



Graduate School
UNIVERSITY *of* ALASKA ANCHORAGE

Graduate Student Handbook

Or

**Everything You Need to Know about Graduate School
But Didn't Know to Ask**

Office of the Graduate School

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Table of Contents

	Page
Cover Page	1
Office of the Graduate School.....	2
Graduate School Staff.....	2
Email.....	2
Website.....	2
Graduate Student Mailing List Serve.....	2
Table of Contents.....	3
Greetings!	5
Expectations	5
Student Roles and Responsibilities	5
Appointment of Graduate Advisor/Committee	5
Regulatory Approvals.....	6
Graduate Studies Plan (GSP).....	6
Annual Report (of Graduate Student Progress).....	7
Graduate Requirement Report for Graduates (GRR).....	7
Request for an Outside Examiner (Doctoral).....	8
Advancement to Candidacy (Doctoral).....	8
Keeping Track in Your Program.....	8
Registration Requirements.....	8
Leave of Absence.....	9
Time Limitations on Program.....	9
Grade Point Average and Grade Requirements.....	9
Residency Requirement and Transfer Credit.....	9
Collaborative PhD Students.....	10
Course Restrictions.....	10
Student Guidelines for Publishing Papers, Theses, Dissertations, etc.....	10
Financial Support and Other Resources.....	14
Graduate Assistantships.....	14
Teaching Assistantships.....	14
Research Assistantships.....	14

Service Assistants.....	14
Grants, Scholarships and Fellowships.....	14
How to Deal with Problems.....	15
Academic Problems.....	15
Problems with Research.....	16
Problems with Money.....	17
Problems with your Graduate Advisor.....	17
Professional Behavior of Faculty.....	19
Equal Educational Opportunity and Nondiscrimination.....	19
Time Management Tips.....	20
Graduate School, Faculty, and Staff Roles and Responsibilities	20
Committee Chair (Graduate Advisor).....	20
Committee Members.....	22
Department Chair.....	22
College/School Dean.....	22
Graduate School Staff.....	22
Graduate School Dean.....	23
Being an International Student at UAA.....	23
Immigration Requirements.....	23
Status.....	24
Working on Campus.....	25
Financial Aid.....	25
Health Insurance.....	25
Student Resources at UAA	25
2015-2016 Dates to Remember	28
UAA Main Campus Map Link.....	28
Graduate Students Are Vital to UAA.....	29



Graduate School

UNIVERSITY of ALASKA ANCHORAGE

Greetings!

Congratulations on your acceptance to your UAA graduate degree or certificate program. The Office of the Graduate School is here to assist you during your time at UAA. This handbook has been prepared to help you through your graduate program and is to be used as a guideline for navigating your way through the UAA system. As you read through, make notes, ask questions, and give us feedback on how to make this a better resource. Once again, congratulations and best of luck with your studies!

The Graduate Student Handbook will acquaint you with general information, procedures, and policies with regard to UAA graduate degree and certificate programs. Together with the UAA catalog, this handbook will provide you with information about graduate program requirements and your responsibilities as a student. **Please note that the UAA catalog is the ultimate authority. This handbook does not supersede the UAA catalog.** Please use it as a reference and if you cannot find an answer to a specific question, or you question if information is appropriate to your program of study, please do not hesitate to contact your graduate advisor, your degree program office, or the Graduate School. *Please note that not all information in this handbook will fit all degree programs. Many programs have their own departmental graduate handbooks that should provide you with a wealth of additional information.*

Expectations

As a graduate student, you are fully responsible for knowing and complying with all of the regulations and requirements for the completion of the graduate degree you are seeking. For this reason, it is essential that you become familiar with the policies and regulations outlined in this handbook, in the UAA catalog and on the Graduate School website at www.uaa.alaska.edu/graduateschool. All forms can be found on the Graduate School website.

Student Roles and Responsibilities Include:

- **Appointment of Graduate Advisor/Committee**

For those programs requiring a thesis or project, identify and seek departmental approval for a committee of three (Master's) or four¹ (Ph.D.) faculty willing to supervise your graduate plan, including the final thesis/project/dissertation². The committee must include a chair (or graduate advisor), who is the faculty member with whom you work most closely on your research project or thesis. Some departments permit affiliate faculty, community members, or other qualified persons to serve on graduate committees. Check with your department to find out the policies on committee composition.

Decide, in consultation with the graduate committee chair/graduate advisor, an

¹ A few departments may require that five faculty members serve on a Ph.D. committee; check with your department for its specific committee requirements.

² Throughout this manual, "Thesis" is used interchangeably with "Dissertation".

appropriate topic for research or for your project.

Draft a description of the project and receive committee approval prior to enrolling in the thesis/project credits.

Consult with your committee chair/graduate advisor about obtaining any regulatory approvals required for your research. University and/or agency approvals are needed for research involving human subjects, vertebrate animals, marine mammals, endangered species, public lands, radioactive materials, biohazards, hazardous materials, and other regulated activities. Note that in many cases the approval process is lengthy, so get started early.

Complete any training required to comply with regulations governing your research or to help ensure your safety while conducting research. For example, the University requires that you have training to work in laboratories and remote field locations, and to work with human subjects, vertebrate animals, hazardous materials, and radioactive materials.

o **Regulatory Approvals**

Consult with your committee chair about obtaining any regulatory approvals required for your research. University and/or agency approvals are needed for research involving human subjects, vertebrate animals, marine mammals, endangered species, public lands, radioactive materials, biohazards, hazardous materials, and other regulated activities. Note that in many cases the approval process is lengthy so get started early. Complete any training required to comply with regulations governing your research or to help ensure your safety while conducting research. For example, the University requires that you have training to work in laboratories and in remote field locations, and with human subjects, vertebrate animals, hazardous materials, and radioactive materials.

If you have any questions, contact the Office of Research Compliance at 907.786.1099.

o **Graduate Studies Plan**

You should have an initial meeting with your graduate advisor/committee before the end of your first semester of enrollment absolutely, no later than your second semester. At this meeting, the advisor should discuss the Graduate Studies Plan and agree on its content. GSP's are entered directly into DegreeWorks. Yearly, you should also submit an [Annual Report of Graduate Student Progress](#) form, which is an official record of your committee meetings. You should meet formally with your advisor/committee at least once per year.

In consultation with your graduate advisor/committee, prepare an official Graduate Studies Plan in DegreeWorks, which lists the courses you need to take to fulfill your program requirements. The GSP serves as a road map for graduate study and should be drafted early in your program (preferably by the end of your first semester of study). The GSP also serves as a working agreement of mutual expectation and should be written collaboratively between you, your advisor, and your committee. The completed Graduate Studies Plan must be approved by your graduate advisor, the department chair, the dean of your college, and the Dean of the Graduate School. The original plan is filed in DegreeWorks. If you are seeking an Interdisciplinary Studies Degree, another copy is kept in the Graduate School.

