fee for students registered in three or more credits. Fee supports KRUA 88.1 FM student radio station and *The Northern Light* student newspaper.

Student Life Fee – \$16 per credit hour for students registered in six or more credits. Fee allocations support:

Student Activities – *\$2 per credit hour* – Free or reduced admission to comedy and music shows, dances, food events, Student Union Gallery, multicultural events, Campus Programming Board events, and Student Union and Commuter Student activities.

Student Health and Counseling Center – *\$6 per credit hour* – Free or reduced costs for physical exams, lab services, PAP's, TB screening, family planning, and diagnosis and treatment of illnesses.

Athletics/Sports Complex – *\$8 per credit hour* – Free or reduced admission to athletic events and use of Wells Fargo Sports Complex facilities (i.e., pool, ice rink, weight room, gymnasium, etc).

(Fees cont.)

Technology Fee – \$5 per credit hour for students registered in one or more credits. Fee provides up-to date equipment, software, maintenance, training, and support. *Maximum charge \$60.*

Network Access Fee – 2% Network Charge added to tuition. Fee supports the ongoing development and maintenance of the university-wide technology infrastructure.

Transportation Fee – \$10 flat fee for students registered in 3 or more credits at the Anchorage campus. The fee pays a portion of the cost for providing campus Seawolf Shuttle service, U-Pass People Mover program (free citywide bus service), sidewalk and trail maintenance, bicycle rack and shelter development, and University walking escorts.

For more information on student fees, see the class schedule or University Catalog.

FINANCIAL AID

Office of Student Financial Assistance

University Center 105

786-1480

<http://www.uaa.alaska.edu/financialaid>

A college education is expensive; however, help is available from federal, state, institutional, and private sources. Most financial aid is based on need and requires the processing of a Free Application for Federal Student Aid (FAFSA) to establish eligibility for funds. Most scholarships are not need based. For more information, see the Scholarship section of this handbook.

Educational Grants

Grants do not require repayment and are typically limited to low or lower-middle income students. Federal grants available to eligible students include the PELL Grant, Supplemental Educational Opportunity Grant, GEAR UP Alaska, and Academic Competitiveness Grant, SMART Grant, and TEACH Grant. The State of Alaska has the Alaska Advantage Grant while the University provides the University of Alaska Grant.

Educational Loans

Students must repay educational loans. Loans available include the Alaska Education Supplemental Loan, Alaska Teacher Scholarship Loan, Federal Subsidized and Unsubsidized Stafford Loan, and Parent Loan for Undergraduate Students. These loans generally have low interest rates and depending on the type of loan, do not need to be repaid while students are enrolled at least half-time. Most educational loans require completion of the FAFSA.

FOOD ASSISTANCE

Student Health and Counseling Center

Rasmuson Hall 116

786-4040 (V/TTY)

<http://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 students' nutritional health and financial status. In addition, the Center makes appropriate referrals to local organizations and assists students in addressing budget issues. Financial donations are welcome.

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 Dean of Students Office located in Student Union 204, provides a liaison for GLBT issues and concerns. The liaison helps students connect with people, groups, services, and information. For more information call 786-6158.

GRADUATION

A commencement ceremony is held once a year at the end of the spring semester for students who intend to graduate in spring or who graduated the previous summer and fall semesters. Diplomas are issued after the fall, spring, and summer semesters. Submit an Application for Graduation signed by your advisor to the Office of the Registrar. Refer to the University catalog and class schedule for additional procedures and timelines.

Graduation with Academic Honors

Associate and baccalaureate degree students who graduate with academic honors may wear a gold honor cord at commencement. At UAA, graduation with honors represents your entire academic history. Honors are awarded based on the following cumulative GPAs:

Summa Cum Laude 4.00

Magna Cum Laude 3.8 to 3.99

Cum Laude 3.5 to 3.79

To be eligible for Academic Honors, transfer students who earn an associate degree must complete a minimum of 15 resident credits with academic letter grades. Transfer students who earn a baccalaureate degree must complete a minimum of 30 resident credits with academic letter grades. All transfer students must have a cumulative GPA of 3.5 or higher in all college work attempted at all institutions attended. All grades and credits earned will be included in determining eligibility to graduate with honors. For more information on Graduation see the University Catalog.

Graduation with Departmental Honors

Students who excel in academics may be eligible to receive departmental honors upon graduation. Some examples include: Engineering, Computer Science, Languages, and Theater. Students may complete both University and departmental honors requirements with dual designations. For a list of departmental honors and qualifications, visit <http://www.uaa.alaska.edu/honors/opportunities/dept.cfm>.

Graduation with Other Honors

Students who exhibit leadership and service contributions to the University and community may be eligible to receive honors recognition upon graduation. Some examples are: Golden Key National Honor Society, Phi Kappa Phi, and Student Leadership Honors. For more information and a complete list of qualifications visit our website at:

<http://www.uaa.alaska.edu/studentleadership/leadership-honors.cfm>

GREEK LIFE

Student Clubs & Greek Life

Student Union 210

786-1385

<http://www.uaa.alaska.edu/greeklife>



**STUDENT CLUBS
& GREEK LIFE**
UNIVERSITY of ALASKA ANCHORAGE

Members of UAA fraternities and sororities are committed to academic excellence, service to the community, lifelong friendships, and strengthening Seawolf pride. By joining a UAA Greek organization you will find a strong community that provides its members with numerous leadership experiences and opportunities to make a difference on a local and national level. If you're interested in joining a UAA Greek organization or want to meet members of the community attend one of the many recruitment or community events throughout the year. Visit the Student Clubs and Greek Life Office in Student Union 210, call us at 786-1385 or visit our website to learn if going Greek is right for you.

UAA Registered Greek Organizations

Sororities

Alpha Sigma Alpha

Sigma Sigma Sigma

Fraternities

Sigma Alpha Epsilon

HEALTH SERVICES

Student Health and Counseling Center

Rasmuson Hall 116

786-4040 (V/TTY)

<http://www.uaa.alaska.edu/studenthealth>



The Student Health and Counseling Center approaches health care proactively by emphasizing access and availability, low cost, and quality care. Eligible students, with or without insurance, may receive affordable routine health examinations, immunizations, birth control, diagnosis and treatment of episodic illnesses, treatment for sexually transmitted diseases, lab work, medications, preventative care (PAP smear, physical examination, etc.), and mental health services. Eligible students can also receive confidential HIV screening, counseling, and referral services. For information on insurance plans, refer to the insurance section in this handbook. For information on counseling services, refer to the counseling section in this handbook.

HONORS LIST

Office of the Registrar

University Center

786-1480 (V/TTY)

<http://www.uaa.alaska.edu/records/honorslist.cfm>

Admitted undergraduate degree or certificate seeking students maintaining exceptional academic achievement are recognized on the Dean's List and the Chancellor's List after fall, spring, and summer semesters. The names of all students appearing on the Dean's List and the Chancellor's List are released to the media. Names and addresses are also provided to the National Dean's List publication unless a written request not to do so has been received by the Office of the Registrar.

To be eligible for the Chancellor's List, a student must be an admitted undergraduate enrolled in at least 12 UAA credits graded with academic letter grades and must have earned a GPA of 4.0 for the semester. To be eligible for the Dean's List, a student must be an admitted undergraduate enrolled in at least 12 UAA credits graded

with academic letter grades and must have earned a GPA of at least 3.5 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 or Dean's Lists until course work is completed and the "I" or "DF" is replaced by a final grade.

HOUSING

University Housing, Dining, and Conference Services

Gorsuch Commons

751-7200

<http://www.uaa.alaska.edu/housing>

Residence Halls

All residence hall rooms are arranged to balance the benefits of community living with privacy within a suite style floor plan. All rooms have direct ethernet connections to the University's computer network and the internet. Each wing of the residence halls group 25 to 30 students in two and four person suites, making it easy to interact with others. Each hall features study lounges, laundry facilities, a computer lab, and a service desk.

Main Apartment Complex

The Main Apartment Complex houses over 300 students in 78 apartments. Each apartment accommodates four students, predominantly in single bedrooms. Units are fully furnished and include telephone lines. Residents of each apartment share a kitchen, living room, bathroom, and storage area.

