

FACT FINDER 2015-2016
STUDENT RESOURCES

ACADEMIC ADVISING AND CAREER DEVELOPMENT CENTER

Academic Advising: University Center 112
786-4500 (V/TTY)
www.uaa.alaska.edu/advising-testing

Career Development: Rasmuson Hall 122
786-4513
www.uaa.alaska.edu/careerservices

The Academic Advising and Career Development Center coordinates academic advising, creating college success courses, UAA's student internship program, on-campus employer recruitment efforts, a career resource library, and provides career advising for students.

Advising services focuses on degree-seeking students with exploratory (undeclared) majors, Associate of Arts (A.A.) degree students, and students who are non-degree seeking. Academic advisors assess students' readiness for college-level courses, guide students in course selection and help students' explore majors and related careers. The Center offers the "My Major Discovery" program (<http://www.uaa.alaska.edu/my-major-discovery/>) to support a students' selection of a compatible major and provides options to investigate careers through the access of tools, resources and guidance from a community of professionals. Advisors also connect students with campus resources designed to promote student success and engagement within UAA.

Advisors help students transition to the college environment, identify educational and career goals, help students plan their academic program, monitor progress towards graduation, offer guidance and support to improve academic performance, write petitions and appeals, and provide referrals to campus resources. It is recommended that students meet with their advisor at least once a semester, prior to registration, to prevent problems and graduation delays. All degree seeking first and second-year students must meet with an advisor at least once a year.

In addition, the Center supports students and alum with career exploration and development. Career development resources and services focus on exploring, developing, and connecting. Students and alum are able to explore different career paths through one-on-one career advising and the structured job shadowing program with a wide range of participating employer hosts from many career fields. The Center provides a free professional clothing closet for students and alum to explore, as well as a resource library with over 1,000 career related books.

Students and alum are able to obtain career development assistance through a variety of ways including: one-on-one resume and cover letter reviews, job searching, and mock interviews. The Center works with other staff and faculty to create career development workshops provided each semester and tailored classroom presentations for specific majors.

The Center supports connection throughout the campus and the community by providing several networking opportunities for students and alum. The Center coordinates three major career and job fairs every year for all to attend. Along with connecting with employers at fairs, the Center demonstrates the importance of business and lunch manners at the bi-annual Etiquette Lunch with employer hosts and delicious food. The Center works closely with faculty and employers to connect students with hands-on and real world experience in their career field/major with the academic internship program.

Other Academic Advising Resources

For a current list of all advising contacts for academic programs go to www.alaska.edu/advising-testing and select “Who is My Advisor?” or call 907-786-1000.

ACTIVITIES

Student Activities

Student Life & Leadership

Student Union 218

786-1219 (V/TTY)

www.uaa.alaska.edu/SLL/activities

Student Activities offers a variety of events and programs to engage students and make campus life more fun for all. From concerts to nationally touring comedians, poetry jam artists to world-renowned authors, 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, sponsors Family Movie Night series, the Banff Mountain Film Festival, and a variety of 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. Fees are slightly different during the summer semester.

UAA Concert Board

Student Life & Leadership

Student Union 218

786-1210

www.uaa.alaska.edu/concertboard

The UAA Concert Board, a student fee funded program, offers students an educational volunteer opportunity in the entertainment industry. Since the first show in 1993, the UAA 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 comedian Reggie Watts, Alabama Shakes, A Cappella Festivella 21 featuring Filharmonic, Charles Bradley, and comedian duo Garfunkel & Oats.

Students taking 3 or more credits on the Anchorage campus pay the Concert Board fee and receive discounted tickets to events. To learn about getting involved with the Concert Board see the Student Government section of this handbook or visit our office in the Student Union, Room 218.

Campus Programming Board

Student Life & Leadership

Student Union 218

786-1215

www.uaa.alaska.edu/SLL/cpb

Campus Programming Board (CPB) connects you to campus traditions! Students involved with CPB coordinate a full week of events, programs, and activities to showcase our Seawolf pride during Homecoming Week. CPB also hosts WinterFest in the spring semester around Anchorage Fur Rendezvous. We are always looking for new members. Contact us today!

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, use, manufacture, or distribution of alcoholic beverages or illegal drugs or other controlled substances in violation of local, state, or federal law, Regents' Policy, University Regulation or MAU rules and procedures is prohibited on campus property, at University authorized or sponsored events, or during student travel. Being under the influence of illegal drugs or other controlled substances is also prohibited, in addition to possession, use, manufacture, distribution, or being under the influence of designer drugs.

Furthermore, abuse or misuse of prescription or over-the-counter medications, other chemical substances or other intoxicants is prohibited. Finally, engaging in student misconduct while under the influence of alcohol or legal drugs or other substances is prohibited.

For more information, see the University of Alaska Anchorage Alcohol Policy and also the Student Code of Conduct under the Student Rights, Freedoms, and Responsibilities section in this handbook. Several University departments and groups sponsor alcohol and drug education workshops, programs, and support services to address health risks, inform students of available options, and help students find resources.

For further information or a referral, contact UAA's Alcohol, Drug, and Wellness Educator through the Dean of Students Office at 786-1511. UAA's Alcohol, Drug, and Wellness Educator conducts alcohol misuse and drug dependence screenings, meets with students to provide support, and offers consultation services for UAA employees, clubs, Greek organizations, and other departments.

ALUMNI

Office of Alumni Relations

Alumni Center, Consortium Library, 101A
786-1942

www.uaa.alaska.edu/alumni

The Office of Alumni Relations works in partnership with the UAA Alumni Association to foster lifelong connections between alumni and UAA. Alumni activities include Green & Gold Gala, Homecoming, Alumni ParTee: Nine in the Spine, and chapter events.

Membership in the association is open, and free, to all alumni. Chapters are organized by academics, special interests, and geographic locations. The association encourages students to stop by the Alumni Center to find out about student-alumni events and to foster connections with alumni in your career field. Contact alumni relations directly to find out about events and alumni chapters of interest to you.

ART GALLERIES

Student Union Gallery

Student Union 203

786-1052

www.uaa.alaska.edu/sll/activities/gallery.cfm

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. Each show kicks off with an opening celebration that includes food and occasionally music. Up to two hundred people stop by for show openings and thousands of visitors patronize exhibitions each year. Stop by the Gallery throughout the year to enjoy terrific art and to learn about upcoming events.

Kimura Art Gallery

Fine Arts Building 222

786-1783

www.uaa.alaska.edu/art/galleries/kimura.cfm

The Kimura Gallery's mission is to exhibit international and national works of art and BFA Thesis artwork, which is displayed at the end of each spring semester.

ATHLETICS

Alaska Airlines Center

786-1250

www.goseawolves.com

Nicknamed the Seawolves, UAA's athletic teams compete as members and follow the rules of the National Collegiate Athletic Association (NCAA). Sports programs at UAA include cross-country running, track & field, volleyball, basketball, skiing, and gymnastics for women and hockey, basketball, cross country running, track & field, and skiing for men. Eligible, full-time students taking a minimum of 12 credits at UAA may try out for a team by contacting the appropriate coach.

Game schedules are available online at www.GoSeawolves.com, at the Athletic Department office in the Alaska Airlines Center (AAC) and at the Student Union info desk. Students enrolled in six or more credits are eligible to obtain limited free tickets to home contests at the AAC (basketball, volleyball, gymnastics) and Sullivan Arena (hockey).

Information on purchasing tickets to UAA athletic events can be obtained by calling 786-1562.

Intramural and Club Sports

Wells Fargo Sports Complex 209

786-4812 Sports Hotline

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 are held for broomball, 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 prearranged facilities, equipment, supervision, and special recognition through awards.

Recreational Sports

Wells Fargo Sports Complex 209

786-1231

www.uaa.alaska.edu/recreation

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 Athletics fee may use the facilities free of charge with a valid Wolf Card. Also included with the fee is use of the Recreational Fitness room at the Alaska Airlines Center.

BOOKSTORES**Campus Bookstore**

Adjacent to the Student Union

786-1151

www.uaa.alaska.edu/bookstore

The Campus Bookstore is your convenient source for textbooks, UAA gear, supplies, snacks, health and beauty items, and more, right here on campus. Textbook reservations and online ordering are available through the Bookstore website, and our friendly staff is happy to help you in the store. The Campus Bookstore is a great place to work if you are looking for a student job. The Bookstore regularly hosts community events featuring faculty authors and other notable thinkers. Follow us on Facebook for up-to-date info on events and specials.

University Center Bookstore & UAA Perk

Located in the University Center

786-1194

www.uaa.alaska.edu/bookstore/ucbookstore.cfm

The UC Bookstore is proud to provide you many of the same offerings as in the Campus Bookstore, but in another location. Stop by for your UAA gear, snacks, and more including all textbooks for classes taught at the UC. While you are at the UC stop in at UAA Perk, a great place for a variety of coffee specialty drinks with friendly service.