The GSP not only contains the specific degree requirements, but also indicates the

mechanism for fulfilling these requirements (e.g., via course work, examinations), and a projected timetable for completing various requirements, and lists your committee members. Depending on the length of your degree program, the first draft of the GSP may be your final one, although it is not unusual to find it necessary to revise your GSP. Possible reasons for revising a GSP include a planned course being cancelled, initial results or funding changes dictating a change in research direction, etc. Revising the GSP is permitted and encouraged.

- **Annual Report of Graduate Student Progress**

Meet frequently with your graduate advisor and with the other committee members. Once a year is an absolute minimum for arranging a meeting with your advisor or the entire committee. More frequent meetings are strongly suggested, especially at the beginning and end of your program. Most students should meet with their graduate advisor at least monthly to discuss their progress, especially when actively conducting research and writing a thesis. **At one meeting each year, you and your advisor will develop a progress report.** Your advisor/committee will submit an [Annual Report of Graduate Student Progress](#), which will indicate whether or not you are making satisfactory progress toward your degree. Note that your progress must be satisfactory to receive TA, RA, or Fellowship support through the University. Students who fail to correct deficiencies indicated by reports indicating probation can be removed from degree-seeking status on the recommendation of their advisor/committee, department chair, and dean. Your annual report will be kept in your graduate student file in your home department and a copy will be sent to the Office of the Graduate School. If you are not satisfactorily progressing through your program, your advisor/committee will submit a progress report indicating “Probation” and will usually specify the conditions that you must meet to return to good standing and achieve satisfactory progress. Students receiving a report indicating “Probation” should arrange to meet with their advisor/committee frequently over the next year (e.g., every two to three months) to report on progress.

IMPORTANT NOTE: An Annual Report must be submitted to the Office of the Graduate School by May 15th of each year.

- **Report of Defense Forms**
 - **Report on Thesis/Dissertation Defense**
 - **Report on Project Defense**
 - **Report on Oral/Written Defense**

Master’s Students: Most Master’s programs require a written and/or oral comprehensive examination to determine whether the student has integrated knowledge and understanding of the principles and concepts underlying major and related fields. Some programs (M.B.A., M.P.A., M.C.E., M.Ed.) allow or require a capstone course or synthesizing paper instead of the comprehensive examination. A few Master’s programs require the student to complete a written and/or oral qualifying examination before advancement to candidacy. This examination is an interim evaluation of academic progress. Some programs integrate the comprehensive exam into the thesis defense and don’t offer a separate exam. It is your responsibility to know your department’s requirements for the exam, how it is administered, and the date it is given.

Doctoral Students: All Doctoral students must pass a written comprehensive examination, and most programs require an oral comprehensive examination as well. **See**

the catalog and departmental policies to find out which of these examinations apply to your program.

All Students: After the completion of your examination your department will submit the appropriate report form, signed by your committee chair, the department chair, and the dean (and, for Ph.D. exams, the outside examiner). It is your responsibility to see that this form is completed and submitted to your college or school.

Most departments have written policies on how many times a failed comprehensive examination can be repeated. Such policies usually state that graduate students will be dismissed from the program if they fail the comprehensive examination either two or three times, but some programs allow more attempts.

- **[Request for Outside Examiner](#)**
Ph.D. students must submit a [Request for Outside Examiner](#) form to the UAA or UAF Graduate School, depending on your home campus, at least two weeks before an oral comprehensive examination. Outside examiners are not required for Master's students, but may be part of your program if you and your committee decide to include one.
- **[Advancement to Candidacy for Doctoral and Anthropology MA Students](#)**
Advancement to candidacy formally establishes your specific degree requirements, and it is in the best interests of you and your advisor and/or committee that you apply for candidacy as soon as you qualify. Ph.D. students can advance to candidacy as soon as they have finished any required course work and passed the comprehensive (or qualifying) exam. This form must be submitted at least one semester before you plan to graduate. The finalized Graduate Studies Plan should be used as a basis for completing the [Application for Advancement to Candidacy](#), but it is not necessary to submit a Graduate Studies Plan with the [Application for Advancement to Candidacy](#) form. **Note that once you have submitted this form, any subsequent changes in your program will require your submission of a new [Application for Advancement to Candidacy](#).**
- If your English skills are not sufficient for you to fully benefit from courses, carry out your responsibilities as an RA or TA, or complete high-quality written work (including a thesis or project), seek help early. UAA, through the College Preparatory and Developmental Studies Department, offers ESL courses and writing courses. The UAA Reading/Writing Center (RWC) offers assistance to help with your writing.

Keeping on Track in Your Program

- **Registration Requirements**
As a graduate student, continuous registration is expected every semester as appropriate for the program, from admission through graduation, until all requirements for the degree are completed. You must be registered for at least one credit per academic semester in 600-level graduate or 400-level courses relevant to your degree program and listed on your GSP, while actively working toward your degree. Or, you may register for Extended Registration and pay the continuous registration fee (equal to one graduate credit). See Graduate School calendar for the deadline date. Each college or school has a separate CRN for Extended Registration. Those who wish to temporarily suspend their studies

should obtain an approved leave of absence. To find the college CRN for extended registration, go to Class Search on UAOnline.

- **Leave of Absence**

While graduate students are expected to make continuous progress toward completion of their graduate programs, there are instances when continuous registration is not possible. If you need to temporarily suspend your studies, you must apply for a leave of absence through your graduate advisor and committee chair. If the leave is approved, you will be placed on inactive status. Inactive status does not negate the policy which requires that all credits counted toward the degree, including transfer credits, be earned within a consecutive seven to ten year period prior to graduation, depending upon degree. If you fail to make continuous progress or to obtain an approved leave of absence, you may be removed from graduate degree-seeking status. The [Leave of Absence](#) form is available on the Graduate School website.

- **Time Limitations on Program**

You may elect to graduate under the degree requirements in effect the first semester of your enrollment in your graduate degree program, or under the catalog in effect when you graduate. However, if you do not meet the continuous registration requirements, you waive the right to use the catalog in effect when you first entered your graduate program; you must use either the catalog in effect during the semester of your re-entry or the catalog in effect when you graduate.

All non-academic policies and regulations listed in the current catalog apply, regardless of the catalog you are using for your degree requirements. All course work listed on your final [Graduate Studies Plan](#) for Master's candidates or your [Application for Advancement to Candidacy](#) form for doctoral candidates, plus all other degree requirements must be satisfactorily completed, within seven years for a Master's degree, and ten years for a doctorate.

- **Grade Point Average and Grade Requirements**

You must have a cumulative GPA of 3.0 (B) for good standing, and to maintain a research, teaching, or service assistantship (if applicable). In order to graduate, you must earn a 3.0 GPA in courses identified on your final [Graduate Studies Plan](#) or [Application for Advancement to Candidacy](#) form. You must earn an A or B grade (no P grades) in 400-level courses; a C grade will be accepted in 600-level courses for the purpose of satisfying degree requirements, provided you maintain a B-grade average overall.

