

University of Alaska Anchorage Student Placements and Exceptions Allowing Fulltime Status

Policy Category: Academic Affairs; Student Affairs
Responsible Office: Office of Academic Affairs; Office Student Affairs
Related Policy: UAA Academic Catalog - Contact Hours; Board of Regents Policy P09.01.020. Student Defined.

I: Scope

This policy applies to University of Alaska Anchorage (UAA) experiential learning courses where the contact hours required to complete the course create a full-time commitment but the credits associated with the course are less than full time. These are typically clinical, practicum or internship courses.

II: Policy Overview

This policy identifies the circumstances and approval process for an exception to the manner in which students are coded for fulltime status. Because it has to do with contact hours, which are approved by the provost, an exception requires provost-level approval.

III: Policy Statement

For placement courses that require at least 36 contact hours per week of student engagement, programs may request that the students automatically be coded as full time. The student must be enrolled in the term for at least one credit hour.

IV. Procedure

- A. The hours of student engagement required for a course are approved through the curriculum process, with final approval by the provost/delegate.
- B. If as approved a course requires 36 or more contact hours per week, the dean, using the official form, may request to engage the exception allowing full-time status for the students in the course. The form routes from the program to the dean to the provost/delegate for review and standing approval, and then as an informational item to the Registrar's office. The standing approval will be updated if/when the required hours of student engagement for the course change. To implement the exception, each semester the individual indicated in the dean's request for an exception will use the approved form or memo to send the roster of students to the Registrar's office no later than August 1 for Fall; December 1 for Spring. The Registrar's office will implement the exception and inform the Office of Financial Aid.
- C. If issues arise, the Registrar's office will work with the Office of Academic Affairs.

V. Roles/Responsibilities

- A. Program - Complete the exception request and submit to the dean for provost approval.
Dean - Review the exception request and submit to the provost for final review/approval.
In the exception request the dean will assign the person responsible for engaging the exception, i.e., using the approved form or memo to send the roster of students to the Registrar's office each semester.
- B. Provost - Approves all exceptions to academic policy.
- C. Office of Academic Affairs - Reviews the standing exception request for accuracy and compliance, prior to the provost/delegate approving, and archives the exception. After provost approval, the form will automatically forward to the Registrar's office.
- D. Registrar's office - Archives the approved exception for their purposes, and receives the cover forms or memos and rosters sent by the colleges to implement the exception.
Implements the standing exception by coding each eligible student as long as the exception is in play and forwards documentation of contact hours and roster of eligible students to financial aid.
- E. Financial Aid office - awards aid based upon actual cost of attendance for the student and eligibility under the exception for full-time status.

VI. Reason for the Policy

Many of UAA's programs are required by external accreditation or licensing agencies to provide specific types of student experiential learning activities, some of which are equivalent to full-time status in terms of actual contact hours. This policy allows the provost to approve an exception for which the students are granted full-time status, reflecting the actual time commitment and allowing access to certain kinds of aid and other services.

VI. Approval

DocuSigned by:
Cheryl Siemens
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Chancellor Approval

July 31, 2026

Date