Templewood Apartments

The Templewood complex houses 80 students in 20 townhouse-style apartments. One apartment may house up to four students. Each unit has two single bedrooms and one double (shared) bedroom. These popular apartments are assigned by seniority, and are generally occupied by continuing students. Templewood Apartments have a two car garage, a shared common area, kitchen, large living room/dining area with fireplace, two and one-half bathrooms, and a washer and dryer.

IDENTIFICATION CARD

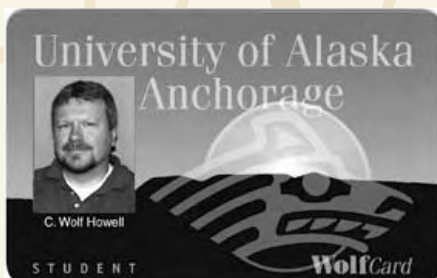
WOLFcard Office

University Center 109

786-4695

<http://www.uaa.alaska.edu/wolfcard>

Your WOLFcard serves as your library card, a city bus pass, and allows you to use the privileges you paid for with student fees. Money can be deposited onto your WOLFcard and used at various locations on campus including all dining facilities, most vending machines, library copy machines, and the bookstore. For students living on campus, your WOLFcard also serves as your meal pass for the Creekside Eatery. Eligible students, faculty, and staff must present a photo ID and be registered for the current semester in order to receive a WOLFcard. There is no fee to receive your first WOLFcard, but a replacement fee will be charged if it is lost, damaged, or stolen.



INSURANCE

Student Health and Counseling Center

Rasmuson Hall 116

786-4040 (V/TTY)

<http://www.uaa.alaska.edu/studenthealth>

A semester or annual student health and medical insurance plan is available for students enrolled in six or more credits. The plan provides limited medical benefits at a reasonable cost with no age limit. Dependents may be covered for an additional premium.

UA Statewide Risk Management

(907) 450-8150

<http://www.alaska.edu/swrisk/html/staff.xml>

Students are responsible for their own insurance which includes medical, dental, auto, personal property, and liability. Supplemental accident and travel insurance may be available to students for field trips, practicums, and other special, sponsored, scheduled, and supervised UAA events. Depending on departmental policy, either the student or the department assumes the cost of this insurance.

INTERNATIONAL STUDENT SERVICES

University Center 106

786-1573

<http://www.uaa.alaska.edu/iss>

UAA welcomes students from all over the world. The International Services office provides international student advising and serves as a liaison for immigration and visa paperwork, travel endorsements, and international student orientation services.

LEARNING RESOURCES CENTER

Sally Monserud Hall 123

786-6828

<http://www.uaa.alaska.edu/lrc>

The Learning Resources Center (LRC) offers a friendly and relaxed place to study, read or get extra help for classes. Other services include copy machines; English-as-a-Second-Language tutoring; research skills instruction sessions; group and quiet study areas; instructor reserved materials; language, computer, and math labs; computer-assisted writing lab; tutoring; tape and film library; video stations; audiocassette; and CD duplication.

LEGAL SERVICES

Union of Students

Student Union 210

786-1205

<http://www.uaa.alaska.edu/unionofstudents>

USUAA (student government) provides legal services for all UAA students who have paid the USUAA student fee and have a current 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.

LIBRARY

Consortium Library

786-1871

<http://consortiumlibrary.org>

The Consortium Library inspires learning by providing access to scholarly information, reference and instructional services, high speed wireless internet connections, and space for individual and group study. The library serves the students, staff, and faculty of UAA and Alaska Pacific University. The library has a media room with popular movies and boasts the world's furthest north Foucault pendulum. It shares space with the Alaska Resources Library and Information Services (ARLIS), the Alaska Moving Images Preservation Association (AMIPA), the Justice Center, eMedia, CAFÉ, and a

general-use computer lab. Reference librarians are available nearly all hours the library is open and will respond to questions sent to ayref@uaa.alaska.edu.

The library has onsite more than 800,000 volumes. One hundred ninety databases and 20,000 electronic books and journals are accessible on campus and via the website. In addition to its general collection, the library offers state and federal government documents, an archive of photographs and unpublished papers on Alaska and the Arctic, and a specialized collection of health and medical resources and publications. The Consortium Library is a founder of Alaska's Digital Archives <http://sled.alaska.edu>.

UAA students need a valid WOLFcard to check out materials. Books from other south central libraries can be requested online, picked up and returned to the Consortium Library. Students can also request materials at no or minimum charge from libraries around the world through interlibrary loan.

LOCKERS

Do you need a safe and convenient place to stow your belongings? Locker rental options available on campus include:

Student Union – Rental is \$20.00 per semester, \$35.00 per academic year. Call 786-1204 or visit the Student Union Information Desk.

Social Sciences, Engineering, and Professional Studies Buildings – Rental prices range from \$5.00 to \$10.00. Call 786-1205 or visit the USUAA office in Student Union 201.

Wells Fargo Sports Complex – Rental is \$20.00 per semester. Call 786-1231 or visit the issue cage on the lower level.

Fine Arts Building – Prices vary. Call 786-1783 or visit the Fine Arts Main Office in Fine Arts 302.

LOST AND FOUND

Did you lose your wallet, textbook, or sunglasses? Contact the Student Union Information Desk at 786-1204 or University Police at 786-1120. Unclaimed property is kept in a centralized lost and found area for 30 days then donated to charity.

MAIL

General Support Services

Bookstore Basement

786-6860

<http://www.uaa.alaska.edu/gss>

The on-campus mailroom located in the Bookstore basement delivers mail Monday through Friday to University departments on and off campus. To utilize the interdepartmental mail services, address the envelope with the recipient's full name, department, and phone number as well as your own information. The GSS Mailroom can handle all your mailing needs. Priority, overnight, and FedEx are offered at a discount to all students, staff, and faculty. A U.S. Postal Service mailbox is located outside the Anchorage Campus Bookstore. The Bookstore and Student Union Information Desk also sell books of postage stamps.

NATIVE STUDENT SERVICES

Rasmuson Hall 108

786-4000

<http://nss.uaa.alaska.edu/nss>

Native Student Services (NSS) provides quality support services to Native and rural students. It promotes scholastic achievement, student retention, and personal growth. The NSS Center offers an affirming place where students can receive academic advising, scholarship information, assistance, and resource support. Students can participate in scholastically oriented activities, cultural programming, and traditional workshops. Space is also available for study with classmates and interaction with others who share similar experiences as indigenous peoples. The Center houses the CIRI Success Computer Lab and offers summer internships and college introductory programs.

NEWSPAPER

The Northern Light

Student Union 113

786-1434

<http://www.thenorthernlight.org>



The Northern Light, UAA's student newspaper, provides news, features, entertainment, and sports information to the campus community. Volunteer and contract reporters gain valuable experience and feedback in a real news-gathering environment. In addition, students may place free classified advertisements, receive discounts on display advertisements, and submit free event listings for the calendar. *The Northern Light* also invites students to express their concerns and opinions about campus issues in the form of letters to the editor, opinion pieces, or as feedback on the Web.

The newspaper is published weekly during the fall and spring semesters and monthly during the summer, with more frequent Web updates. The paper is funded by the student media fee and advertising income. Paid staff positions are available for students as editors, graphic artists, layout coordinators, reporters, photographers, advertising managers and representatives, business managers, circulation managers, and web designers.

OMBUDSMAN

Union of Students

Student Union 201

786-1205

<http://www.uaa.alaska.edu/unionofstudents>

The USUAA Student Ombudsman is a student appointed by the USUAA president to serve as a neutral party to confidentially address student concerns and assist students in resolving their complaints. The Ombudsman also organizes legal services for USUAA.

ORIENTATION

New Student Orientation

Student Union 101

786-1224

<http://www.uaa.alaska.edu/orientation>



The transition into college life can be an exciting yet confusing time.

The Office of New Student Orientation

(NSO) is here to help as you start this new chapter in life and ensure a successful experience along the way.