- **Residency Requirements and Transfer Credit**

In general, credit earned at UAF or UAS is not considered resident credit. The Graduate School dean or designee may allow credit earned at other universities with the UA system, excluding thesis credits and credits used towards another degree, to satisfy UAA program requirements, as long as at least 9 credits applicable to the student's program are earned at UAA after acceptance into that program. However, if a program is delivered collaboratively with UAF and/or UAS, credit from each participating institution will be counted toward fulfillment of residency requirements.

Credits from domestic and international institutions for which there is an approved affiliation or exchange agreement is also considered resident credit. Other resident credit

includes University of Alaska correspondence study, and all forms of UA distance-delivered curriculum.

Up to 9 semester credits or the equivalent earned at a regionally accredited institution and not previously used to obtain any other degree or certificate may be transferred to UAA and accepted towards a graduate degree. Acceptance of transfer credits toward program requirements is at the discretion of the individual program.

- **Collaborative Ph.D. Students**

Students admitted into the PhD program have the option of obtaining the UAA M.S., Clinical Psychology degree while en route to the PhD. To pursue the M.S. Degree in Clinical Psychology, contact the UAA Psychology Department.

The Ph.D. thesis defense is to be conducted on the UAA campus. Check with your departmental program coordinator for specific requirements.

- **Course Restrictions**

You may not use credit by examination; audited courses; 100-, 200-, 300-, and 500-level courses; or courses taken under the credit/no credit option to fulfill the basic course requirements of any graduate degree program. No more than nine credits of directed study, independent study, and/or individual research may be included in an Interdisciplinary Studies degree. The Dean of the Graduate School must approve requests for exceptions to these limits.

Student Guidelines for Publishing Papers, Theses, Dissertations, etc.

- **If you will be submitting papers for publication based on your research, discuss authorship with your graduate advisor. *You must be first author on any paper that is used as a chapter in your thesis.*** Your graduate advisor can help you in selecting the most appropriate journals for publication.
- **A dissertation is required of every candidate for the Ph.D. degree, and a thesis is required in many Master's degree programs,** as indicated under specific degree-program requirements. In other programs a project is prepared rather than a thesis. Within your first semester of graduate study you should know whether you are writing a thesis or preparing a project. The Graduate School has imposed few requirements (such as the Signature Page and Title Page and 1" margins) on the format of a project report in the non-thesis option; you must obtain specific project format requirements from your department. All projects are uploaded to the University of Alaska Institutional Repository.
- **Note that deadlines (e.g., for thesis submission) published by the college or school only indicate when the item needs to be submitted to their office.** Especially in the case of theses, and also in the case of projects, there is a long review process involving your advisor and/or committee, the department chair, and the dean of your school or college. At minimum, this process will take six weeks to a month. In many cases, more time is required. Check with your department for their internal deadlines. Also, check with your committee members, department chair, and dean on their availability. Sometimes, for example, committee members will be gone for extended periods, conducting field research, or attending professional meetings, etc.

Graduate School deadlines are posted on the Graduate School web site.

- **Obtain editorial help if necessary to meet the thesis/project quality standards of the University and your graduate program.** You must also adhere to the style manual(s) approved by your department and to the UAA thesis formatting requirements. In addition to meeting the academic standards of your program, theses must be **entirely correct in terms of spelling, punctuation, grammar, and syntax**. Departments apply these standards to projects, as well.
- **Prior to writing your thesis or dissertation, download the Thesis Formatting Handbook from the Graduate School Web site:**

http://www.uaa.alaska.edu/graduateschool/thesis/upload/UAA-Thesis-Formatting-Handbook_07-01-14.pdf.

PLEASE READ THE FORMATTING HANDBOOK!!

- **Work with your committee while you write, asking for their comments and suggestions, and their help if you have reached a block.** Do not feel like you are bothering your committee by keeping in communication with them. It is better to stay in touch, even if you are not making as much progress as you or the committee would like.
- **Thesis Format Check.** UAA may reject a thesis that is not properly formatted. We encourage you to contact The Graduate School Director, Elisa Mattison, to check sample pages of your thesis, prior to its submission deadline, to avoid last-minute delays or revisions. The Graduate School has walk-in thesis formatting advising on Fridays from 3:00 pm to 5:00 pm. Individual appointments for advising are also available. Students must have their Signature Page reviewed prior to their thesis defense. It is required to have the thesis reviewed after the thesis defense. The Office of Continuing Education offers workshops in using MS Word to Format Your Thesis. The workshops are \$75 and highly recommended. Please check <http://www.uaa.alaska.edu/continuing-education/workforce-training/index.cfm> for the current schedule of offerings.
- **Defend your thesis prior to final approval.** Most departments also require a thesis/project/dissertation defense. After the committee has had the opportunity to review a complete draft of the thesis or project (two to three weeks is the minimum time required by most committees), you should consult with your committee to find out if your thesis or project is ready to be defended. If so, you and the committee should set a time that is agreeable to all committee members and consistent with any department policy, reserving a room for the defense, and **(Ph.D. students only) submitting a [Request for Outside Examiner](#) form to the UAA Graduate School/UAF Graduate School at least two weeks before the defense.** Faculty members have many obligations that can't easily be changed (e.g. field research), and defenses must be scheduled so that all committee members can attend. With approval of the department chair, committee members may attend by audio or video conference, but this is undesirable and should be avoided if possible. **After the defense, a signed [Defense Report](#) form needs to be completed and forwarded to the Graduate School for signatures.**
- **Understand that before final acceptance, all members of your committee, the department chair, the Dean of your School or College, and the Dean of the Graduate**

School must approve your thesis. Any of these individuals may require you to make changes or corrections. Your committee is primarily responsible for evaluating your thesis; they will consider both the academic standards of your field and the quality of presentation (e.g., clear and correct writing, neat and easy-to-understand figures). Usually, your advisor or the committee will give you required changes or corrections shortly after your defense. You must make those corrections before your advisor or committee members will sign the signature page of the thesis, which signifies their final approval. In most departments, the department chair also conducts a thorough review, to check for any overlooked errors, and to monitor the quality of theses for the program as a whole. The department chair will sign the signature page after you have corrected any additional errors found. Most deans read only parts of theses, or selected theses, again for the purpose of monitoring quality, but they too can require changes before signing the signature page. The Graduate School checks that format and style conform to UAA standards, and the Dean of the Graduate School reviews all theses. You must also correct any errors that he/she finds before his/her final signature is given.