UAA TechZone

Software, Computers and Accessories

Campus Bookstore

786-4760

<http://bit.ly/VisitTechZone>

Located on the main floor of the Campus Bookstore, The TechZone carries a wide array of computers, printers, and software at special academic pricing for students, faculty, and staff. The TechZone also offers headsets and microphones, calculators, USB drives, clickers for classroom use, and many other accessories.

CATALOG

catalog.uaa.alaska.edu

The University Catalog contains information on academic policies, regulations, certificate and degree requirements, and course descriptions.

CENTER FOR COMMUNITY ENGAGEMENT AND LEARNING (CCEL)

Library 211G

www.uaa.alaska.edu/engage

CCEL is a center that connects students and faculty with community projects and partnerships in unique ways. Students may receive tuition awards for their community outreach with the Center:

- Become a Community-Engaged Student Assistant (CESA) and collaborate with faculty to support a community-engaged class or research/creative activities in the community, or
- Apply to be an ENGAGE Social Issues Liaison, using your skills in the community to coordinate projects, orient new students to service-learning, and make connections between university and community.

Students can also access two student award opportunities: The Second Bridge Award and the Alex Hills Engineering and Civic Engagement Award (<http://www.uaa.alaska.edu/engage/ServiceLearning/index.cfm>).

Introduction to Civic Engagement (CEL A292) will introduce students to service-learning and what it means to participate in community life and the opportunity to work towards a Civic Engagement Certificate that can be earned along with any major! Find out about these opportunities and more by visiting our website, liking us on Facebook at www.facebook.com/uaaccel or stopping by our office.

CLUBS AND STUDENT ORGANIZATIONS

Student Clubs and Greek Life (SCGL)

Student Life & Leadership

Student Union 210

786-1385

www.uaa.alaska.edu/clubs • www.uaa.alaska.edu/greeklife

www.uaa.alaska.edu/life

The Student Clubs and Greek Life (SCGL) Office enriches the UAA campus community by providing resources and services for all students who are, or want to become, involved. Do something great with your collegiate career and gain leadership experience by joining a student club, organization, fraternity, or sorority at UAA.

Registered clubs and organizations at UAA provide all students with opportunities to get involved in activities and programs that promote and support various interests, careers, religions, cultures, academic programs, sports, and lifestyles. You will find a complete listing of registered student clubs and organizations, their events, and how to join each group at www.uaa.alaska.edu/life. SCGL staff is also happy to help any student create and start a new club.

Registered student clubs and organizations receive support, training, and leadership development from the SCGL professional staff on topics ranging from budget management to event planning and everything in between. Registered clubs and organizations are also eligible to receive funding for events through Club Council, represent UAA at national conferences and competitions, and can reserve meeting room space for free or at a reduced cost from many facilities on campus.

COMPLAINT RESOLUTION

The basic values of UAA's educational mission are affordable, high-quality, and accessible education. UAA also believes in intellectual honesty, mutual respect, and freedom from discrimination, intimidation, harassment, and violence. As valued members of the University community, all students' opinions are important. Students have a variety of options available to voice concerns and views, or to resolve complaints about the University. Students may use the USUAA Ombudsman to facilitate any complaint resolution process. For specific complaint procedures, refer to the Student Rights, Freedoms, and Responsibilities section of this handbook.

Dean of Students Office

Student Union 204

786-1214

www.uaa.alaska.edu/deanofstudents

The Dean of Students Office provides resources and support in conflict resolution. Students may seek assistance with peer conflicts, understanding University expectations, campus and community resources, or personal challenges.

Union of Students (USUAA) Ombudsman

Student Union 201

786-1203

www.uaa.alaska.edu/unionofstudents

USUAA provides the Student Ombudsman program, an opportunity for students to address and resolve concerns related to the University in a confidential and neutral manner. 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 University-related complaints.

The Ombudsman may assist a student in preparing documentation, understanding University policy, and/or coordinating mediations and meetings.

Student Development Counselors

Dean of Students Office, SU 204

786-6158

www.uaa.alaska.edu/deanofstudents/counselingsupportservices

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.

COPY AND PRINT SERVICES

UAA Copy & Print Center/General Support Services

Bookstore Lower Level

786-6860

www.uaa.alaska.edu/gss

The UAA Copy and Print Center is your convenient campus location for wide format printing; black and white and color copies; brochures and flyers; posters and banners; spiral and comb binding; saddle stitching; laminating and foam core mounting; inserting and folding; and even graphic design. Current UAA students and UAA alumni receive a 10% discount on jobs submitted the first Friday of the month!

COUNSELING

Students have several options for short-term personal counseling assistance on the UAA campus: Student Health and Counseling Center, Student Development Counselors, and Psychological Services Center. Services vary by department, but may include sexual assault counseling and support, referrals to community agencies, sexual orientation resource referrals, educational workshops on responding to personal life issues, and student advocacy.

Student Health & Counseling Center

Rasmuson Hall 116 and 120

786-4040

www.uaa.alaska.edu/studenthealth

Students enrolled in six or more credits who have been charged the Student Health and Counseling Center fee are eligible for these services with no additional charge for appointments. Advanced Nurse Practitioners provide short-term, solution focused mental health counseling and medication management. Licensed counselors also provide mental health services. Call the appointment desk to schedule with a mental health provider.

Student Development Counselors

Dean of Students Office, SU 204

786-6158

www.uaa.alaska.edu/deanofstudents/counselingsupportservices

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.

Psychological Services Center (PSC)

Social Sciences Building 255

786-1795

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

The Psychological Services Center provides mental health services for families and individuals at low/no cost in an atmosphere sensitive to culture and ethnicity. People are seen for many reasons from a curiosity about one's own potential to concerns such as anxiety, depression, stress, loss, and relationship difficulties. Students are welcomed in the PSC but clients do not need to be affiliated with UAA to receive services. Because this is a training clinic that is closed on weekends, holidays, and school breaks, the psychological Services Center is generally not a good match for people who are in severe crisis. PSC clinicians are graduate students in Psychology supervised by licensed practitioners. The PSC is open Monday through Friday.

DENTAL HYGIENE

Dental Hygiene Clinic

Allied Health Sciences 124

786-6960

www.uaa.alaska.edu/alliedhealth/dentalclinic

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.

Dental Assisting Restorative Clinic

Allied Health Sciences 131

786-6983

www.uaa.alaska.edu/alliedhealth/dentalclinic

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 licensed dentist and assisted by dental assisting students. Appointments are November through mid December and January through April.

DINING ON CAMPUS

University Dining

751-7454

www.uaa.alaska.edu/uhdcs

Seawolf Dining & Catering is proud to offer a variety of dining locations with varying hours to meet UAA's diverse student population.

Student Union

The Student Union features two dining options including a full-service Subway™ sandwich shop and The Mein Bowl Serving authentic Asian cuisine and sushi.

Lucy Cuddy Hall

The Cuddy Marketplace features deli sandwiches, grill items, Mexican food, soup and salad bar, pizza and calzones, as well as sushi and various “grab-n-go” snack items. Daily Grind serves Kaladi Brothers espresso drinks, coffee and “grab-n-go” items.

Social Sciences Building/Library Throughway

Throughway Kaladi Brothers Coffee features local signature beverages, and a wide range of hot and cold coffee drinks. The café serves a variety of freshly prepared deli sandwiches, salads, pastries, freshly made soups, bottled beverages, and other light refreshments.

Gorsuch Commons

The Creekside Eatery features a grill, home-style entrées, 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 entrées, and basic grocery items.

Varsity Sports Grill

Located inside the Alaska Airlines Center, Varsity Sports Grill features fresh food, great views and a large beverage selection. The grill is open for lunch or dinner and offers both indoor seating with a view of the arena or patio seating with beautiful views of the Chugach Mountains.

eXpress

(Second floor of the Engineering Building)

eXpress offers smoothies, espresso, tea and other coffee-shop beverages, as well as paninis, soups and convenient grab-n-go items.

Lucy's (Lucy Cuddy Hall)

786-1122 Call for reservations or go to www.opentable.com
www.uaa.alaska.edu/culinary/cuddy

Operated by UAA's Culinary Arts and Hospitality Program, this enticing sit-down restaurant serves gourmet light lunch fare, full entrées, and tempting desserts. Staffed by Culinary Arts students (as a diner, you are actually participating in their class) this is a fine dining experience students can afford with entrée prices range from \$9.00 to \$15.00. Reservations are encouraged, but not required. Open for lunch only Tuesday - Friday, 11:30 am to 1:30 pm with last seating at 12:30 pm. Menu includes gluten free, vegetarian and some vegan options.