Orientation Leaders will enthusiastically introduce you to your new university community, and while it may appear you have learned everything about UAA during HOWL DAYS; you will discover new things throughout your entire academic career.

HOWL DAYS are orientation programs offered to new students that explore topics of Academic Integrity, Time Management, Technology, Wellness, Housing, Financial Aid, Campus Tours and much more! This opportunity builds knowledge of the campus as well as fosters relationships. Continue to visit our website or stop by to see us. Our door is always open because we want to help you navigate the way to college success!

OUTDOOR EQUIPMENT RENTAL

Student Union and Commuter Student Services

Student Union Information Desk

786-1204 (V/TTY)

<http://www.uaa.alaska.edu/studentunion>

The Student Union Information Desk offers outdoor equipment rentals to currently enrolled UAA students, faculty, and staff with valid UAA ID and to card carrying alumni. Rentals are available on a daily, weekend, or weekly basis. Students may reserve equipment up to two weeks in advance. Reservations and deposits must be made in person.

RENTALS INCLUDE

Backpacks
Canoes
Camping equipment
Hockey & Figure Skates
Kayaks - sea and recreational
Life jackets

Mountain bikes
Rollerblades
Sleds
Ski packages
Snowboard packages
Tents

PARKING SERVICES

Bookstore Basement
786-1119, 786-1103 Call Team
<http://www.uaa.alaska.edu/parking>

Approximately 4,200 parking spaces at UAA require a campus parking permit. Visitor metered parking spaces are available. All vehicles parking in permit-only designated areas must display a campus parking permit or be subject to ticketing and impounding. University parking tickets may be paid in person at Parking Services or online.

Parking Permits

Campus permits may be purchased for individual semesters or for the entire school year online at <http://www.thepermitstore.com>. A campus map detailing all parking areas is available at the Student Union Information Desk or the Parking Services office.

Call Team Services

Call Team Officers (CTO's) are students employed by the University who provide safety services to the UAA community and enforce parking regulations. Their bright yellow jackets make them highly visible around campus. CTO's provide safety escorts, parking assistance, and jump starts.

Parking for People Experiencing Disabilities

Individuals experiencing disabilities will find designated parking spaces throughout campus. The appropriate handicap permit issued by the State of Alaska Division of Motor Vehicles and a UAA parking permit must be displayed when parking in one of these spaces.

Vehicle Emission (I/M) Tests

The Municipality of Anchorage I/M program is the primary means used in Anchorage to reduce carbon monoxide (CO) pollution produced by vehicles. Between 80 and 90 percent of CO pollution in Anchorage is from automobile emissions. In general, all vehicles registered, principally used, principally located, or used to commute to work or school in Anchorage are required to pass an I/M test. For more information about the Vehicle Inspection & Maintenance Program log onto <http://www.muni.org/healthesd/vehicle.cfm>

PERFORMING ARTS

Music

Fine Arts Building 302

786-1595

<http://www.uaa.alaska.edu/music>

The Department of Music presents over 90 concerts each year featuring excellent student ensembles, student recitals, as well as prominent guest artists and UAA's own internationally acclaimed music faculty. All students can audition for University Singers, University Wind Ensemble, Chamber Music and Accompanying, University Sinfonia, Opera Ensemble, Jazz Ensemble, Jazz Combo, Percussion Ensemble, and Guitar Ensemble.

Theatre and Dance

Fine Arts Building 302

786-1792 (Main Office) 786-4849 (Box Office)

<http://www.uaa.alaska.edu/theatre>

<http://dance.uaa.alaska.edu>

UAA's national, award winning theatre program produces three to four major mainstage plays and two dance performances each year. Students perform in and direct scenes, one-acts, and an occasional full-length play as part of the season or as part of the new Honors Program. The department offers a BA in Theatre, a BA in Theatre with a Dance Emphasis, and minors in both Theatre and Dance.

Theatre productions and dancers travel within the state and throughout the nation for competition. UAA Theatre and Dance is an active participant in the American College Theatre Festival, Northwest Drama Conference, and the American College Dance Festival. The Fine Arts Box Office in Fine Arts 118 is open at various times during the week and one hour prior to show times during the fall and spring semesters.

Theatre on the Rocks (TOTR) is UAA's registered student theatre club. TOTR organizes, manages, and promotes student-produced plays through the UAA Department of Theatre and Dance. The club also serves as a liaison between faculty and students in the Theatre program.

Check the Green Room for the date and time of future meetings. The UAA Dance Club provides an opportunity for students to meet other dance students and become actively involved in the direction of the dance program.

POLICE

University Police Department (UPD)

Eugene Short Hall 114

786-1120 (V/TTY)

<http://www.uaa.alaska.edu/upd>



The University Police Department provides free and safe access to the University and deters disruptive behavior. To accomplish this goal, police officers patrol University facilities 24 hours a day, 365 days a year.

University Police offers the following assistance:

Criminal investigations	Unsafe traffic conditions
Emergency messages	Safety awareness
Motorist assists	First aid
Safety escorts	Crime prevention issues
Recovery of stolen property	Stray/wild animals on campus

Speed Limits

Campus speed limits are set at 20 mph. Marked patrol vehicles enforce compliance with the posted speed limits. Traffic citations must be paid through the State District Court and the violation may appear on the driver's driving record.

RADIO STATION

KRUA 88.1 FM The Edge

Professional Studies Building 254

786-6800

<http://krua.uaa.alaska.edu>



UAA's award winning student radio station, KRUA 88.1 FM The Edge, is a popular training facility for UAA students, high school interns, and community members who want to develop their broadcasting skills in an energetic and creative environment. KRUA volunteers establish real-world connections, gain new skills, and improve their on-air personalities.

The music format on KRUA's airwaves is broad, eclectic and caters to UAA's diverse student body and the Anchorage community. Numerous volunteer shows run from indie to reggae, blues to metal, and electronic to punk. In addition to musical programming, KRUA offers listeners hourly news, sports, public affairs broadcasts, and other informational services that enhance the learning environment at UAA.

REGISTRATION

Office of the Registrar

<http://uaonline.alaska.edu>

<http://www.uaa.alaska.edu/onestop> (catalogs/schedules)

UOnline registration is a fast and easy way to register for classes by computer. Go to <http://uaonline.alaska.edu> and click on *Login to Secured Area* and enter your student ID number and PIN when prompted. You can register and search for available courses, and determine the balance on your student account. The class schedule is published each semester and contains detailed information about registering for classes. Recent versions of UAA catalogs and class schedules are available through the “One Stop” website. The most recent changes to the printed schedule are available through UOnline. Add/drop/withdraw deadlines for courses that are shorter or longer than regular semester courses can be found at the Pro-rate Calculator at: <http://curric.uaa.alaska.edu/registration/prorate/>

Late Registration

Registration is still possible once a semester begins. Registration dates are published in the University class schedule. Visit the University Center “One Stop” for more information.

RESIDENCE LIFE

Main Apartment Complex 6-603

751-7444 (V/TTY)

<http://www.uaa.alaska.edu/reslife>

Living on campus with students of diverse backgrounds is an enriching experience. Activities and programs offered in the residential communities are designed to support student success. In addition, Residence Life sponsors a social gathering place focusing on Alaska Native, Native American, and Alaskan cultures called the Cama-i Room, available to all UAA students.

To promote residents’ academic success, Residence Life coordinates tutoring sessions, study groups, guest speakers, cultural events, community service programs, and academic classes in the residential communities.

Residents wanting to get involved in a leadership position are encouraged to become a Resident Advisor or Peer Mentor, or participate in the Residence Hall Association or a hall council. Residence Life and University Housing, Dining, and Conference Services work with other University departments to provide living-learning communities. Each community has its own unique identity and gives students with similar interests the opportunity to live together. The seven living-learning communities are:

Alyeska Community - Engineering (West Hall)
 First Year Experience (North Hall)
 First Year Focus (West Hall)
 Nightingale Community - Nursing (West Hall)
 Rita Pitka-Blumenstein Community - Psychology (West Hall)
 Honors Community (East Hall)
 Aviation Community and House (East Hall and Templewood)

ROOM RESERVATIONS

Student Union & Commuter Student Services

Student Union 218
 786-1215

<http://www.uaa.alaska.edu/studentunion>



Registered UAA student organizations, UAA departments, and community groups may reserve space at reduced rates in the Student Union. Priority in scheduling events is given to registered UAA student organizations. The Student Union also offers a discount to current UAA students, faculty, and staff for private events. Depending on the location, spaces can accommodate up to 300 people. Audio visual equipment is available. Wireless internet is accessible throughout the building.