- **Extensions:** It is obvious that the many steps in the evaluation process require a substantial amount of time. This is why departmental deadlines for thesis submission are set well before the end of the semester. If you think you will miss a deadline, but will be very close to meeting it, you should check with your committee chair about requesting an extension. To get an extension from the Graduate School deadlines, **the request must be submitted in writing by the committee chair (not the student).**

Your graduate advisor must write a memo to the Dean of the Graduate School through their Department Chair and College/School Dean, requesting the extension on your behalf and outlining the circumstances behind the necessity of the request. Requests directly from students are not accepted. Requests for exceptions should be made no later than:

Fall Graduation: December 1
Spring Graduation: April 1
Summer Graduation: July 1

Your Department Chair and Dean must sign the memo showing that have acknowledged and support this request for an extension and they will be available to review your thesis/ No extensions will be granted for any time after December 15th for fall, April 15th for spring, July 21st for summer as this does not leave enough time for the Graduate School staff to review thesis/dissertation, time for you to make any necessary corrections, and clear you to graduate by the deadline imposed by the Office of the Registrar.

If an extension is granted and you do not make the deadline, you will be required to register and pay for Extended Registration credits for each semester until you finish your thesis and submit it to the Graduate School.

- **Thesis Electronic Submission**
Electronic Thesis Submission (ETD) for theses and dissertations is mandatory. Please check the thesis webpage for information about ETD, and the Workshop webpage for announcements regarding upcoming training dates and times for formatting workshops.

Deadlines for Final Thesis Submission to the Graduate School: (The Signature Page complete with all approving signatures except for final formatting review and approval by the Graduate School Dean.)

Fall Graduation: December 10

Spring Graduation: April 10

Summer Graduation: July 10

If the Graduate School thesis deadline falls on a weekend, the deadline becomes the following Monday. For example, if December 10th falls on a Saturday the default deadline would become Monday, December 12.

Please consult your college or school dean's office for their thesis submission deadlines for each semester to allow adequate time for their review prior to submission to the Graduate School Dean. Please check with your college or school Dean for their deadlines so that they may have sufficient time to read the thesis and return them to students for final submission to the Office of the Graduate School on the ETD website.

The Thesis Submission Flowchart

[Thesis Submission Flowchart](#) gives Graduate Students step-by-step guidance to submit their documents for review and approval.

Electronic Thesis Submission

You must upload and submit your thesis electronically at UMI ETD Administrator's website <http://www.etsadmin.com/uaa.alaska>.

Steps for Electronic Thesis Download:

- 1) Enter website at [UMI ETD Administrator - Submitting Your Dissertation/Thesis](#).
- 2) Go to the students tab and click on submit to upload your final thesis on the site. More are online instructions are available if you need them.
- 3) At this point, you have uploaded your final approved submission.

The Office of Degree Services is notified by the Graduate School upon approval of the thesis by the Dean of the Graduate School. Degrees are dated and posted immediately by the Office of Degree Services during the semester in which all degree requirements are completed.

- **Posting of the final degree is dependent on meeting all degree requirements and will be posted by UAA Degree Services.** Note that matters such as unpaid parking tickets can become a serious issue at this stage.
- **NOTE: Participating in Commencement and/or the Hooding Ceremony does NOT mean that you have graduated. You have graduated when your degree is posted and your official transcripts are updated to reflect the completion of your degree program. Degrees are posted anytime during the semester in which you have completed all degree requirements.**

Financial Support and Other Resources

There are a variety of different types of financial aid available to graduate students at UAA. The most prevalent are graduate assistantships.

Graduate Assistantships are awarded to qualified graduate students by each program. Typically graduate students are awarded a research or teaching assistantship at the time they are admitted into their program and are re-awarded each semester. Graduate assistants can be paid for a maximum of 20 hours per week while school is in session. **Students with assistantships must be registered for at least 9 credits during the fall and spring semesters (audited credits are not eligible).** Graduate Assistants also receive tuition awards and paid health insurance benefits.

- **Teaching Assistantships** include tuition remission by the University for not more than 9 credits to cover three courses during each semester if the workload is 15 - 20 hours per week. If the workload is 10-14 hours per week, no more than five credits will be included. No tuition remission will be included if the workload is less than ten hours per week.
- **Research Assistantships** include tuition remission by grants/contracts for no more than 9 credits to cover three courses during each semester if the workload is 15-20 hours per week. If the workload is 10-14 hours per week, no more than five credits will be included. No tuition remission will be included if the workload is less than 10 hours per week.
- **Service Assistantships** include tuition remission by the University for not more than 9 credits to cover three courses during each semester if the workload is 15 - 20 hours per week. If the workload is 10-14 hours per week, no more than five credits will be included. No tuition remission will be included if the workload is less than ten hours per week.
- Please refer to the Graduate Assistant Handbook for additional information.

*Note: Your workload should never be more than 20 hours per week. Please contact The Graduate School if this requirement is not being followed.

Grants, Scholarships, and Fellowships are available from several different sources both on and off campus. Grants are typically based on your financial need, while scholarship awards are based on academic achievement and promise as well as financial need. These types of aid do not have to be repaid. Most grants and scholarships are designed for undergraduate students, although there are a few available for graduate students.

Privately funded scholarships are also available at UAA. **UAA awards scholarships throughout the year; therefore, deadlines will vary.** Please check the scholarship website at: <http://www.uaa.alaska.edu/scholarships/>. Early applications are strongly encouraged. The Financial Aid Office coordinates scholarship applications with various departments, which evaluate the applications for designated scholarships. All students wishing to compete for scholarships must complete the FAFSA form found at: <http://www.fafsa.ed.gov/>

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

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

How to Deal with Problems

The specific examples below can't include all of the problems you may face in completing your graduate degree. **In general, if you don't know what to do in a particular situation, ask your graduate advisor or department chair.** If they can't resolve the problem, you can talk with your school or college dean or with the Graduate School.

Academic Problems

- a. Your GPA falls below 3.0. You cannot advance to candidacy or graduate with a GPA (since enrolling in your graduate program) below 3.0. However, if the problem is due to a C in only one or two courses, then you may be able to overcome it by retaking the course(s) and earning a better grade, or earning an A or two in other courses. Talk to your graduate advisor about the courses you should take in subsequent semesters. For example, you may need to take an undergraduate course to prepare for a retake of the course in which you did poorly.
- b. You are doing badly in a course. If you see that there is no way you can succeed in the course, it is probably best to withdraw. However, you should consult with your committee chair before making this decision. Some things to consider are:
 - Is this a required course?
 - Will it be offered again before I want to graduate?
 - Does this course cover material I need to know to carry out my research or complete comprehensive examinations? If so, can I delay those until after I retake the course?
 - If you are an RA, a TA, an international student, or a recipient of most kinds of fellowship support and financial aid, you must be a full-time student. You may have to add another course, research credits, or thesis credits as needed to maintain full-time status.
- c. You are doing badly in a course but can't withdraw. This is a difficult situation, but here are some things to try:
 - Talk with the instructor. Sometimes they can offer extra help, additional reading materials, or other suggestions.
 - Talk with your committee chair/graduate advisor. Sometimes they will be able to help with the material or suggest other faculty or students who might help.
 - Try to find a tutor among other graduate students who have recently taken the class. Some will help for free, but some will want to be paid and you should compensate them if you really need the help.
 - Try to set aside other obligations or activities so you can focus more effort on the class. If you have no "free" time to give up, talk to your RA or TA supervisor.