DISABILITY SUPPORT SERVICES

Rasmuson Hall 105
786-4530 (V), 268-5416 (VP), 786-4531 (F)
Email: uaa_dss@uaa.alaska.edu
www.uaa.alaska.edu/dss · www.uaa.alaska.edu/accessibility

DSS serves in two primary areas: 1) ensuring that UAA is accessible under the ADA mandate, and 2) ensuring equal access to the academic environment for students with disabilities. DSS ensures equal access to UAA for students with disabilities. To qualify, students must self-report disability to DSS. Through information and resource consultation, DSS also promotes the Universal Design philosophy to address accessibility barriers at UAA that may confront all students.

DIVERSITY AND INCLUSION**Office of Campus Diversity and Compliance**

University Lake Building 108
786-4680 (V/TTY)
www.uaa.alaska.edu/diversity

The University fosters an inclusive, welcoming and respectful campus community that promotes diversity, civility, inclusion, and an appreciation for each unique member of our academic community. UAA promotes and celebrates diversity through its academic and community support programs, clubs, committees, and councils. Intellectual 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, changes in marital status, pregnancy, sexual orientation, and parenthood is prohibited. Decisions affecting individuals should be based on the individual's qualifications, abilities and performance, as appropriate.

Title IX prohibits gender discrimination in all programs and activities in a university. All members of the campus communities are expected to conduct themselves in a manner that does not infringe upon the rights of others. UAA takes all matters of Sexual Harassment, Sexual Assault and Sexual Violence seriously. UAA has designated a Title IX Coordinator and Title IX Deputy Coordinator as responsible parties for overseeing UAA's Title IX compliance efforts. Notify the Title IX Coordinator (907-786-4680), Title IX Deputy Coordinator (907-786-1214) or Title IX Investigators of complaints of Sexual harassment, Sexual Assault and Sexual Violence.

Inquiries or concerns about discrimination and harassment should be directed to the UAA 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.

eLearning: Distance Student Services

Consortium Library, Suite 215

Email: eLearning@uaa.alaska.edu

www.uaa.alaska.edu/eLearning

907.786.1730; Toll-Free 855.582.2337

The eLearning office provides support for UAA students and faculty in online courses. We act as a liaison between students, faculty, and academic departments, provide support related to online courses, Getting Started tutorials, and coordinates test proctoring services.

eLearning Services also administers proctored exams, collects homework, and assists UAA students who may be taking distance courses through UAF or UAS in exam proctoring. More information regarding our services can be obtained on our website at www.uaa.alaska.edu/eLearning. If you have additional questions, please contact a representative at (907) 786-1730 (toll-free at 855-582-2337) or email us at eLearning@uaa.alaska.edu.

EMAIL

E-mail Communications

www.uaa.alaska.edu/email

UAA uses e-mail 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. With this account students have access to a Google Apps for Education account. This account includes Google Drive, Docs, Spreadsheets, Presentations, YouTube, and Google+ along with other Google Apps students may choose to access and use during their academic career.

Log into your e-mail account using your UA Username and password.

Don't know your username? Go to: me.uaa.alaska.edu. For assistance with your username, please call the IT Call Center at 786-4646, Option 1.

EMERGENCIES AND FIRST-AID

University Police Department (UPD)

Eugene Short Hall 114

786-1120 (V/TTY)

www.uaa.alaska.edu/upd

If you have an emergency, call 911 and be prepared to give the building address and room number. For your safety and convenience, emergency telephones are located throughout campus. Each telephone is clearly marked "EMERGENCY," and when activated, directly connects to UPD. The location of each phone is marked on the campus map at the back of this handbook. Each elevator car on campus is also a direct link to University Police emergency dispatchers. Individuals who need non-emergency police assistance should contact the University Police Department at 786-1120.

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. Facility officials or uniformed responders will direct occupants to Safe Rooms if sheltering indoors is needed during an emergency event.

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.

EMERGENCY PREPAREDNESS

University Lake Annex 101

786-1149

www.uaa.alaska.edu/ehsrms

Should there be an immediate threat to the health or safety of the Anchorage campus community, UAA will issue an alert to students and staff through the Incident Management Team. This notification may occur via text message, cell phone, email, website updates, broadcasts over campus telephones, and/or calls to each student's residence hall room. Students and employees can customize how the University contacts them by updating their profile information and adding a text and mobile phone number at:

<http://UAAAlert.alaska.edu>

For more information, see the Campus Security and Fire Safety Report at www.uaa.alaska.edu/safety.

Other venues to find information regarding school closures due to snow or other safety issues include:

- UAA webpage (www.uaa.alaska.edu)
- Campus Switchboard at 786-1800 and Press 2
- UAA Advancement page on Facebook
- UAA Twitter Alerts
- Local TV and radio stations
- Your UAA-assigned e-mail inbox
- UAA Twitter Alerts
- Local TV and radio stations
- Your UAA-assigned e-mail inbox

In addition, UAA regularly sends e-mail messages to staff and students to educate the campus community about seasonal safety issues.

EMERGING LEADERS PROGRAM (ELP)

Student Life & Leadership

Student Union 218

786-1270

www.uaa.alaska.edu/elp

UAA Emerging Leaders Program (ELP) is a co-curriculum program aimed at developing and enhancing leadership skills and competencies through workshops, retreats, and other learning opportunities. ELP will help students become accomplished in the classroom, competitive in the workforce, and civic-minded in their communities. ELP hosts an annual leadership conference, which is open to all students within the UA system as well as members of the community. This three-semester program is free to join, and upon completion students receive a permanent notation of leadership distinction on their academic transcript.

EMPLOYMENT

UAA student employment positions offer convenient, on-campus employment opportunities to as many UAA students as possible. 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.

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 www.uaa.alaska.edu/students/guidelines.cfm for more details about eligibility to work in student positions. Students seeking UAA student employment should visit <http://www.uaa.alaska.edu/humanresources/>.

Human Resource Services

University Lake Building 101

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

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

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.

Career Services Center

Rasmuson Hall 122

786-4513

www.uaa.alaska.edu/careerservices

The Career Services Center offers a free online job database (a.k.a. UAA College Central Network) where students, alumni, and community members can register and view an average of 200 open off-campus jobs, internship, and volunteer opportunities. Creating a CCN account also allows job seekers to be informed of upcoming CSC recruitment and network events. Students looking for on-campus jobs should visit www.uakjobs.com for opportunities to work within departments at UAA and contact UAA Human Resources for questions about on-campus jobs.

Office of Student Financial Assistance

University Center 105

786-1480

www.uaa.alaska.edu/financialaid

Federal Work Study (FWS) is a program that allows college students to work at their university in exchange for Federal Work Study funds. Federal Work Study is offered to students who show financial need and indicate interest in programs other than grants. A Free Application for Federal Student Aid (FAFSA) determines student eligibility. FWS funds are limited so we encourage students to submit their FAFSA as early as possible.

EXCHANGE PROGRAMS**National Student Exchange**

Office of the Registrar

University Center One Stop

786-1069

<http://www.uaa.alaska.edu/records/national-student-exchange.cfm>

NSE provides students with affordable and practical opportunities to experience new and diverse settings in which to study and live. Students can study for a semester or a year paying either UAA tuition or resident tuition at a choice of nearly 200 colleges and universities throughout the United States and Canada, including Puerto Rico and the U.S. Virgin Islands. For more detailed information, you can visit www.nse.org, which details participating colleges and universities.

Western Undergraduate Exchange

Admissions Office

University Center 106

786-1480

<http://www.uaa.alaska.edu/admissions/wue.cfm>

Western Undergraduate Exchange (WUE) is a reciprocal program of the Western Interstate Commission for Higher Education. Admitted degree seeking UAA students maintaining residency in Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, and Washington may be eligible to pay resident tuition plus fifty percent and the standard student fees instead of the higher non-resident tuition. WUE students may not use their time in Alaska toward Permanent Fund Dividend eligibility.

FEES

www.uaa.alaska.edu/financialaid/costs.cfm

Student Government Fee – \$1 per credit hour for students registered in three or more credits (up to 12); collected each semester including summer. The fee supports student advocacy for academic, student and legislative affairs, USUAA activities, Board of Cultural Awareness, Graduate Student Association, Club Council, legal services, the Student Ombudsman, Student Travel Grants, and operating expenses.

Student Concert Program – \$10 flat fee for students registered in three or more credits; collected only in the fall and spring semesters. Fee supports UAA Concert Board's major concerts and speakers.