(Room Reservations cont.)

Dean of Students Office

Student Union 204

786-1214

[http://www.uaa.alaska.edu/
studentleadership](http://www.uaa.alaska.edu/studentleadership)



DEAN OF STUDENTS

OFFICE

DIVISION OF STUDENT DEVELOPMENT

The Leadership Lab offers complimentary reservations for registered UAA student organizations. The lab can accommodate leadership trainings, workshops, and organizational brainstorming sessions. Reservation request forms are available in Student Union 204.

Facilities Scheduling

University Center 106

786-1497

[http://www.uaa.alaska.edu/records/catalogs/room
scheduling.cfm](http://www.uaa.alaska.edu/records/catalogs/room_scheduling.cfm)

Registered UAA student organizations and affiliated faculty and staff can reserve space in lecture halls, classrooms, and lobbies in the following buildings. Reservations are on a space-available basis.

Administration Building (ADM)
Allied Health Sciences (AHS)
Fine Arts Building (ARTS)
Beatrice McDonald Hall (BMH)
Engineering (ENGR)
Eugene Short Hall (ESH)
Professional Studies Building (PSB)
Rasmusen Hall (RH)
Sally Monserud Hall (SMH)
Social Sciences Building (SSB)
University Center (UC)

Audio/Visual equipment for these locations is available by contacting Audio/Visual Services at 786-4646.

SAFETY

While relatively safe, the campus is not a sanctuary from crime and it shares many of the same concerns and problems faced by other universities. UAA is like a mini-city unto itself, with a student population of approximately 15,000.

In order to keep the campus safe, the University has adopted the theme *Safety is Everybody's Business* and is continually striving to educate, heighten awareness, and improve safety conditions. 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 the University Police Department at 786-1120. Please take the time to locate the nearest exits and emergency telephones when you are in campus buildings. You are urged to use the same common sense and caution on campus as you would use in the greater Anchorage community.

Campus safety tips include:

- Avoid walking alone
- Avoid working or studying alone in a building
- Be aware of your surroundings
- Stay in well-lit areas
- Do not leave valuables in your car or near a window
- Lock all windows and doors
- Do not carry extra credit cards or money
- Engrave and photograph your valuables
- Carry a whistle on your key chain
- Do not mark your keys with identification
- Be alert to the presence of wildlife and avoid contact

Information on crime prevention programs, reporting procedures, and campus crime statistics are available in the UAA Campus Security Report. Copies of the report may be requested through the Dean of Students Office in Student Union 204 and at the University Police Department, or online at: <http://www.uaa.alaska.edu/safety>

SCHOLARSHIPS

Student Financial Assistance

University Center 105

786-1586

<http://www.uaa.alaska.edu/scholarships>

Scholarships ranging from \$500 to \$8,000 are available to UAA students. The Student Financial Aid office maintains a list of current scholarships including application procedures, deadlines, award amounts, and eligibility requirements on their web site.

SEXUAL ASSAULT

UAA cares about your safety and encourages all students, faculty, and staff to participate in educational programming to promote the awareness of rape and other sex offenses. The University recognizes the adverse effects that crime can have on members of its community and actively addresses all alleged assaults. Intervention and referral services are available for victims of sexual assault.

If you or someone you know is a victim of sexual assault, you are strongly encouraged to contact one of the resources listed below as quickly as possible. Prompt response improves attention to medical needs and aids the preservation of evidence that may be necessary for the proof of criminal sexual assault. Refer to the Sex Offenses Policy under Regulations in this handbook for more information regarding sexual assault resources.

Sexual Assault Resources on Campus

University Police Department

Eugene Short Hall 114

786-1120 (V/TTY)

Student Health and Counseling Center

Rasmuson Hall 120

786-4040 (V/TTY) or 786-6158

Dean of Students Office

(for complaints against a UAA student)

Student Union 204

786-1214

Sexual Assault Resources in the Community

Abused Women's Aid in Crisis, Inc.	272-0100 279-9585 274-6882 (TTY)
Anchorage Police Department	786-8900/911
Center for Men & Women	272-4822
Sexual Assault and Incest Groups	(STAR) 276-7279 278-9988 (TTY)
Southcentral Counseling Center (24 hr. hotline)	563-1000 261-5344 (TTY)
STAR Rape Crisis (24 hr. hotline)	276-7273 1-800-478-8999 (toll free)

SEXUAL HARASSMENT

Campus Diversity and Compliance

(for complaints against a UAA employee)

Administration/Humanities Building 247

786-4680

<http://www.uaa.alaska.edu/diversity>

Dean of Students Office

(for complaints against a UAA student)

Student Union 204

786-1214

<http://www.uaa.alaska.edu/deanofstudents>

The University of Alaska Anchorage is a community that cherishes the free and open exchange of ideas in the pursuit of knowledge. Maintaining this freedom and openness requires the presence of safety and trust and the absence of coercion, intimidation, and exploitation. Sexual, and other kinds of harassment are against the laws of the nation, the State of Alaska, Board of Regents Policy, and the Student Code of Conduct. It subjects its victims to pressures that destroy the conditions necessary for true learning. Faculty and supervisors, the members of the University community who exercise the most authority and leadership, are principally responsible for maintaining a positive, harassment-free learning environment.

Sexual harassment may refer to any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Both men and women can be sexually harassed, although women are more often victims of sexual harassment.

(Sexual Harassment cont.)

Sexual harassment often occurs in situations where one person has power over another, but it may also occur among peers. Sexual harassment is a form of misconduct that undermines the integrity of personal, professional, and student relationships. Sexual harassment does not refer to occasional compliments of a socially acceptable nature; rather, it is unwelcome and personally offensive behavior that is detrimental to morale.

It is the intent of UAA to take whatever action is needed to prevent, correct, and discipline behavior that violates this policy. If you feel you may be the victim of sexual harassment, talk to someone you trust about the situation. There are also many departments on campus that can help you. The confidentiality of all parties involved in sexual harassment incidents shall be strictly respected insofar as it does not interfere with the University's legal and ethical obligation to investigate allegations of misconduct and to take corrective action.

SHUTTLE AND BUS PASSES

Parking Services

Bookstore Basement

786-6935

<http://www.uaa.alaska.edu/parking>

At the Anchorage campus, the Seawolf Shuttle can get you quickly to your destination with conveniently located stops throughout campus, the University Center, and UAA's residential communities. Route maps and schedules are available at various locations on campus.

Bus Passes

Enrolled students and UAA employees may ride the People Mover and AnchorRIDES buses for free. Current students and employees should show their valid WOLFcard when boarding any bus so

they are not charged. Route schedules are available at the Student Union Information Desk.



SMOKING

UAA promotes a safe and healthy environment for working and learning; therefore, smoking is not permitted in university buildings. All buildings have NO SMOKING signs posted to notify visitors of our smoke-free environment.

SPEECH AND DEBATE TEAM

Department of Communication & Discourse Studies

Administration/Humanities Building 262

786-4391

<http://uaa.alaska.edu/seawolfdebate>

The internationally ranked Seawolf Debate Team is the only intercollegiate program of its kind in the state. The team represents UAA in regional, national, and international competitions. Students compete in parliamentary debate in tournaments held around the world. In addition to intercollegiate competition, the team fulfills its service mission by hosting events like *The Cabin Fever Debates*, UAA's intramural debating tournament. Participation is open to undergraduates who meet qualification standards. Previous debate experience is not required.