They might be willing to allow you to reschedule your work, e.g., work less in the week before finals, but more in the week after. However, this isn't always possible, especially for TAs teaching classes or labs.

- d. You think a course grade or an academic decision (e.g., failure of a comprehensive examination or thesis/project defense, or a dismissal) was not made fairly based on your performance. The UA Board of Regents has established an appeal process for this. The appeals process is detailed on the Web site listed at the end of this section. However, the first step is to approach the faculty member(s) involved, ask for an explanation of the grade or the decision, and provide any information that you think should be considered. If the faculty member(s) do not think that the grade or decision should be changed, then you may begin the formal appeal process. Note: There are deadlines for appeals, so you must begin the process very soon after the end of the semester when the grade was awarded, or immediately after receiving notification of an academic decision.

Grade appeals and appeals of academic decisions typically succeed only if the student can show that the grade or decision was “arbitrary and capricious.” For example, if the grade was not based on course grading policies stated in the syllabus, this can be grounds for a successful appeal. Similarly, if comprehensive examinations or their evaluation did not follow departmental policies, an appeal might be successful. Appeals are usually not successful when they involve questioning academic standards or a faculty member's academic judgment. A complete copy of the Academic Dispute Resolution Procedure can be found in the UAA Fact Finder/Student Handbook, or go to <http://www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm>

Problems with Research

- a. You don't know what to do to take the next step with your research or to resolve a problem that has arisen with your current approach. Ask your committee chair/graduate advisor, other committee members, other faculty (including those in different departments, if the problem lies in an area where they have special expertise), or other graduate students. They can often at least suggest a direction to pursue. However, you should understand that, especially at the Ph.D. level, you will probably reach a point where you know more about some of the specifics of your research than does your committee. So, you may need to work on the problem yourself. Perhaps you can find an answer through library research. Or, perhaps an expert at another university would be willing to offer advice by phone or e-mail. Sometimes, the answer may be to take another class, if, for example, you do not know enough statistics to complete your data analysis.
- b. You need supplies, equipment, or other resources. Sometimes department chairs, research institute directors, deans, the Graduate School, or the Graduate Student Association can provide small amounts (a few hundred dollars) of assistance, if you have no other way to get what you need. Usually, any request needs to be endorsed by your graduate advisor, and unfortunately funds are very limited. For larger amounts, discuss with your committee chair/graduate advisor the possibility of writing a proposal to an external agency or organization. (Students, with rare exceptions, cannot submit proposals as Principal Investigator for Sponsored Programs; a faculty member generally must fill that role.)

- c. You don't like doing your research. On one level, this is common. In this respect research resembles mountain climbing; it's great to get to the top, but the climb itself isn't necessarily that much fun, especially on the steep parts.

There are few kinds of research that don't involve doing something boring or even unpleasant part of the time, as is true of most jobs. And there are few graduate students who don't think to themselves, at some point: *Why am I doing this? Was that job waiting tables as bad as this?*

However, if you dislike almost everything about your research and/or the courses you are taking for most of your first year; perhaps it is time to reassess. Especially if you are in a Ph.D. program, you have many years of graduate work ahead. Further, the careers you have to choose from when you finish could well involve your doing much the same thing for 30 years or so. Think about the following questions: Would another field better suit your interests? Would it be possible for you to change to another project within your department? Should you take a leave of absence and try working for a year? Should you drop out and do something entirely different?

Problems with Money

Your research or teaching assistantship has ended, but you are not finished. If you anticipate the end of financial support when you still have 1-2 semesters to program completion, you should apply for additional financial aid as soon as possible.

Sometimes faculty in your department or related fields will have short-term RAs available to carry out specific tasks. These, of course, will not be related to your thesis research, but they may provide useful experience. The best way to find out about these assistantships is to ask faculty in your department, and in departments with allied research interests. These assistantships are usually not advertised in any central location.

Of course, you should pursue all possible funding sources through Financial Aid. Some students take a leave of absence, to work and save money before returning to school. Others take a job and continue with graduate school part time.

If you are a Ph.D. student, you may have several years of work remaining when your teaching or research assistantship ends. Many Ph.D. students in this situation seek funding by working with their advisory committee chair to write proposals to external agencies and organizations. The success rate varies dramatically among fields, and it is often not high. Begin seeking funding as soon as possible, preferably well before the research or teaching assistantship expires.

Problems with your Graduate Advisor

- a. Your graduate advisor is too demanding. You feel you can't possibly do what he or she expects. Faculty and departments vary in what they expect of graduate students. In general, high expectations are good; most people do their best when challenged. However, occasionally a graduate advisor (who usually is also supervising your research or teaching assistantship) will make demands that seem unreasonable. To assess the situation, look at other students in similar positions in your department, or others in the same school or college...are you being treated much differently? If not, and others seem to be coping, ask them for advice. What strategies do they use to deal with the workload?

If you are being singled out for much more work than other students, it is usually best to approach your advisor first. Explain that you cannot keep up with the workload, or that you don't think you have all the skills needed to do the assigned tasks efficiently. Ask for help, suggestions, or adjusted deadlines. It's possible that your advisor simply didn't realize that certain jobs were especially time-consuming, or that you needed more instructions on how to carry out the work.

If you think that approaching your advisor is out of the question, talk with another faculty member (often another committee member is a good choice) or the department chair. Describe your situation, ask if it is the norm for the department, and ask what to do. If there is no help within the department, you can also speak with the dean of your school or college next, and lastly the Dean of the Graduate School.

- b. You find your graduate advisor to be rude, hypercritical or a bully. Faculty (like other supervisors at UAA), are expected to maintain an environment that maximizes productivity, teamwork, and morale. If you think that your graduate advisor is not fulfilling this responsibility, then sometimes you can improve the situation by speaking with him or her. For example, you could point out that you are upset by frequent criticism and wonder if he or she is so critical because they really think you have few good qualities, or because he or she sees their role as identifying and eliminating the bad, rather than strengthening the good. Faculty don't always understand how important it is to balance praise and criticism. If you understand this to be the case with your advisor, and you can encourage your advisor to praise your accomplishments occasionally, you will probably be able to work with the situation.

If you think that approaching your advisor is out of the question, talk with another faculty member (often another committee member is a good choice) or the department chair. Describe your situation and ask what to do. Often you are not the only one who has had difficulty working with the person. If there is no help within the department, you can also speak with the dean of your school or college or the Dean of the Graduate School.