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

Student Life Fee – \$20.50 per credit hour for students registered in six or more credits (up to 12); collected each semester including summer. The Student Life fee is divided between the following three major programs/services:

Student Activities – \$3.50 per credit hour; \$12 flat fee for each student taking three or more credits during the summer. Fee supports Campus Kick-Off, Dr. Martin Luther King Jr. lecture and student appreciation awards luncheon; free or reduced admission to comedy, movies, poetry, lectures, concerts, theme nights, and other entertainment events. This fee also supports the Student Union Gallery, Campus Programming Board events, Publicity Center, and UAA Life page (*www.uaa.alaska.edu/life*)

Student Health and Counseling Center – \$8 per credit hour; collected each semester including summer. No charge for routine physical exams and mental health counseling. Laboratory and pharmacy services available at a greatly reduced cost.

Athletics/Sports Complex – \$9 per credit hour; collected each semester including summer. Fee supports free or reduced admission to athletic events, Alaska Airlines Center Student Fitness area and use of Wells Fargo Sports Complex facilities: pool, ice rink, weight room, and gymnasium.

Technology Fee – *<http://www.uaa.alaska.edu/records/registration/semester-expenses.cfm>*. \$5 per credit hour for students registered in one or more credits (up to 12); collected each semester including summer. Fee provides funding for a variety of technology-related equipment and services available for student use.

Transportation Fee – \$13 flat fee for students registered in three or more credits at the Anchorage campus; collected each semester including summer. The fee pays a portion of the cost to provide the Seawolf Shuttle service, U-Pass People Mover program (free citywide bus pass), directional signage, sidewalk and trail maintenance, lighting, bicycle rack and shelter installation, and University Call Team services.

Green Fee – \$3 flat fee (to support sustainability projects) for students registered in three or more credits; collected fall and spring semesters only.

For more information on student fees, see the class schedule, University Catalog, or log onto uaonline.alaska.edu.

FINANCIAL LITERACY

Office of Student Financial Assistance
University Center 105
786-6149
www.uaa.alaska.edu/financialaid/financiallit/index.cfm

\$avvy \$eawolf – Financial Literacy @ UAA is here to help you make responsible financial choices while in college and throughout your life. Workshops are offered on many topics including budgeting, credit and student loans. Students can also meet with us one-on-one about paying for college, exhausting your financial aid options, and important things to think about before, during and after borrowing student loans.

For the \$avvy \$eawolf workshop schedule and other financial literacy resources, visit our website.

FOOD ASSISTANCE

Student Health and Counseling Center

Rasmuson Hall 116 and 120
786-4040
www.uaa.alaska.edu/studenthealth

The Student Health and Counseling Center offers Emergency Food Cache bags, providing three days of nutritious food rations. Distribution is based on active student status. The Student Health and Counseling Center also provides a list of community food assistance organizations. Financial donations are welcome.

GENDER-BASED AND SEXUAL MISCONDUCT

UAA affirms that safety is everyone's business and encourages all students, faculty, and staff to participate in educational programming to promote the awareness of dating violence, domestic violence, stalking, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation. The University recognizes the adverse effects that gender-based and sexual misconduct can have on members of its community and actively addresses all alleged incidents. Intervention and referral services are available for all individuals affected by gender-based and/or sexual misconduct. If you or someone you know is a survivor of gender-based and/or sexual misconduct, 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 misconduct.

Refer to the Gender-based and Sexual Misconduct Policy or the University Policies section on page 81 of this handbook for more information regarding resources.

Resources on Campus

University Police Department
Eugene Short Hall 114 • 786-1120 (V/TTY)

Student Health and Counseling Center
Rasmuson Hall 120 • 786-4040 or 786-6158

Dean of Students Office
(for complaints against a UAA student)
Student Union 204 • 786-1214

Campus Diversity and Compliance
(for complaints against a UAA employee)
University Lake Building 108 • 786-4680

Title IX Investigators
(for any complaint of sexual or gender-based misconduct)
University Lake Building 101K • 786-1535
Professional Studies Building • 786-6086

Resources in the Community

Abused Women's Aid in Crisis, Inc. (AWAIC)
272-0100 • 279-9585 or 274-6882 (TTY)

STAR Rape Crisis (24 hr. hotline)
276-7273 or 1-800-478-8999 (toll free)

Anchorage Police Department
786-8900 or 911 (emergency)

GLBTQIA STUDENT SERVICES

Gay, Lesbian, Bisexual, Transgendered, Queer, Questioning, Intersex, and Ally (GLBTQIA) Student Services and Safe Zone

Dean of Students Office

Student Union 204

786-1214 (V/TTY)

www.uaa.alaska.edu/deanofstudents

www.uaa.alaska.edu/deanofstudents/safezone

UAA strives to provide an educational environment that is open, accepting, and supportive of GLBTQIA students. The Dean of Students Office faculty and staff members are available to serve as advocates for GLBTQIA students and provide resources to support the GLBTQIA community.

The UAA Safe Zone is a program designed to increase understanding and awareness of issues faced by GLBTQIA and other marginalized individuals. UAA Safe Zone trainers provide a two-hour training that takes participants through a variety of activities aimed at expanding horizons and cultivating an inclusive campus community.

For information on current clubs and organizations that focus on GLBTQIA student interests, contact Student Clubs and Greek Life at Student Union, Room 210 or visit www.uaa.alaska.edu/life.

GRADUATION

A commencement ceremony is held twice a year. The first ceremony occurs at the end of the fall semester and recognizes the previous summer and fall graduates. A second ceremony recognizing spring graduates occurs at the end of the spring semester. See www.uaa.alaska.edu/commencement for more information.

Students who are nearing completion of their program may apply for graduation through UAOnline at <https://uaonline.alaska.edu/>. Application deadlines are available at http://www.uaa.alaska.edu/records/degree_Services/index.cfm. Diplomas are issued monthly for the previous month's graduates.

A student pursuing a program of study may log into UAOnline and review their degree progress using DegreeWorks.

DegreeWorks allows students to review their progress toward graduation, apply their current courses to new programs using the "What If" feature, and see exactly how their intended coursework will apply to their program using the "Look Ahead" feature.

Graduation with Academic Honors

To be eligible for academic honors, associate and baccalaureate degree-seeking students must first earn a cumulative GPA of 3.50 or higher in all college work attempted at UAA. 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.

<http://catalog.uaa.alaska.edu/academicstandardsregulations/programcompletion/>

Graduation with Departmental Honors

Students who excel in academics may be eligible to receive departmental honors upon graduation. Contact your academic department for more information.

Graduation with Other Honors

UAA also recognizes outstanding academic achievements by conferring Phi Kappa Phi honors to students in the upper ten percent of the graduating class. The Dean of Students Office coordinates Phi Kappa Phi. Contact 786-1214 or visit the Dean of Students office in the Student Union, room 204.

Students who exhibit leadership and make service contributions to the University and community may be eligible to receive UAA Leadership Honors recognition upon graduation. Contact the Student Life and Leadership Office at 786-1215 or visit www.uaa.alaska.edu/SLL.

Graduation as University Honors Scholar

Students who complete the requirements of their disciplinary school or college and the program requirements of the University Honors College in good standing will graduate as Honors Graduates. Students who complete these requirements with a cumulative GPA of 3.50 or above will earn the designation of University Honors Scholar on their transcript and diploma. Call 786-1086 or visit the University Honors College office in RH 115.

GREEK LIFE

Student Clubs & Greek Life

Student Life & Leadership

Student Union 210

786-1385

<https://www.uaa.alaska.edu/greeklife/> · www.uaa.alaska.edu/life

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 students find a strong community that provides its members with numerous leadership experiences and opportunities to make a difference on a local and national level. The Greek community hosts recruitment and social events throughout the academic year for interested students to learn more about the opportunities and benefits of membership. You will find a complete listing of organizations, their events, and information on how to join each group on our website.

UAA Registered Greek Organizations

Sororities

Alpha Sigma Alpha

Sigma Sigma Sigma

Fraternity

Sigma Alpha Epsilon

Tau Kappa Epsilon

Phi Kappa Theta (*temporary*)

HEALTH SERVICES

Student Health and Counseling Center

Rasmuson Hall 116 and 120

786-4040

www.uaa.alaska.edu/studenthealth

The Student Health and Counseling Center provides integrated primary physical and mental health services, with an emphasis on access, availability, low cost, and quality care. Students who carry six or more credits are eligible for these health care services at no additional cost for routine visits. Laboratory work and pharmacy items are available at greatly reduced costs.

For information on student health insurance plans available to eligible students, please refer to our website, and select the Insurance link, or go directly to www.studentresources.com.

HONORS LIST

Office of the Registrar

University Center

786-1480 (V/TTY)

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 students appearing on the academic Dean's List and the Chancellor's List may be released to the media. Additional information with specific requirements may be found at <http://catalog.uaa.alaska.edu/academicstandardsregulations/academicstanding/>.