STUDENT GOVERNMENT

Union of Students

Student Union 201

786-1205

<http://www.uaa.alaska.edu/unionofstudents>



The Union of Students at the University of Alaska Anchorage (USUAA) is UAA's student government charged with representing students of the Anchorage campus. The USUAA Assembly allocates student government fees, coordinates activities, represents student views to the Chancellor, lobbies the Board of Regents and state legislators, and pursues academic and quality of life concerns on behalf of students. Students registered for three or more credits are members of USUAA and entitled to its services.

USUAA comprises 23 elected senators and one appointed representative from each of the following organizations: Club Council, Greek Council, Residence Hall Association, and the Graduate Student Association. Members of USUAA and students appointed by the USUAA president also serve on various standing committees and boards throughout the University.

(Student Government cont.)

Board of Cultural Awareness

786-1371

<http://www.uaa.alaska.edu/unionofstudents>

The Board of Cultural Awareness (BCA) exposes UAA students to the diverse cultures, beliefs, and lifestyles represented on campus and throughout the world. BCA sponsors a variety of multicultural events each academic year to promote diversity and address global issues.

Club Council

786-1966

<http://www.uaa.alaska.edu/clubs>

Club Council is the support system for over 100 clubs and organizations. The Council is made up of one delegate from each registered club or organization. Delegates discuss how to address student needs and concerns, exchange program ideas, and develop additional leadership opportunities to enhance student life at UAA. The Council also plans several activities, including the community-wide Haunted Halloween Fun Night. For a complete list of clubs, please visit the Club Council web site listed above.

Concert Board

786-1210

<http://concert.uaa.alaska.edu>

Concert Board produces shows with nationally known performers and offers significant ticket price discounts to UAA students. Concert Board is a division of USUAA, comprising five selected student representatives and two appointed representatives (one from USUAA and one from Club Council), advises and assists in the production of major entertainment for students.

Election Board

786-1205

<http://www.uaa.alaska.edu/unionofstudents>

The Election Board organizes and conducts elections for student government positions. Five students are appointed by the USUAA president to serve on the Board. Elections are held each November and April. The Board works to ensure that all students have an equal opportunity in the elections

Media Board

786-1215

<http://www.uaa.alaska.edu/studentlifeandleadership/studentmedia>

The Media Board is a representative body of four students, two faculty members, and one UAA alumnus. The Board oversees and acts as the policy-making authority for KRUA 88.1 FM radio station and *The Northern Light* student newspaper and assists with meeting the University community's communication needs. The Board also supports opportunities for students to gain journalism and broadcasting experience and ensures the student media is free of censorship.

STUDENT SHOWCASE

Student Life & Leadership

Student Union 218

786-1215 <http://www.uaa.alaska.edu/studentlifeandleadership/showcase>

EXPERIENCE • PARTICIPATE • LEAD

★ **STUDENT LIFE & LEADERSHIP** ★

UNIVERSITY of ALASKA ANCHORAGE

Student Showcase is the University's academic conference, which recognizes and promotes excellence in all UAA fields and disciplines. Student Showcase provides a forum for intellectual exchange that allows students to demonstrate their academic achievements, gain presentation experience, enhance their resume, and possibly see their work published. All students attending UAA and its extended campuses are eligible to apply. The conference is held each spring and attendance is open to the public.

STUDENT UNION AND COMMUTER STUDENT SERVICES

Student Union Information Desk

Student Union 214

786-1204 (V/TTY)

<http://www.uaa.alaska.edu/studentunion>

your **STUDENT UNION**
& COMMUTER STUDENT
SERVICES
UAA

The Student Union serves as the University's student center. Food services include a full-service Subway™

(The Student Union cont.)

and the Union Station featuring Kaladi Brothers™ coffee. The Student Union Information Desk also offers a variety of "grab-and-go" snacks great for after hours hunger, outdoor equipment and locker rentals, notary services, lost and found, and postage stamps. Students have access to a computer lab, game room, TV lounge, quiet study area, ATM, Den, and Student Union Gallery. Also located in the Student Union are the offices of Student Life & Leadership, USUAA (student government), Club and Greek Council, *The Northern Light* student newspaper, New Student Orientation, and the Dean of Students.

Student Union (SU) Facilities

UAA student organizations, departments, and community groups may reserve space in the Student Union for a variety of activities. Locations include: the Den, North and South Cafeteria, Lyla Richards Conference Room, and the Leadership Lab. These locations can accommodate 30 to 300 people, depending on the location, and are equipped with tables, chairs and wireless internet. Audio visual equipment is also available. For more information on scheduling room reservations in the Student Union and in other areas on campus, refer to the Room Reservations section of this hand book.

SUSTAINABILITY

Office of Sustainability

<http://www.uaa.alaska.edu/sustainability>



UAA is committed to responsible energy and resource management as part of an overall sustainability strategy. The Office of Sustainability was newly established in 2008 as a means to emphasize UAA's commitment to action. It is currently in its organizational stage. The UAA community has initiated efforts such as baselining its carbon footprint, integrating sustainability into the curriculum, enhancing the student led recycling program with additional resources, and coordinating local events with national activities and with leading researchers. For more information visit them on the web.

TICKET PROGRAMS

Student Union Information Desk

786-1204 (V/TTY)

<http://www.uaa.alaska.edu/studentunion>

Various tickets (i.e. Athletic events, Student Activities, discounted movie tickets, etc.) are available at the Student Union Information Desk. For more information about what is currently available visit them on the web, stop by the information desk, or call 786-1204.

UAATix.com

786-1204/1210 (V/TTY)

www.uaatix.com

UAATix.com sells tickets to exciting UAA events online 24 hours a day, 7 days a week. Visit UAATix.com, search for events on campus and buy tickets. Tickets are also available in person at the Student Union Information Desk.

TRANSCRIPTS

<http://www.uaa.alaska.edu/records/transcripts.cfm>

Official transcripts of all course work taken at UAA may be requested on-line, in writing by fax or mail, or in person at the information kiosk in the University Center. A fee for each copy must be paid in advance. Transcripts are not issued for individuals with outstanding financial obligations to the University of Alaska. Students may also view and print their unofficial transcripts by using the website listed above.

TUTORING

Students in need of assistance with their studies can obtain tutoring through academic departments, programs, clubs, and organizations on campus.

Learning Resources Center (LRC)

Sally Monserud Hall 125

786-6828

<http://www.uaa.alaska.edu/ctc/lrc>

Provides English-as-a-Second-Language tutoring, research skills instruction, language, computer, and math labs, and computer-assisted writing lab. The LRC also maintains a bulletin board for students who wish to tutor and those in need of tutoring.

Math Lab

Social Sciences Building 156

786-1744

<http://www.math.uaa.alaska.edu>

The Department of Mathematical Sciences provides tutoring for students who have paid the Mathematical Sciences Math Lab fee and are currently enrolled in MATH 054, 055, 060, 105, 107, 108, 109, 172, 200, 201, 202, 205, 272, 302, 314, STAT 252 and STAT 253.

Writing Center

Sally Monserud Hall 118

786-6918

<http://english.uaa.alaska.edu/writingcenter/index.html>

The Writing Center provides tutoring assistance in writing. The Writing Center tutors work with all levels of student writers, from freshman to graduate, at many stages of the writing process, from pre-writing to the final edit. Tutoring is available to students on a walk-in basis who are enrolled in ENGL 109, 111, 211, 212, 213 or 214 and have paid the lab fee. Students who are not enrolled in these courses can pay \$12 per semester to use the Writing Center's services.

UNDERGRADUATE RESEARCH AND SCHOLARSHIP

University Honors College

Rasmuson Hall 119

786-1086

<http://www.uaa.alaska.edu/ours>

The Office of Undergraduate Research and Scholarship (OURS), part of the University Honors College, is devoted to promoting undergraduate accomplishment through inquiry, discovery and creativity. OURS fosters inspired teaching and engaged student learning and advances the significant involvement of UAA's students in the research and creative activities of faculty or projects of their own design. The office serves as a campus resource for major scholarships and fellowships and supports a wide variety of research and presentation opportunities, including the annual Undergraduate Research and Discovery Symposium.