- c. You feel your advisor does not give you the help that you need. Faculty are usually very busy people, and often they are simply unable to respond as quickly as would be ideal for the student. However, there are limits to what is a reasonable delay. Here are some guidelines on what graduate students can expect in ordinary circumstances. (Note that allowances need to be made for leave, travel, illness, unusually demanding short-term projects, and other special circumstances.)
- My advisor meets with me (by appointment) on request, as long as I ensure that the meetings are productive in helping me achieve research or academic goals.
 - My advisor meets with me (by appointment) at least every 1-2 months, by audio-conference if we are not in the same location.
 - When I submit a research plan, progress report, thesis draft, completed thesis or project, or other work to my advisor for review, my advisor tells me when the review will be completed, and completes it as promised (absent serious extenuating circumstances). Most projects can be reviewed in 2 weeks, most Master's theses in 2-3 weeks, and most Ph.D. dissertations in 4-6 weeks, unless they are poorly written or fall well below normal academic quality standards. If there will be long delays, the

advisor should inform the student, and in some cases should help the student to work with an alternate reviewer, e.g., another committee member, in the interim.

- My advisor attends my committee meetings, held at least 1-2 times per year, and gives me a thorough and constructive assessment of my progress.

If your graduate advisor does not usually follow these guidelines, then perhaps more effort on your part will help. For example, if an e-mail asking for an appointment is not answered after several days, send another e-mail, call, or stop by the faculty member's office. A few polite reminders that you are eager to get your advisor's feedback on your thesis Chapter 3 so you can complete Chapter 4 are appropriate. There are plenty of real-life absent-minded professors around UAA.

If this doesn't help, speak with another of your committee members or the department chair, and ask for their advice. Sometimes changing graduate advisors is part of the educational process.

Professional Behavior of Faculty

UAA forbids all employees, including faculty, from engaging in discriminatory behavior. A short statement of this policy is:

“The University of Alaska will not permit or tolerate discrimination that creates an intimidating, hostile, or offensive working or learning environment, or that interferes with an individual's performance.”

Students and employees are protected from discrimination based on race, religion, color, national origin, citizenship, age, sex, disability, marital status, changes in marital status, pregnancy, childbirth (and related medical conditions), or parenthood.

If you think you have been the subject of discrimination by a UAA employee (including faculty) you can contact the dean of your school or college, the Dean of the Graduate School, or you can contact the Office of Campus Diversity and Compliance directly at 786.4680. If a student is discriminating against you, you can also contact the Office of Student Affairs at 786.1214.

A more complete version of policies against discrimination and harassment is given in the paragraph below, quoted from UA Board of Regents Policy:

Equal Educational Opportunity and Nondiscrimination

Equal Educational Opportunity

P10.08.01

The University of Alaska is committed to establishing equal educational opportunity, to opposing and prohibiting illegal discrimination in the provision of educational opportunities, and to eliminating illegal discriminatory educational practices. All academic decisions, including those affecting educational programs and activities available to a student, will be based on the student's qualifications, abilities, and performance, as appropriate. All academic decisions will conform with requirements of state and federal laws and regulations pertaining to non-discrimination and equal educational opportunity.

The Chancellors will be responsible for implementing this policy at their respective MAUs by developing programs to establish educational equity and equal educational opportunity.

More on UA's non-discrimination policies can be found at: <http://www.alaska.edu/bor/policy-regulations/> under Part IV Human Resources.

Time Management Tips

Graduate school can be very fast-paced and hectic. Here are some ideas to aid you in managing your time.³

- Get up early. Plan your daily activity each morning.⁴
- Post daily, weekly, and yearly goals in visible places. Check off items as you complete them.
- Stay on schedule; reassess and adjust goals to maximize time.
- Avoid time killers: misguided work, procrastination, and excessive socialization.
- Schedule regular meetings with your advisor; solicit feedback regarding your progress.
- Stay healthy: eat healthy foods, limit caffeine drinks, exercise moderately, and get regular sleep.
- Don't ignore personal needs or relationships.
- Check in with yourself to assure your time-management strategy is effective and working for you.

Faculty and Staff Roles and Responsibilities

Committee Chair (Graduate Advisor) Roles and Responsibilities:

- Beginning at the application stage, if possible, discuss academic and career goals with the student. Although it isn't easy (especially since a student's goals can change), programs and faculty should accept students whose goals and interests are consistent with what UAA and the faculty member can offer. Graduate advisors and committees should work with the student to help them attain their goals, consistent with the academic standards and requirements of the degree program.
- If the student is accepted to the department or research project with funding, be very clear about the duration of support and the options for subsequent funding when the funding offer is made. If any substantive changes occur, let the student know ASAP.
- If the student's funding source will place any restrictions on publication, fully inform the student of those limits.
- Assist the student in the selection of the other committee members.
- Determine the appropriateness of the student's thesis/project topic.

³ From the *Princeton Review* online at:
<http://www.princetonreview.com/grad/research/articles/life/aboutTime.asp>

⁴ Early rising may not apply if you work with a research group that is nocturnal, but setting daily goals is still useful.

- Ensure that the supervising faculty member and the student have obtained the required University and agency approvals for research involving human subjects, vertebrate animals, marine mammals, endangered species, public lands, radioactive materials, biohazards, hazardous materials, and any other regulated activities.
- Ensure that the student obtains the training required to conduct his or her research, including training needed to meet University and regulatory requirements.
- Assist the student in designing their research or project, review the final plan carefully, and approve it, in consultation with the other committee members for thesis, before the student begins work. Help the student to revise the design as needed based on the early results and other developments.
- Review and approve the Graduate Studies Plan and the Advancement to Candidacy form to ensure that the student is meeting all degree program requirements. Confer with committee members for students who are required to complete a thesis.
- Meet frequently with the student to follow progress and assist with problems that arise with the research or project. Submit an Annual Graduate Student Progress Report annually by September 15.
- Work with the student to set realistic timelines for completion of the thesis/project.
- If the student is not meeting timelines in research or academics, meet with the student as soon as you become aware of the problem. Try to ascertain the reasons and help the student to improve their rate of progress. Or, in some circumstances, revise the timeline.
- Review drafts of the thesis or project, or portions thereof, in a timely manner. In ordinary circumstances, two to three weeks should be sufficient for a Master's thesis or project, and three to six weeks for a Ph.D. dissertation, with the longer times being needed for documents of greater length or complexity. A variety of factors can result in longer review times, including other commitments and poor technical or writing quality of the draft. However, the faculty member should communicate these special circumstances to the student promptly and tell them when the review will be completed.
- Thoroughly review the final draft of the thesis/project before the defense.
- Chair the public defense of the thesis/project.
- Carefully review the thesis/project before it is printed in final form for submission to the Graduate School and the UAA Consortium Library (or department, in the case of projects); to ensure that all the changes required by the committee after the defense have been incorporated.
- See that a high standard of writing quality is maintained throughout the thesis/project.
- Make certain that the thesis/project, when in final form, conforms to the format and

style requirements of the field of study, the department, and the UAA Consortium Library.