HOUSING

On-Campus Living

751-7300

www.uaa.alaska.edu/ocl

ocl@uaa.alaska.edu

Mission: The On-Campus Living community seeks to create a safe and inclusive environment that advocates for personal and educational growth, leadership, wellness, and citizenship through intentional programming and outreach.

University Housing, Dining & Conference Services and Residence Life, in partnership with students, faculty and staff, creates a comfortable and safe community that promotes respect for a diverse population as well as supports the cultural, social, intellectual, physical, and emotional development of UAA students.

We provide opportunities for residents to become empowered as community members and as evolving individuals who contribute to their own positive living/learning experience.

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, 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.

Become Involved

Residents wanting to get involved in a leadership position are encouraged to become a Resident Advisor, Residential Academic Coach, Community Assistant or Cama-i Room Peer Mentor, or participate in the Residence Hall Association. 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 (ANSEP) Engineering (West Hall)
- Aviation Community (East Hall)
- First Year Residential Experience (North Hall)
- Rural Alaska Community (North Hall)
- Nightingale Community (RRANN) Nursing (West Hall)
- Teaching and Learning Community (East Hall)
- University Honors Community (East Hall)

Off Campus Housing Information

Student Union & Commuter Student Services

Student Union, Room 216

786-1124

belong.uaa.alaska.edu

UAA's commuter population represents approximately 95% of its student body. Commuter Student Services is located in the Student Union and offers a variety of services and programs to enhance your education and facilitate creating a sense of belonging to the UAA community. We encourage you to stop by our office in room 216 (right behind the Information Desk) to meet our staff and learn more about your housing options. CSS specializes in assisting commuter students with:

- Housing
- Transportation
- Childcare
- UAA Votes
- Other student engagement opportunities throughout the UAA and Anchorage community.

CSS hosts a Housing Fair in the spring semester where local property owners, property managers, storage facilities come to interact with students and answer questions, or promote their services.

Throughout the year we also do informational workshops for commuter students on topics such as locating roommates, roommate agreements, leases, landlords, apartment/home safety, transportation and maintenance. Stop by our Mobile Commuter tables hosted weekly at various locations throughout campus (SU, UC, RH, Aviation Complex, SSB & Cuddy Hall).

The Daily Den is located on the first floor at the Student Union. The Daily Den provides commuter students an accessible lounge/study space that creates an environment for commuter students to interact with their peers to foster a sense of belonging with light snacks provided at various times throughout the day. There are several electronic housing tools available for students to use on the Student Union and Commuter Student Services webpage.

IDENTIFICATION CARD

WOLFcard Office

University Center 109

786-4695

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, library copy machines, the Student Union, and both bookstore locations. For students living on campus, your WOLFcard also serves as your meal pass for the Creekside Eatery and your dorm room key. Eligible students 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. You can get your card at either the WOLFcard office at the University Center or the Consortium Library.

INSURANCE

Student Health and Counseling Center

Rasmuson Hall 116/120

786-4040

www.uaa.alaska.edu/studenthealth

To purchase optional student health insurance through United Healthcare, students must carry six or more credits, with three credits in on-campus courses. Information can be found online at www.studentresources.com or 1-888-344-5989. United Healthcare covers 100% of most charges incurred within the Student Health and Counseling Center, please call 907-786-4040 for more information. SHCC will file claims for United Healthcare and Premera Blue Cross plans on behalf of the student. A student may submit a claim to insurance companies other than United Healthcare or Premera Blue Cross, with billing information provided by the Student Health and Counseling Center.

UA Statewide Risk Management

(907) 450-8150

www.alaska.edu/risksafety/b_insurance/insurance-coverage

UA students are eligible for certain specialized insurance programs through the System Office of Risk Services. These programs are geared towards specialties such as allied health practicums (professional liability insurance) and supplemental accident insurance for travel abroad, field trips, outdoor adventures, construction, auto, and other kinds of technology courses, as well as other UA sponsored, scheduled, and supervised activities and events. Student professional liability and student accident insurance are only available when students are signed up from a department. Students are not eligible to sign up for coverage on their own. Information on personal property insurance information is also available through the website for students residing in UA housing.

INTERNATIONAL STUDENT SERVICES

University Center 106

786-1573

www.uaa.alaska.edu/iss

UAA welcomes students from all over the world. The International Student Services Office offers international student advising with regard to visa and immigration issues, workshops of interest to international students, and intercultural programming open to the campus community.

LEARNING RESOURCES CENTER (LRC)

Sally Monserud Hall (SMH)

786-6828

www.uaa.alaska.edu/lrc

The Learning Resources Center (LRC) offers numerous resources and opportunities to assist all UAA students in attaining their academic goals. Located in Sally Monserud Hall, the LRC provides an inclusive, supportive learning environment in which to study or get extra help for classes.

Individual learning support is available to all UAA students in the form of open computer labs, and individual and group study spaces.

The Advising Center provides professional academic advising to students enrolled in developmental coursework and Community & Technical College majors.

Testing for math courses offered by the College Preparatory and Developmental Studies (CPDS) department is available.

Tutoring is available in a range of subjects including reading, writing, English as a Second Language (ESL), world languages including American Sign Language, and mathematics.

The LRC Course Reserves activity provides access to many course-related and self-tutoring materials including selected required textbooks, reference materials, and a wide variety of study aids for check out. Technology assistance is provided in the Open Computer Lab.

The Academic Coaching Center offers individual coaching to assist students in identifying academic strengths and addressing challenges, as well as ePortfolio coaching, technology support for learning and using BlackBoard, Microsoft Outlook, and other university success tools. The Center is also innovating through academic gaming as a platform for learning.

LEGAL SERVICES

Union of Students (USUAA)

Student Union 218

786-1203

www.uaa.alaska.edu/unionofstudents

USUAA, your student government, provides discounted legal services for all currently enrolled 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. Restrictions apply. Call 786-1203 to schedule an appointment.

LIBRARY

Consortium Library

786-1871

www.consortiumlibrary.org

The UAA/APU Consortium Library offers wireless technology, space for individual and group study, meeting rooms, a multi-media room, and the world's furthest north Foucault Pendulum. On the roof is a 60-foot LED display "beacon of knowledge," welcoming inquiring minds to the Library. The Library has onsite more than 853,000 volumes. It licenses more than 260 databases, 474,000 ebooks and 82,000 ejournals, which can be accessed via the Internet or at the Library. The Library's discovery service, QuickSearch, can access the Library catalog and other resources such as archival and research guides, music, newspapers, and videos and offers the option of searching for results beyond the Consortium Library's collections in accessing another 600 million bibliographic records.

In addition to its general collection, the Library houses an archive of photographs and personal papers; organizational records relating to Alaska history; a specialized collection of health and medical resources; and a collection of popular movies, educational films, and classical and jazz music. The Library is a designated select federal and state depository library. The Consortium Library belongs to the Joint Library Catalog regional library system.

UAA students need a valid Wolfcard to check out materials and to use the Library's after hours study facility. Books from JLC libraries can be requested online, picked up and returned to the Consortium Library. Students can request materials at no minimal charge from libraries around the world through interlibrary loan. Reference librarians are available in-person or by phone most of the hours the library is open, and will respond to questions sent to ayref@uaa.alaska.edu, or via instant messaging from the Library's website. The Instruction and Research Services Department offers credit and continuing education courses and course-specific lectures on the use of the Library's resources.

LOCKERS

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

Social Sciences, Engineering, and Professional Studies Buildings – Lockers in these spaces are rented by individual student clubs. Rental prices range from \$5.00 to \$20.00. Call 786-1385 or visit the Club Council website at www.uaa.alaska.edu/clubs.

Wells Fargo Sports Complex and Alaska Airlines Center – Daily use lockers are provided at no charge, but may not remain locked over-night. Locks left over-night will be removed at the owner's expense.

Wells Fargo Sports Complex - Additional larger size lockers are available for rent on an annual basis or by semester for UAA staff and students as well as the general public in a separate area of both locker rooms.

Contact the Issue Cage at 786-1231 for details.

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.

MAILING AND SHIPPING

Seawolf Postal Express/General Support Services

Bookstore Lower Level

786-1108

www.uaa.alaska.edu/gss

Seawolf Postal Express—the campus mailroom—is located in the lower-level of the UAA Campus Bookstore and provides a wide range of mail and shipping services: U.S. Postal Service, UPS, FedEx, and FedEx Freight. Students, staff, and faculty benefit from our discounted rates on FedEx and UPS services, and with a freezer on site we can even ship your fish or other perishables. Stamps, envelopes, mailing tubes, and shipping tape are available for purchase. Open Monday through Friday; please check the website for hours.