Ours offers the following campus-wide competitive award programs:

- Undergraduate Research Awards
- Discovery Grants
- Discovery Award
- Alaska Heart Institute Fellowships
- Public Policy Internship Award
- Dr. Alex Hills Engineering Research Award
- Undergraduate Research in the Community Award
- Consortium Library Prize
- Parasca Science Research Award
- Sponsored travel to the Student Conference on United States Affairs

VETERANS AFFAIRS

Enrollment Management

University Center 105

786-1532

<http://www.uaa.alaska.edu/financialaid/veterans.cfm>

Veterans, eligible dependents, active duty personnel, and eligible reservists may use their Department of Veterans Affairs educational benefits at UAA. Students intending to use these educational benefits must contact the Veterans Affairs office each semester to complete the necessary forms.

Students under U.S. Department of Veterans Affairs (DVA) educational programs must formally apply for admission to a degree program. The Veterans Affairs office monitors the student's enrollment and progress towards degree objectives and reports the progress to the DVA.

VOTER REGISTRATION

<http://www.uaa.alaska.edu/voterinfo/index.cfm>

Students can register to vote online and find the locations of on-campus voter registrars and polling stations. Log onto the website for campus voter awareness events and other voter information.



NOTES

U A A

2008/2009

STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES



UNIVERSITY *of* ALASKA ANCHORAGE

UNIVERSITY POLICIES

University Student Educational Records

Student Dispute/Complaint Resolution

Academic Honesty

Academic Rights of Students

Academic Dispute Resolution

Sex Offenses

Alcohol

STUDENT CODE OF CONDUCT

Student Judicial Review Procedures

STUDENTS 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 is 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 the Student Code of Conduct are handled through the Dean of Students Office. 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 UAA policies, procedures and deadlines. Policies and regulations may be found in the University catalog, the student handbook, and in the Dean of Students Office, located in Student Union, room 204. Students may also obtain a copy of University of Alaska Board of Regents Policies and University Regulations on-line at <http://www.alaska.edu/bor/policy-regulations>.

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, religion, color, national origin, citizenship, age, sex, physical or mental disability, veteran status, 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 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 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.

Maintaining a Positive Learning Environment

Members of the University community are responsible for modeling appropriate classroom behavior by limiting outside influences such as cell phones, pagers, children, guests, animals (other than approved service animals), etc., that could otherwise compromise the learning environment.

In order to evaluate student learning, grades are assigned by faculty to individual students that indicate achievement of course objectives. Student behaviors such as class attendance, class participation, completion of all assignments, and achievement of passing marks on all graded activities are the foundation for success of the student.

UAA Guidelines and Procedures for Children and Minors on Campus

The UAA Anchorage campus is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors to the UAA Anchorage campus are generally welcome and encouraged. Appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. We strive to provide an environment open to work and family issues. However safety is a primary concern when considering the presence of minors on campus. The following guidelines enhance safety for our young visitors while maintaining an effective educational and working environment. Children are defined as those under the age of 13. Minors are defined as those under the age of 18.

General Guidelines for Child and Minors on the UAA Anchorage Campus:

- Children and minors should not be brought to campus by their parents or legal guardians on a regular basis in lieu of childcare;
- A child or a minor should not be left unattended while the parent or legal guardian is attending class or conducting any other business or social functions on campus;
- Line of sight supervision of children by the parent or legal guardian is required at all times;
- Children and minors should not disrupt or interfere with workplace and educational activities;
- Employees must obtain supervisory approval prior to bringing minors or children into the workplace;
- Children and minors are not allowed in high-risk areas such as: laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas, UA motorized vehicles, or other high-risk areas (no playing in stairwells or doorways);
- Minors who are not enrolled UAA students and children are not allowed in classrooms while classes are in session unless the faculty of record for a course has granted advance permission. Granting such permission is temporary and at the sole discretion of the faculty of record for each course and may be rescinded at any time for any reason. Granting such permission may vary from faculty to faculty. If a faculty member determines that the child/minor's presence in the classroom is distracting or disruptive to the learning environment or inappropriate given the topics to be covered, the faculty member may require the student and child/minor to leave the class session without prior notice.
- Children and minors participating in University sponsored or hosted events or camps must follow the guidelines established for those activities.

Minors seeking enrollment in UAA courses must submit their requests to the UAA Registrar or designee using the UAA Secondary School Student Enrollment Procedures found in the UAA class schedule, in the UAA course catalog, and on the UAA admissions and registration web pages.

In accordance with the definition of "child" in UA policy, any secondary school student under the age of 13 who is enrolled

in a UAA class with permission of the course faculty of record and the UAA Registrar or designee must be accompanied at all times and directly supervised by a parent or legal guardian while on a UAA campus. A parent or legal guardian registered for the same course may sit in the classroom with their child who is a student. The parent or legal guardian may monitor the classroom from the corridor serving the classroom if not registered for the course. Failure by the parent or legal guardian to directly supervise the student who is a child will result in the University administratively withdrawing the minor student from the class using the published withdrawal guidelines and refund schedules.

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 being withdrawn from the class or receiving a failing grade.

Official University Absences

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.

Student-Initiated Drop or Withdrawal

Students may drop a class according to the information found in the published class schedule each semester. After the last deadline for dropping a class, students may withdraw from the class through the twelfth week of class (for Fall and Spring semesters), prorated for shorter semesters. This will produce a designation "W" for the course on the student's cumulative transcript.

Faculty-Initiated Drop or Withdrawal

A faculty member may initiate a drop or withdrawal from a class of a student who fails to meet published individual course requirements. A student who fails to attend class within the first seven calendar days of the semester is also eligible for this action. Students who need to be excused from first-week attendance must contact the faculty member and receive permission before the first class meeting of the semester.

Campus Security Report

The Campus Safety & Security Report contains the UAA campus crime statistics for the three most current years; campus security measures; crime reporting and alert procedures; crime prevention strategies and educational programs; the sexual offenses policy, complaint procedures, and disciplinary actions for violations of alcohol and other drug policies. The report is available on line at <http://www.uaa.alaska.edu/safety>.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Act's intent is to extend the protections of sex offender registries to college campuses. Sex offenders who already must register with the State of Alaska, as required by state law, must provide notice to the State that they are employed, carry on vocation at, or are a student at the University of Alaska Anchorage. Members of the campus community may obtain information concerning registered sex offenders from the Alaska Department of Public Safety through the following web site: www.dps.state.ak.us/sorweb/sorweb.aspx.

UNIVERSITY STUDENT EDUCATIONAL RECORDS (FERPA) POLICY

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. FERPA affords students certain rights with respect to their education records. They are:

- a. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit a written (letter or FAX) request to Office of the Registrar that identifies the record(s) they wish to inspect. Office of the Registrar will make arrangements for access and notify the student of the time and place where

records may be inspected. If the records are not maintained by the Office of the Registrar, The Registrar designated staff will refer the student to the appropriate personnel or office to access the record.

- b. The right to request the amendment of a record that they believe is inaccurate or misleading. Students may ask the University to amend the student's education records if he/she believes they are inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the University denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. UAA may release, without consent, certain directory information. No one outside the University shall have access to, nor will the University disclose any other information from a student's educational record, without the written consent of the student, except to University officials with legitimate educational interests, 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 FERPA.

A University official with legitimate educational interests is a person employed by the University as an administrator, supervisor, instructor, or administrative staff member; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a member of the Board of Regents; a governmental entity or any other entity with which a student is placed as part of his or her education; or a student serving on an official committee (such as a judicial or academic review committee or scholarship committee), or assisting another University official in performing his or her tasks. A University official has

a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

The following information is designated as directory information by UAA:

- a. Names of students
- b. Dates of attendance at UAA
- c. Program/Major fields of study
- d. Degrees and certificates received including dates
- e. Participation in officially recognized University activities
- f. Academic and co-curricular awards, honors, and scholarships received, and dates received
- g. Weight and height of students on athletic teams
- h. Students' electronic mail addresses
- i. Hometown - city, state

In addition, UAA is required by federal law (The Solomon Amendment) to provide student directory information - name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, the educational institution in which the student most recently was enrolled - to United States Military Recruiting and Reserve Officer Training Corps personnel upon their request unless the student has submitted a non-disclosure request according to UAA procedures.