Committee Members Roles and Responsibilities:

- Review and approve the Graduate Studies Plan in DegreeWorks and the Advancement to Candidacy Form, including the research plans. Approve the Annual Report of Graduate Student Progress.
- Check the thesis design before the research begins, and suggest needed changes.
- Attend committee meetings and carefully review the materials the student prepares for them, such as progress reports.
- Assist the student with research issues that fall within the committee member's special area(s) of expertise.
- Thoroughly review the thesis or project before the defense and see that a high standard of scholarship and writing quality are maintained throughout.
- Participate in the public defense of the thesis/project.
- Review the thesis/project before the final version is submitted to the Graduate School and the UAA Consortium Library (or department) to ensure that required corrections have been made.

Department Chair Role and Responsibilities:

- Ensure that the courses, comprehensive examination topics, and research plan included on the Graduate Studies Plan and Advancement to Candidacy (not all departments require Advancement to Candidacy) form conform to departmental requirements.
- Review the final form of the thesis/project. See that a high standard of scholarship and writing quality are maintained in the thesis/project.

College or School Dean's Role and Responsibilities:

- Review (or delegate a review) of sufficient portions of a thesis to see that a high standard of scholarship and writing quality are maintained.

Graduate School's Role and Responsibilities:

- Provide information and support to students throughout their graduate program.
- Promptly process paperwork of graduate students.
- Be a resource for information and support to graduate students, departments, schools, and colleges.
- Administer graduate health insurance enrollment for graduate assistants.

- Conduct a final check of theses and projects to ensure that they meet UAA requirements for style and format.

Graduate School Dean's Responsibilities:

- Work to secure more financial assistance resources for graduate programs.
- Work with faculty, departments, deans, the Graduate Academic Board, and the Graduate Council to ensure that degree programs have appropriate requirements and standards, including standards for thesis quality.
- Monitor graduate student progress, as reflected in the forms and reports submitted to the Graduate School.
- Review and approve (if appropriate) major academic decisions involving graduate students.
- Through Program Review, Outcomes Assessment, and data available through Institutional Research, monitor graduate program quality and productivity, and assist in their improvement.

Being an International Student at UAA

If you are an international student, you may be faced with unique situations that American students don't usually encounter. You must comply with immigration regulations and adapt to a new and different culture. The International Student Advisor serves as a liaison between you and the U.S. Immigration Service; authorizes documents for student visas; helps you adjust to the U.S., Alaska, and UAA; and provides counseling for personal and academic problems. To schedule an appointment go to the [International Student Services'](#) Website. Contact the International Student Advisor, David Racki, by phone at 907.786.1573.

Immigration Requirements

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

- F-1 and J-1 students new to UAA must physically check in with the International Student Advisor (ISA) prior to registering for classes. The ISA will review the student's visa documents, and confirm to SEVIS that the student has arrived on campus.
- International students will not be able to drop below a full course of study after the last day of late registration without prior authorization from the ISA.
- "Full-time" means nine (9) credits for graduate students. An F-1 visa student may count only three (3) credits of distance education courses each semester toward their full-time enrollment requirement.
- Acceptable reasons for reduced credit load include:
 - Students who experience academic difficulties in the first semester (for example, unfamiliarity with American teaching methods or incorrect grade placement).

- Graduate students who have completed required course work may register for thesis or research credits only.
- Students in their final term of study need only the credits required to complete the degree.
- Students who have a medical problem can reduce their credit load or take the semester off. (This reduction cannot exceed an aggregate of 12 months, and the request must be accompanied by a doctor's statement.)

Status

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

- General. Except for border commuter students covered by the provisions of paragraph (f) (18) of the above regulation, an F-1 student is admitted for duration of status. **Duration of status is defined as the time during which an F-1 student is pursuing a full time course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies.** An F-1 student may be admitted for a period up to 30 days before the indicated report date or program start date listed on Form I-20. **The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study.**
 - i. Change in educational levels. An F-1 student who continues from one educational level to another is considered to be maintaining status, provided that the transition to the new educational level is accomplished according to the transfer procedure outlined in paragraph (f)(8) of this section.
 - ii. Annual vacation. An F-1 student at an academic institution is considered to be in status during the annual (or summer) vacation if the student is eligible and intends to register for the next term.
 - iii. Preparation for departure. An F-1 student who has completed a course of study and any authorized practical training following completion of studies will be allowed an additional 60-day period to prepare for departure from the United States or to transfer in accordance with paragraph (f)(8) of this section. However, an F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for an additional period for departure.

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

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

If a student drops below a full course of study without prior approval from the DSO, that "event" would be reported to INS, via SEVIS, and he or she would be out of status. The

student may apply to Immigration for reinstatement if the violation resulted from circumstances beyond his or her control. Reinstatements are intended to be a rare benefit for exceptional cases. The student may not apply for reinstatement under any circumstances if he or she is out of status longer than five months. If Immigration does not reinstate the student, the student may not appeal that decision.

Working on Campus

As an international student, you may work within any UAA academic department, affiliated Research Institute, other departments on campus, and your home department. In many cases employment is available through a student's academic department, through research assistantships, teaching assistantships, or other types of funding. For more information go to the International Student Services

Financial Aid

For international students at UAA, financial aid is limited to a few venues. It is best to check with your department regarding what resources are available. There are a few privately funded scholarships available to international students. Check with the Student Financial Aid Office or the International Student Advisor for more information.

Health Insurance is required for all international students with F-1 or J-1 visas (including Canadian students). International students who meet specific requirements may get a waiver from International Student Services in the University Center/Enrollment Services.

Student Resources at UAA

A variety of resources are available to UAA graduate students. For information and hours about services provided, students should contact the department or organization directly.

Graduate Student Association

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

Orientation

Graduate Student Orientation website is available 24/7 and is specifically designed for new graduate students, who are already familiar with college. The website familiarizes students with UAA, its policies, and resources specifically for graduate students. For more information on orientation schedules and dates, check the website at: <http://www.uaa.alaska.edu/graduateschool/Orientation/ndex.cfm>

The Consortium Library

Graduate students may check out up to 50 items. The checkout period is for one semester. To check out resource materials, you must present your WolfCard (your information is encoded on

the WolfCard) to the library circulation desk. A library card is also available to all current graduate students. Library cards expire at the end of each semester and must be renewed at the beginning of each new semester by presenting your WolfCard. Outstanding fines must be paid at the time of renewal. There is a \$5 charge for a replacement library card. For more information, call 786-1871 or look online at <http://consortiumlibrary.org/find/borrowing/circulation>. There are study carrels available *only* to graduate students who are working on their thesis (and not for general studying) and can be reserved for one semester on a first-come, first-served basis. You must prove that you are registered for thesis credits to reserve a carrel.