MULTICULTURAL CENTER

Rasmuson Hall 106

786-4070

www.uaa.alaska.edu/multicultural

The Multicultural Center is the home of several programs that enhance campus diversity and increase engagement and retention of underrepresented minority students (URM) at UAA. Our signature programs include AHAINA, the Seawolf Success Program, Men and Women of Excellence, and Graduation Celebrations. AHAINA provides services for junior and senior level African American, Hispanic, Asian, International, and Native American Students. The new Seawolf Success Program focuses its efforts on first and second year students, along with students who are in transition (transfers, on probation, etc.) The Men and Women of Excellence Program highlights students with junior standing and a minimum of 3.0 GPA. Every semester, we host a graduation celebration for all diverse students receiving degrees from UAA. This celebration is truly cultural in nature and is highlighted by our rose dedication ceremony.

The primary goal of the Center is to increase the persistence, retention and graduation rates for students from under-represented populations. The Center supports students through intellectual and social activities ranging from cross-cultural programming and communication to leadership workshops. Programs and mentoring opportunities support students as they navigate the demands of college and embark on new experiences along their academic journey and beyond.

Program services include:

Academic Support Computer Lab/Study Area

Cultural Programs

International and Study Abroad program information

Scholarship and Internship Information

Academic Recognition Programs

Student Advocacy and Intervention

Academic Success and Retention Workshops

NATIONAL COALITION BUILDING INSTITUTE (NCBI)

3890 University Lake Drive, University Lake Building, Suite 108

786-4680

www.uaa.alaska.edu/diversity/ncbi/index.cfm

NCBI is an internationally recognized non-profit leadership organization working with agencies and institutions to build inclusive campuses and communities. UAA is a campus affiliate of the National Coalition Building Institute, working to increase social inclusion and equity within our community of campus constituents. Rooted in an understanding of individual, community, and systematic change, NCBI leaders engage the UAA campus community through one day workshops, listening tables and other events to further cultural competence, collaboration and partnerships, and building effective relationships within and across group identities.

The UAA NCBI team consists of a talented mix of administrators, faculty, students, and staff from varying disciplines who are committed to advancing the mission of NCBI and using its methodology both inside and outside the classroom to increase cultural awareness, create a unifying community and respond to issues of oppression, and controversial issues that may occur on-campus. NCBI creates communities of belonging. Every Person Counts and Every Issue is Important!

NATIVE STUDENT SERVICES

Rasmuson Hall 108

786-4000

www.uaa.alaska.edu/nss

Our mission is to provide quality support services to Native and rural students which promotes their scholastic achievement, student retention, and personal success. We foster academic excellence, career development, leadership skills, personal growth, college transitioning, a sense of belonging, and the attainment of one's scholastic and life goals. Our Center provides a safe, affirming space on campus. It is a gathering place where students can find support, access resources, connect with community representatives, study with classmates, meet new friends, and interact with people who share similar experiences as indigenous peoples.

NEWSPAPER

The Northern Light

Student Union 113

786-1434

www.thenorthernlight.org

The Northern Light is UAA's news source run completely by students. The newspaper is published weekly during the fall and spring semesters and every other week in the summer. The paper is funded by the student media fee and advertising income.

Paid staff positions are available for students in a variety of positions and interests. Students who are looking for a less permanent way of having their voices heard or who want to write a letter to the editor should email editor@thenorthernlight.org.

ORIENTATION

New Student Orientation

Student Union 101

786-1224

www.uaa.alaska.edu/orientation

The office of New Student Orientation supports a successful transition to college for new students. Our goal is to facilitate the integration of new students and their families into the academic, intellectual, and social culture of UAA in preparation for the university's educational opportunities. We serve students in the following ways:

Howl Days - orientation sessions where new students are introduced to the support services, resources, technology, clubs, and organizations of the university. Students learn what UAA expects of them and what they can expect from their institution. It is the beginning of the many opportunities to enrich their college experience.

Answer Desks – Help desks stationed throughout the campus the first week of classes during fall and spring semesters to provide assistance to students as they learn the campus.

UAA Fusion (For Unity and Service in Our Neighborhoods) – volunteer service opportunity for students; offered once per semester (fall and spring). Students volunteer to serve at local nonprofits. Transportation is provided. *It doesn't cost to care.*

UAA Wolf Pack – mentors new students throughout the first year of college. These student leaders are able to extend the orientation experience, by continuing to help students navigate the university system. Their outreach efforts serve to connect students to educational, social, and intellectual opportunities that add to skill and personal development; which supports the student's academic achievement in the classroom.

OUTDOOR GEAR RENTAL

Student Union Information Desk

786-1204

uaa.alaska.edu/studentunion

The Student Union Information Desk offers outdoor gear rentals to currently enrolled UAA students, faculty, and staff with valid UAA ID. Rentals are available on a daily, weekend, or weekly basis. Gear can be reserved up to two weeks in advance. Reservations and deposits must be made in person.

Backpacks

Canoes

Camping Equipment

Hockey & Figure Skates

Kayaks

Snowshoes

Mountain Bikes

Tents

Ski Packages

Snowboard Packages

Stoves (propane not included)

Coolers

PARKING SERVICES

Bookstore Lower Level

786-1119 Customer Service, 786-1103 Call Team

www.uaa.alaska.edu/parking

All parking spaces at UAA require a campus parking permit or a valid Pay-N-Park receipt. Parking is enforced Monday-Thursday 7:30 am -7:30 pm when school is in session, beginning the first day of classes, including summer. A limited number of metered parking spaces are also available. Vehicles parked on campus without a valid hourly, daily, semester or annual parking permit properly displayed will be cited. Hourly and daily permits are available at any campus Pay-N-Park location (see campus map for details), the Parking Services office or Library circulation desk.

Parking Permits

Parking permits may be purchased for individual semesters or for the entire academic year online at uaa.thepermitstore.com. Annual parking permits are available for purchase in July and are valid from fall semester to fall semester.

Central Parking Garage

Central garage is located near the Social Sciences Building and is available exclusively for platinum permit holders or vehicles displaying a valid Pay-N-Park or scratch-off permits. Pay-N-Park permits are available for purchase on the 3rd level and are valid on any level in this garage.

East Parking Garage

This garage is located directly behind the ConocoPhillips Integrated Sciences Building and is available to platinum, yellow, blue and green permit holders. A Pay-N-Park station is located on the 1st floor and is valid on any level in this garage.

Residential Community Parking

Parking is enforced 24/7 in housing lots. Visitor parking is available in visitor lots for \$2 per hour to non-housing residents. A discounted parking permit is available for housing residents that do not drive to main campus. In addition to a valid parking permit, students living in campus housing are required to obtain a parking sticker specifically for parking in housing lots. These resident stickers are available at no charge from the Housing office in the Commons. For more information, call 751-7200.

Call Team Services (786-1103)

Call Team Officers (CTOs) are students employed by the University who provide safety services to the UAA community and enforce parking regulations. Student CTOs provide safety escorts, vehicle unlocks, permit enforcement, parking assistance, and jump-starts free of charge on main campus.

ADA Accessible Parking

Individuals needing ADA access will find designated parking spaces throughout campus. A UAA parking permit must be displayed when parking in one of these spaces in addition to a current State of Alaska DMV placard or permanent ADA plates. Municipal fines for ADA violations are a minimum of \$250.

Parking Citations

Parking citations are issued to vehicles in violation of University and/or Municipal parking rules and regulations. *Citation may be appealed or paid within 14 days of issue by visiting uaa.thepermitstore.com or online in person at Parking Services. A late fee will be added to any unpaid citations after 14 days. After an additional 30 days, these citations become eligible for collection action. A campus map detailing parking areas is available at the Student Union & Commuter Student Services Info Desk, at the Parking Services office, at uaa.alaska.edu/parking or on the UAA homepage.*

PERFORMING ARTS

Music

Fine Arts Building 302

786-1595

www.uaa.alaska.edu/music

The Department of Music presents over 90 concerts each year featuring excellent student ensembles and 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)

www.uaa.alaska.edu/theatre • dance.uaa.alaska.edu

UAA's national, award winning theatre program produces four major plays and two dance performances each year. The department operates two state-of-the-art theatres: the Main Stage, a 175 seat thrust stage, and the Harper Studio Theatre, a black box space with a seating capacity of 99. All UAA students, as well as local community members, are encouraged to audition for UAA Theatre & Dance productions. New talent is always welcome, and the department follows a non-traditional casting policy where possible. Tickets can be purchased at www.uaatix.com, or at www.centertix.net. Audition dates are posted at www.uaa.alaska.edu/theatre, or find us on Facebook at www.facebook.com/uaatheatreanddance.