Students may inform the Office of The Registrar that he/she does not give permission for the University to release directory information. A written and signed request made by the student to not release his/her directory information must be given to the Registrar within two weeks of the start of the academic term. The requests for non-disclosure are valid until a subsequent written request to release directory information is received.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
(202) 260-3887

A complete copy of the UAA procedures on the application of FERPA, including procedures for challenging the content of one's records, is available in the Office of the Registrar. Links to the University of Alaska Board of Regents' Policy and University Regulation (09.04.00) regarding education records is on the web site: <http://www.alaska.edu/bor/policy/policy.xml>

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 that adversely affect them. The process used will depend on the nature of the complaint. Refer to the specific sections in this handbook 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 University Student Educational Records (FERPA) Policy section in this handbook.

For disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for **students with disabilities** refer to the University Regulation 09.06.00 on students with disabilities. Contact Disability Support Services at 786-4530 (V) 786-4536 (TTY) or the Campus Diversity and Compliance 504/ADA Coordinator at 786-4680 (V/TTY) for additional information and a copy of the UAA procedures.

For complaints of unlawful UAA employee **discrimination** based on race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status, pregnancy or parenthood, contact the Office of Campus Diversity and Compliance at 786-4680 (V/TTY) and refer to University Regulation 04.02.020. Contact the Dean of Students at 786-1214 for discrimination complaints about UAA students.

The University strongly encourages students to make their complaints known to the appropriate departments and individuals within the University. Students may also contact the U.S. Department of Education, Office of Civil Rights Washington, D.C. for Title IX (gender equity) and 504/ADA (disability) complaints.

For disputes related to **student employment**, refer to the dispute and grievance resolution section in Part IV of UA Regents' 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 UAA **employee** (faculty, administrative staff or student employee) conduct not covered in this section, contact the supervisor of the employee. Upon receipt of a written complaint, the employee's supervisor will review the written complaint and relevant information that is available, take action deemed appropriate to respond to the situation, and provide written notification to the individual who filed the complaint that the University responded to the complaint.

UAA provides one level of administrative review for decisions made by University employees. Individuals are encouraged to first attempt informal resolutions with the employee making the decision or the employee's supervisor. An individual seeking further review has the option of filing a written request with the employee's supervisor for decisions made by University employees not covered elsewhere in this section or in other University policies, regulations and procedures. The request must be signed and include all relevant information to be considered during the review. The supervisor will consider the information

available at the time of the review and provide written notification of the outcome to the individual who filed the request. The supervisor's written response will be the final decision within the University.

ACADEMIC HONESTY

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 that is based on sources prohibited by the faculty member. Substantial portions of academic work that a student has submitted for a course may not be resubmitted for credit in another course without the knowledge and advance permission of the instructor. Academic dishonesty is further defined in the Student Code of Conduct. 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 section. Certain academic actions are reviewable under the Academic Dispute Resolution Procedure contained in this section of this handbook.

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.

ACADEMIC DISPUTE RESOLUTION PROCEDURE

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to this procedure that implements the UA Board of Regents Policy 09.03.02 and 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.

Definitions:

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.

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.

Final Grade - 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 fifteenth class day of the next regular semester of UAA. The instructor or department chair/academic leader must respond to the request within five 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 five 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 fifteenth class day of the next regular semester. Within five 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.

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 twentieth class day of the next regular semester or within five 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 ten 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 three 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 the facts presented by the student, and without considering rebuttable evidence, might constitute arbitrary or capricious grading or a grading error, the committee will convene a formal hearing.

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:

- a. the request for a grade change is denied;
- b. 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
- c. 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 Reason

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 twentieth class day of the next regular semester, or within five 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:

- a. 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.
- b. 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 seven class days of the day the committee findings and recommendations are sent to the student.
- c. 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.
- d. 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 Academic Decision 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.

SEX OFFENSES POLICY

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 a sexual assault should report the crime to the University Police Department (UPD) or the local police. The Dean of Students Office, Student Health and Counseling Center, and/or the Department of Residence Life may provide initial support

services for students on the Anchorage campus. At community campuses, 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. Reported complaints of sexual assault will be investigated and to the extent possible, the identity of the individuals will be kept confidential. Whether or not criminal charges are initiated, the victim's right to file a complaint through the student judicial system or employee grievance process remains.

Should the alleged misconduct of a student be subject to review through formal hearing procedures, the accused and accuser will be afforded the opportunity to present relevant information, be accompanied by a support person, and be apprised of the results of the disciplinary review. Upon request, as reasonably available, assistance will be provided in changing academic schedules and living arrangements.

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, Dean of Students Office, and the appropriate dean's or 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: Dean of Students Office, the University Police Department, Department of Residence Life, and the Student Health and Counseling Center. The University catalog, class schedules, and this student handbook contain additional resource information.

UNIVERSITY OF ALASKA ANCHORAGE ALCOHOL POLICY

The University and Student Affairs 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 University community members. The University has the duty to exercise the degree of care that a reasonable person would to 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 policies 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; and (c) help individuals experiencing difficulties associated with the use of alcohol.

The Chancellor or the Vice Chancellor for Student Affairs 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 is not permissible and 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. Students may refer to the Student Code of Conduct section in this section.

Residential Community Alcohol Policy

UAA's residential communities provide a convenient and enriching living/learning environment. A major goal of the learning experience is to promote individual choice and responsible behavior. A major concern is maintaining an 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 alcohol policy for UAA's residential communities permits some residents who are a minimum of 21 years of age to possess and consume limited quantities of alcoholic beverages in certain apartments or suites in accordance with Department of Residence Life policies. All other restrictions on personal alcohol consumption, outlined under Campus Alcohol Policy and the Student Code of Conduct apply.

The Residential Community Alcohol Policy is subject to annual review by the Residence Hall Association (RHA) and the University administration.

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 (the Code). 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 while 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 action 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, or fails to complete disciplinary sanctions assigned by the University may be prohibited from reenrolling in courses until the charges or sanctions 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. (R09.02.020)

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.: (i) the action occurred during an event authorized by the University; (ii) 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 (iii) 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;
 - c. intimidation; or
 - d. 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 or other activity 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:**
 - a. 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 UAA 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.

UNIVERSITY STUDENT JUDICIAL REVIEW PROCEDURES

Definition of Terms:

A **judicial procedure** is a review undertaken by the University to establish if substantial information exists to determine whether it is more likely than not that a student violated the Code.

Major sanctions are defined as suspension, expulsion, and revocation of a degree. **Minor** sanctions are defined as those other than ones specified as major sanctions.

Days are defined as **class days**. 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. The exception is for incidents that occur in UAA's residential community during University holidays and breaks where days are defined as work days.

After an allegation of misconduct is made, judicial review procedures will commence with a preliminary investigation, at the conclusion of which the designated judicial officer will determine:

- a. determine whether to dismiss the charges; or
- 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.

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.

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.

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.

Findings, conclusions, and recommendations from either the judicial board or administrative review process to impose a major sanction proceed to the Chancellor after review by the the Dean of Students and the Vice Chancellor of Student Affairs. An 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

The University will afford each student subject to judicial proceedings due process appropriate to the alleged violation and the magnitude of potential sanction(s).

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

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.

Students may have copies of the records of their judicial proceedings at their own expense, after providing a signed written request.

Rights Afforded Injured Parties During the Judicial Process

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.

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

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 Dean of Students Office or the Department of Residence Life for incidents occurring in University housing involving students living on campus.

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,
- c. whether the charges, if substantiated, will subject the student to a major or a minor sanction.

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
 - (i) if a minor sanction is likely, that the matter will be pursued with an administrative review;
 - (ii) 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.

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.

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.

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. If the student chooses a judicial board hearing, the student will be notified in writing that:

- a. the names of witnesses, copies of any witnesses' written statements, or other documents on which they will be made available to the student for review at least three class days prior to the hearing;
- b. 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
- c. 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

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.

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.

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

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.

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

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

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.