UAA Campus Computer Labs

There are currently 39 computer labs in the Anchorage campus. While many of the labs are restricted by department-affiliated individuals, there are at least 7 unrestricted labs located across campus for use by any UAA student. Most of these computer labs are currently underutilized. See <http://www.uaa.alaska.edu/computerlabs/anchoragecampus/index.cfm> for buildings and room numbers.

Reading/Writing Center

The Reading/Writing Center, located next to the Learning Resources Center in Sally Monserud Hall, provides tutoring for all enrolled students. The RWC is staffed by full-time and adjunct English faculty, as well as graduate students/teaching assistants in English and Creative Writing. RWC staff can review student writing projects at any stage, from planning to drafting to revising. RWC staff are familiar with the UAA Thesis Formatting Handbook and can review student writing projects at any stage, from planning to drafting to revising. However, RWC teaching assistants do not have time to edit entire theses, especially not within days of a submission deadline.

Career Services

The Career Services Center provides career counseling, career and graduate school literature, and job search assistance for students, alumni, staff, and faculty. The staff can critique resumes or cover letters and are available to conduct practice interviews. A job listings/internships board is available both in the Center (Rasmuson Hall, room 122) and at their Web site:

<http://www.uaa.alaska.edu/careerservices/student/resources-and-research/jobsearch.cfm>

The Student Health and Counseling Center

The center provides UAA students with health care, counseling, substance abuse evaluation and referral, health education, emergency food rations, and assistance with health insurance. Students must pay the health center fee to be eligible for these services. The Health Center also offers immunizations and contraceptives. All services at the Student Health Center are covered at 100% for Graduate Assistants who are eligible for the Graduate Student Health Insurance Benefit. The Student Health and Counseling Center is located on the first floor of Rasmuson Hall, room 116, and is open weekdays during the regular academic year. For more information, telephone 907.786.4040 or look online at www.uaa.alaska.edu/studenthealth/. The Student Health and Counseling Center's emergency food cache provides three days of nutritious food rations. Need is determined based on the student's nutritional health and financial status.

Dental Hygiene Clinic

The UAA Dental Hygiene Clinic provides reduced cost dental care to staff, students, and community members. As part of the Dental Hygiene program, dental hygiene students see patients under the supervision of a dentist from the Anchorage community. The Dental Hygiene Clinic is HIPAA compliant and maintains the highest level of infection control procedures for

patient safety. The Dental Hygiene Clinic is located in Suite 124 of the Allied Health Science Building (AHS) on the UAA Campus. Patients must park legally in a decal space and a validation will be given to the patient upon departure from the clinic which when mailed in will void parking citations for not having a decal. Other citations will be the responsibility of the patient (this includes parking meter violations). For more information, see their website at <http://www.uaa.alaska.edu/alliedhealth/dentalclinic/>.

Tanaina Childcare Development Center (Note: due to renovations in the Student Union, the center is closing May 2014 until new facilities can be found.)

Tanaina Child Development Center is a licensed child care facility that serves the University of Alaska students, staff, faculty and alumni. We have a minimum number of slots that are also available for the public. The maximum capacity is sixty children per day and the enrolled children must be eighteen months to eight years of age. TCDC is located in the lower level of the Student Union on the UAA campus, 3211 Providence Dr. The Center is open Monday – Friday from 7:00 am to 6:00 pm. More information can be found at <http://www.uaa.alaska.edu/childdevelopmentcenter/>

Legal Services

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

University Police

UAA UPD officers provide special services unique to the University setting. Those services include maintaining security of University buildings; providing crime prevention classes to students, staff, and faculty; providing escorts on the University campus; vehicle and room unlocks; and vehicle jumpstarts. The department is open 24 hours a day, 365 days a year. Professional emergency dispatchers are on hand to take your call and direct the proper personnel to assist you. For more information, call 907.786.1120 or check online at <http://www.uaa.alaska.edu/upd/>.

Native Student Services

Native Student Services (NSS), located in Rasmuson Hall room 108, provides quality support services to Native and rural students. The NSS Center offers an affirming place where students can receive academic advising, scholarship information, assistance, and resource support. It is a welcoming student gathering place for interaction with others who share similar experiences as indigenous peoples.

AHAINA Student Programs

AHAINA is an acronym for African American, Hispanic, Asian, International, and Native American. AHAINA Student Programs provides resources and academic assistance to students of diverse ethnicities. AHAINA Student Programs assists multi-cultural students in successfully achieving their academic goals, by providing services that promote academic achievement, affirm cultural differences, and enhance student retention. AHAINA is located in Rasmuson Hall 106 or call 907.786.4070.

The Multi-Cultural Center

Part of AHAINA Programs, everyone is welcome at the Multicultural Center. It is a great place

to get acquainted and interact with others from different cultures. Students can take advantage of a study area, computer lab, scholarship information, tutorial assistance, and academic support. The Center offers social and intellectual activities ranging from cultural programming to leadership workshops.

GLBT Student Services

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

Disability Support Services

Disability Support Services, located in Rasmuson Hall, provides services to students with documented disabilities. Academic accommodations are free of charge and available to any student who qualifies as an individual with a disability. Disability Support Services maintains an adaptive computer lab on campus for students with disabilities. Workstations include voice-activated software, screen enlargers and screen readers. UAA has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus. More information on their program is on the Web at: <http://www.uaa.alaska.edu/dss/> or call 907.786.4530 or 786.4536 for TTY.

Outdoor Equipment Rental

The Student Union Information Desk offers outdoor equipment rentals to currently enrolled UAA students, faculty, staff, and 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. Call 907.786.1204 for additional information. The website provides more details:

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

Intramural Sports

Intramural sports are organized programs that allow the students, faculty, staff, and family members of UAA to participate in team, dual, and individual sports activities. Intramurals provide the opportunity for physical activity and fellowship. They promote wellness and healthy use of leisure time. Check out the Intramural Sports Schedule at the Wells Fargo Sports Complex (WFSC) and at:

http://www.goseawolves.com/main/Schedule.dbml?DB_OEM_ID=13400&KEY=

2015-2016 Dates and Deadlines to Remember

Check the Graduate School Web site for updated information at:

<http://www.uaa.alaska.edu/academics/graduatestudies/calendar/index.cfm>

Always check the Registrar's website at:

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

Remember: Deadlines are always closer than they appear!

UAA Campus Map

See <http://www.uaa.alaska.edu/map/> for an interactive flash map of the campus, parking, services, building guide, housing, dining guide, etc.)

Graduate Students are Vital to UAA

-  Graduate students' research advances knowledge and UAA's research mission.
-  Graduate students' creativity enhances the cultural life and contributions of UAA.
-  Graduate students help faculty advance their research programs.
-  Graduate students provide new ideas and new perspectives.
-  Graduate students are the future of research, creative activity, and scholarship.
-  Successful graduates enhance the reputation of UAA.