POLICE

University Police Department (UPD)

Eugene Short Hall 114

786-1120 (V/TTY)

www.uaa.alaska.edu/upd

The University Police Department is a fully commissioned police force that employs full time, professional police officers, certified by the Alaska Police Standards Council. They are responsible for enforcing Alaska State Statutes, investigating incidents, arresting perpetrators of criminal activity and maintaining order on and around University property. Officers also provide special services unique to the University setting. Those services include maintaining security of the University buildings, providing crime prevention classes to students, staff and faculty, providing safety escorts on the University campus, vehicle unlocks, and vehicle jumpstarts. The department is open 24 hours per day, 365 days per year. A staff of professional emergency dispatchers is on hand to take your call and direct the proper personnel to assist you.

University Police offers the following assistance:

Criminal investigations Unsafe traffic conditions

Emergency messages Safety awareness

Motorist assists First aid

Safety escorts Crime prevention issues

Motor vehicle accident Stolen property

Speed Limits

Campus speed limits are set at 20 mph. University Police 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

Professional Studies Building 256

Satellite Studio, Student Union 204K

786-6800

www.kruaradio.org

KRUA 88.1 FM is your university voice. KRUA's rotation caters to UAA's diverse student body and the Anchorage community by broadcasting a broad and eclectic mixture of music. KRUA volunteers host shows that include a variety of genres such as indie, reggae, and folk. KRUA also offers hourly news, sports, public affairs broadcasts, and other informational services that enhance the learning environment at UAA.

The award winning student radio station is a popular training facility for UAA students and community members who want to develop their broadcasting skills in an energetic and creative environment.

REGISTRATION

Office of the Registrar

University Center 106

www.uaa.alaska.edu/records

Up-to-date information regarding all things registration can be found in the online "Registration Guide" created by students for students.

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

"Schedule Planner" is a tool within UAOnline, which can help you create a class schedule that works with your life. Always review the location of your courses so you know where you need to be and when.

Dates and Deadlines

Important registration related dates and deadlines can be found by clicking the Dates and Deadlines link at the Office of the Registrar website.

RESIDENCE LIFE, DEPARTMENT OF (DRL)

Main Apartment Complex 6-103

751-7444 (V/TTY)

www.uaa.alaska.edu/reslife

Mission: The DRL seeks to create a safe and inclusive environment that advocates for personal and educational growth, leadership, wellness, and citizenship through intentional programming and outreach.

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 (located in Gorsuch Commons 104), 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, Programming Assistant or participate in the Residence Hall Association. 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 (ANSEP) Engineering (West Hall)
- Aviation Community (East Hall)
- First Year Experience (North Hall)
- First Year Focus (West Hall)
- Native Early Transition (NET) Community (North Hall)
- Nightingale Community (RRANN) Nursing (West Hall)
- Teaching and Learning Community (East Hall)
- University Honors Community (East Hall)

ROOM RESERVATION

Student Union

Student Union 216

786-1204

uaa.alaska.edu/studentunion

The Student Union facility offers venues for all sizes of events. Registered UAA student organizations, UAA departments, and community groups may reserve the Student Union. Discounts are offered for current UAA students, faculty, and staff with valid UAA ID for private events. Various venues in the Student Union can accommodate groups as small as ten to large events of up to 400 attendees. Friendly, knowledgeable and courteous staff are available to help with your event. Audiovisual equipment is available. Wireless Internet is accessible throughout the building. The Lyla Richards Conference Room offers technology capabilities including video conferencing. The Student Leadership Lab is located in the Student Union Room 206. The Leadership Lab offers reservations for registered UAA student departments/organizations. The lab can accommodate up to 15 attendees for leadership trainings, workshops, and organizational brainstorming sessions. Call 786-1896 for more information.

UAA Room Scheduling

MAC 602

751-7273

www.uaa.alaska.edu/records/RoomScheduling/index.cfm

Room availability and event calendars

roomschedule.uaa.alaska.edu

Registered UAA student organizations and faculty and staff can reserve space in lecture halls, classrooms, and lobbies in most academic buildings on campus. A modest rental fee is charged for affiliated non-profit and commercial groups. Reservations are confirmed on a space-available basis.

A number of rooms are equipped with “smart” lecterns, several will accommodate video conferencing, and all rooms are equipped with data projectors. For technology assistance contact Audio Visual Services at 786-4646 or technology.uaa.alaska.edu/AV/.

UAA Conference Services

MAC 602 & Gorsuch Commons

751-7273

www.uaa.alaska.edu/ccs

Campus event space for meetings, weddings, social events or other types of gatherings; some of our venues include:

Lucy Cuddy Hall - Versatile event venue nestled amidst beautifully landscaped green space. (up to 300 guests)

Gorsuch Commons - Open and airy reception space with two smaller adjacent banquet rooms. (up to 200 guests)

Wendy Williamson Auditorium - Flexible set-up & lighting options. (theater capacity up to 910 guests, on-stage receptions up to 100)

Audio/visual equipment rental + full-service catering on-site with custom menu options available. Free parking for weekend events. Overnight lodging available during summer months for conference guests or individual travelers on a budget.

SAFETY

UAA campuses are not a sanctuary from crime and they share many of the same concerns and problems faced by other universities. The Anchorage campus is like a mini-city unto itself, with a student population exceeding 15,000.

In order to increase safety awareness, the University is continually striving to educate 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. *Feeding wildlife is a ticketable offense*

To be alerted to emergency safety concerns, please log-in to <http://UAAalert.alaska.edu> and update your personal profile by adding your cell/text contact information.

Information on crime prevention programs, reporting procedures, and campus crime statistics are available in the UAA Campus Security and Fire Safety 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 viewed online at: www.uaa.alaska.edu/safety.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Office of Student Financial Assistance

University Center 105

786-1480

www.uaa.alaska.edu/financialaid/sap.cfm

Satisfactory Academic Progress (SAP) is the federal requirement that students make real and measurable progress toward their degree in order to be eligible to receive federal aid. All students are monitored for SAP whether or not they applied for or received financial aid during prior semesters. Students are not eligible for federal, state, or institutional financial assistance if they do not meet SAP requirements.

There are 3 minimum SAP requirements:

- 1) Cumulative GPA of 2.0 or above
- 2) Cumulative completion rate of 67% or above (W's, I's, and F's all count towards classes not completed)
- 3) Your total attempted credits is equal to or less than 150% of the length of their primary degree program

If you are not meeting the minimum requirements for SAP, you may need to complete an appeal before you receive any future financial aid. You can find out more information about SAP on the Office of Student Financial Assistance website or by meeting with your academic advisor.

Educational Grants

Federal grants available to eligible students include the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (SEOG). Funding for some grants is limited so it's important to submit your FAFSA early. You can apply for the following fall semester as early as January 1. The FAFSA deadline for state aid is June 30.

Educational Loans

Student loans are available to most students, regardless of income. The Federal Direct Subsidized and Unsubsidized Loans are the most common types of student loans. Loans for parents of undergraduate students and private loans are also available.

UAA recommends students budget and borrow only what they need to fund their education and to take advantage of all grant and scholarship aid before borrowing student loans. For assistance with budgeting or becoming a financially \$avvy \$eawolf, visit:
www.uaa.alaska.edu/financialaid/FinancialLit/index.cfm

SCHOLARSHIPS

Office of Student Financial Assistance

University Center 105

786-1480

www.uaa.alaska.edu/scholarships

Many scholarship opportunities exist for UAA students. To apply for most UA scholarships, submit an application via UAOnline by the February 15th preceding the academic year for which you are applying. Visit our website for eligibility requirements, application instructions, writing tips, and scoring rubric for the essays. Information on private scholarships is also available.

SEXUAL HARASSMENT

Campus Diversity and Compliance

(for complaints against a UAA employee)

University Lake Building 108

786-4680

www.uaa.alaska.edu/diversity

Dean of Students Office

(for complaints against a UAA student)

Student Union 204

786-1214

www.uaa.alaska.edu/deanofstudents

Title IX Investigators

(for any complaint of sexual harassment)

ULB 101K or PSB 119

786-1535 or 786-6086

www.uaa.alaska.edu/deanofstudents/title-ix.cfm

The University of Alaska Anchorage community 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 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 including Campus Diversity and Compliance (for complaints against a UAA employee) and the Dean of Students Office (for complaints against a student). Both offices have Title IX investigators who actively investigate allegations of sexual harassment. 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 & to take corrective action.

SHUTTLE AND BUS PASSES

Parking Services

Bookstore Lower Level

786-1119

www.uaa.alaska.edu/shuttle

UAA Parking Services offers personalized transportation advising (available by appointment) for UAA students, staff and faculty. Transportation to and around campus can be challenging, we are available to help explore options if the current situation isn't working.

The Anchorage campus is expansive & the Seawolf Shuttle can get you to your destination quickly with stops conveniently located throughout main campus, as well as the University Center, Aviation Complex, and UAA Housing. Route maps and schedules are available online at *www.uaa.alaska.edu/shuttle*.