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. Allegations 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.
- 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 Vice Chancellor of Student Affairs and;
 2. forward the record of the administrative review or judicial board hearing to the Dean of Students.
 3. DOS or designee will forward the record of the administrative review or judicial board hearing to the UCSA along with a recommendation regarding major sanctions and the process.

Upon written request from the judicial officer, the Dean of Students or designee may extend the deadline for notifying the student of the review or judicial board hearing decision.

Rules and Procedures Specific to an Administrative Review

At the scheduled meeting, the judicial 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. 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.

An advisor for the student may also be present during the review, but may not represent the student in the proceedings, nor speak or ask questions on the student's behalf unless authorized by the designated judicial officer.

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.

Rules and Procedures Specific for Conducting Judicial Board Hearing

The Judicial Board composes two currently enrolled student 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 USUAA president. The Dean of Students will appoint student representation if the USUAA President fails to appoint students to the judicial board within a reasonable period of time. Faculty/staff appointments and alternates will be made by the Dean of Students.

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.

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.

An advisor for a student may be present and may represent the student during the hearing. The accused student will have the opportunity to question and hear all witnesses relied upon by the University.

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.

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. 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.

Appeals must be submitted in writing within seven class days of the day the decision is sent to the student, and in accordance with the UAA rules and procedures.

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.

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. The Dean of Students or designee will forward a recommendation regarding the major sanction and the process to the Vice Chancellor for Student Affairs.

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 Vice Chancellor of Student Affairs within seven class days of the day the findings, conclusions, and recommendation are sent to the student, in accordance with UAA rules and procedures.

The Vice Chancellor for Student Affairs will conduct a review of the record within fourteen class days and may:

- a. affirm or modify the recommendations 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 action as the Vice Chancellor or designee deems appropriate.

The Chancellor will ordinarily render a decision within seven class days of the receipt of the recommendation from the Vice Chancellor for Student Affairs. The Chancellor may dismiss the charges, impose a major or minor sanction, or take such other action as the Chancellor deems appropriate.

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 Vice Chancellor for Student Affairs, the Dean of Students, Campus Director, or their 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 and Reinstatement of University Benefits

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.

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.

Probation – A written warning which includes the probability of more severe disciplinary sanctions if the student is found responsible for violating the Code during a specified probationary period.

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

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.

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.

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.

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. The UAA Chancellor has sole authority to suspend a student and may not delegate this authority.

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. The UAA Chancellor has sole authority to expell a student and may not delegate this authority.

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. The UAA Chancellor has sole authority to revoke a degree and may not delegate this authority.

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

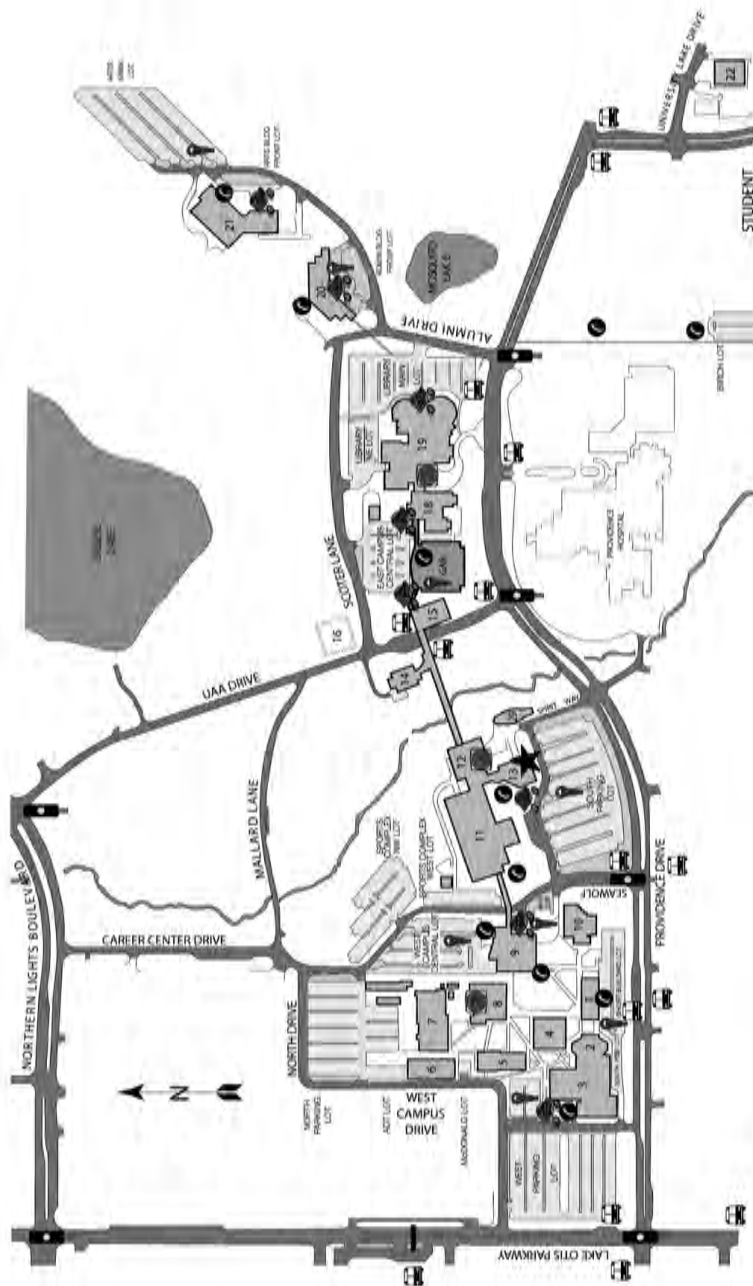
The conditions, if any, for re-enrollment and reinstatement of University benefits lost through imposition of a sanction will depend upon the disciplinary sanctions imposed and will be specified in the notification of sanction.

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 Dean of Students Office. After review and recommendation by the Dean of Students, the Chancellor will consider the students' requests for reinstatement. Any student who is reinstated will be on University disciplinary probation for at least one year from the date of re-enrollment.

Final University Decision

The University will inform a student in writing when a decision constitutes the University's final decision in any review procedure. Where applicable, the notification of final decision will also state that further redress on the issue may be had only by filing an appeal with the Superior Court of Alaska; that, in accordance with Alaska Appellate Rule 602(a)(2) regarding appeals from administrative agencies, the student has thirty calendar days after the University has mailed or otherwise distributed the final decision to file an appeal; and the failure to file an appeal constitutes acceptance of the decision and a waiver of any further legal rights.



2008 - 2009 IMPORTANT DATES

FALL

AUGUST 25

Add/Drop Period Begins

SEPTEMBER 2

100% Tuition and Fees Refund
Deadline (5 PM)

Last Day to Add/Drop Full
Semester-length Courses
Online

SEPTEMBER 3

Faculty Approval Required to
Add Course

SEPTEMBER 9

50% Tuition and Fees Refund
Deadline (5 PM)

Add/Drop Deadline

Audit-to-Credit Deadline

Payment Deadline

SEPTEMBER 10

Credit-to-Audit Period Begins
(Requires Faculty Signature)

Withdrawal Period Begins Online

NOVEMBER 17

Credit-to-Audit Deadline

Open Entry/Course Add Deadline

Withdrawal Deadline

SPRING

NOVEMBER 17

Open Registration Begins

JANUARY 20

100% Tuition & Fees Refund
Deadline for Full Semester
Length Courses

Faculty Signature Required to
Add a Course

Last Day to Add/Drop Full
Semester Length Courses Online

JANUARY 27

50% Tuition & Fees Refund
Deadline for Full Semester
Length Courses

Audit to Credit Online
Payment Deadline

JANUARY 28

Credit-to-Audit Period Begins
(Requires Faculty Signature)

Withdrawal Period Begins Online

APRIL 10

Credit to Audit Deadline

Withdrawal Deadline

MAY 3

Commencement

*Dates and deadlines shown are for regular,
full semester-length courses.*

**Application for Admission to
Certificate or Degree-Seeking Status:**

Spring 2009 (Nov. 3, 2008)

**Application for
Graduation:**

Spring 2009 (Sept. 15, 2008)
Summer 2009 (Mar. 2, 2009)