UPASS and VPASS Program - Current students with 3 or more credits and UAA employees may ride any People Mover or Valley Mover bus for FREE with a valid WOLFcard. Routes: *www.peoplemover.org* and *www.valleymover.org*

SMOKING ON CAMPUS

<https://www.alaska.edu/bor/policy/05-12.pdf>

For the health and safety of our campus community, tobacco use and smoking, including the use of electronic cigarettes and similar products are prohibited on university property effective Nov. 19, 2015 (UA BOR policy P05.12.102).

www.uaa.alaska.edu/tobacco-free

The smoke and tobacco-free policy will be in effect for all UAA properties and surrounding areas, which include the UAA main campus and UAA student housing, University Lake Building, 1901 Bragaw office building, Aviation Technology Complex and UAA University Center.

Littering an area with, or with the remains of, tobacco-related or smoking-related products is also prohibited and carries a \$50 fine.

This policy applies to all university events, events held on university grounds or property and applies to all members of the university community including faculty, staff, students, friends, volunteers, patients, customers, vendors, contractors, guests and visitors.

SEAWOLF DEBATE TEAM

Department of Communication & Discourse Studies

Administration/Humanities Building 262

786-4391

www.uaa.alaska.edu/seawolfdebate

The internationally recognized 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 program fulfills its service mission by hosting public debates and competitions 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 (USUAA)

Student Union 201

786-1206

www.uaa.alaska.edu/unionofstudents

The Union of Students at the University of Alaska Anchorage (USUAA) is charged with representing the students of the Anchorage campus and ensuring student voices are considered in University decisions.

The USUAA Assembly allocates student government fees, coordinates activities, represents student views and experiences to the Chancellor, lobbies on behalf of the University to the UA 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 considered members of USUAA and entitled to all its services.

The USUAA Assembly includes the student body President and Vice President, 10 elected Student Senators, two Delegates from each of the 6 Colleges (College of Arts and Sciences, College of Business and Public Policy, College of Education, College of Engineering, College of Health, and Community and Technical College), and one liaison from each of the following organizations: Club Council, Greek Council, Residence Hall Association, and the Graduate Student Association. Senators, Delegates, and Liaisons write legislation and provide programs that affect all aspects of the college experience. Contact any of these students to propose an idea or get involved.

The USUAA President and Vice President appoint numerous students to serve on University standing boards and committees. Students interested in advocating for change or becoming involved in the community should visit the USUAA office in the Student Union.

Club Council

786-1385

www.uaa.alaska.edu/clubs

Club Council is the governing body for all student clubs at UAA and is an official branch of USUAA. The purpose of Club Council is to register student clubs, assist clubs with events and activities, promote student interaction and involvement, and allocate funds to registered student clubs. The Council also plans several activities, including the community-wide Haunted Halloween Fun Night. For a complete list of clubs, please visit *www.uaa.alaska.edu/life*

UAA Concert Board

Student Life & Leadership

Student Union 218

786-1210

www.uaa.alaska.edu/concertboard

Concert Board produces shows with nationally known performers and offers significant discounts for UAA student tickets. Concert Board is a division of USUAA, with five elected student representatives and two appointed representatives: one from USUAA and one from Club Council. The students serving on Concert Board select performers and assist in the production of major entertainment events.

Election Board

786-1205

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 all students have an equal opportunity in the elections.

Green Fee Board

786-1270

www.uaa.alaska.edu/greenfee/green-fee-board.cfm

The purpose of the Green Fee Board is to promote sustainability efforts on the UAA campus through student-led initiatives that are defined as environmentally wise, economically sound, and socially responsible. The Board carries out this purpose by managing the Green Fee to fund sustainable projects.

Media Board

786-1215

www.uaa.alaska.edu/sll/media/media-board.cfm

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 UNION & COMMUTER STUDENT SERVICES

Student Union 214

786-1204

belong.uaa.alaska.edu

Student Union & Commuter Student Services (SU&CSS) provides opportunities for students to naturally connect with one another, promote an ethos of belonging and engagement, and advance community on campus. SU&CSS provides programs and services, which foster a sense of belonging and promote student success. Programs and services focus on off-campus housing, transportation, health and wellness, food, outdoor recreation, voter information and civic engagement.

The Student Union facility has several spaces for students to relax between classes and connect with other students, faculty, and staff.

Food options in the Student Union include Subway™, Mein Bowl, Union Station Coffee shop and various grab and go items at the Student Union Information Desk. Other services provided at the Information Desk are outdoor gear rentals, off-campus housing assistance, Anchorage and UAA transportation information, voter registration, ticket sales, locker rentals and lost and found. Students have access to a computer lab, multiple lounge areas, the Student Union Gear Room, ATM machine and Student Union Gallery.

Offices located in the Student Union are the Dean of Students Office, Student Life & Leadership, USUAA (student government), Student Clubs and Greek Life Office, The Northern Light student newspaper, New Student Orientation, the KRUA remote studio, and the Military & Veteran Community Resources office.

UAA student organizations, departments, and community groups may reserve space in the Student Union for a variety of activities. Locations include: the Den, North/South Cafeteria, Lyla Richards Conference Room, and Leadership Lab. These locations can accommodate 15 to 400+ people, and are equipped with tables, chairs and wireless Internet. Audiovisual equipment is also available. For more information on scheduling space in the Student Union and in other areas on campus, refer to the Room Reservations section of this handbook.

STUDY ABROAD

Study Abroad and International Exchange Programs

Office of International and Intercultural Affairs

Rasmuson Hall 115

786-4135

www.uaa.alaska.edu/oiaa

UAA's exciting study abroad and exchange opportunities help prepare you for success in today's globally interconnected world. Earn credit towards your degree through a quality academic, internship, service learning, fieldwork, or research program abroad, while achieving the gains embodied in UAA's International and Intercultural Learning Outcomes (www.uaa.alaska.edu/oiaa/learningoutcomes.cfm). Options abound in Africa, Asia, Europe, Latin America, the Middle East, Oceania, and the Arctic. Choose from short-term to year-long programs in English or the local language AND use your federal financial aid to help pay for it! Many merit-based and need-based scholarships also apply, and there are opportunities specifically for Pell Grant-eligible and first-generation college students.

Discover how you can take your UAA education international, contact the Education Abroad Coordinator in the Office of International and Intercultural Affairs (OIIA) and your Academic Advisor today and attend the next Study Abroad 101 information session. Subscribe to OIIA's GoGlobal e-mail list or check OIIA's website for the schedule.

TECHNOLOGY RESOURCES

Information Technology (IT) Services

Social Sciences Building 120

786-4646 | 877-633-3888 (Toll Free)

www.uaa.alaska.edu/technology

E-Mail: callcenter@uaa.alaska.edu

Web: www.uaa.alaska.edu/technology

Knowledge Base: support.uaa.alaska.edu

Antivirus

IT Services provides students, staff and faculty free Symantec Antivirus for Windows and Mac. Download a copy from The Technology Knowledge Base at the following URL:

<https://support.uaa.alaska.edu/Pages/AAA-Software-Downloads.aspx>.

You will be prompted to enter your UA Username and password. You may also obtain a physical copy of the Antivirus by stopping by IT Services (SSB 120) with your current University WOLFcard.

Blackboard

Blackboard is UAA's online learning management system. Most faculty use this system to house online course content, including the syllabus, assignments, various informational resources and online testing. If you are enrolled in a UAA course classified as WEB or ONLINE the course materials are only found in Blackboard. Refer to the eLearning: Distance Learning Support section for more information regarding distance courses.

To Log In to Blackboard:

- Go to: www.uaa.alaska.edu/classes
 - *Log in with your UA username and password*
- If you have questions about using Blackboard contact the UAA Call Center at 786-4646, Option 1. Or visit the IT Knowledge Base: support.uaa.alaska.edu

Call Center

The Call Center operates as a single point of contact for all technology services. Our menu will provide callers with a variety of services to choose from.

Operation hours:

M – F 6 am – midnight

S – S 8 am – 5 pm

*Holidays 8am – 5pm

*Closed on Christmas and Thanksgiving.

Campus Open Computer Labs

www.uaa.alaska.edu/computerlabs

UAA has five campus open computer labs:

- Gorsuch Commons 105
- Sally Monserud Hall 111
- Consortium Library 210
- Student Union 211
- University Center 126

Staffing and lab schedules are posted in each facility. Visit the website for more information.

Laptop/Desktop Computer Maintenance and Repair

Information Technology Services offers desktop support, and is an Apple and Dell authorized service provider. To inquire about our rates, request a quote, or submit a work request, contact IT.

Username

To activate your UA Username and password go to: me.uaa.alaska.edu

This username identity is used to access University email, Blackboard computer labs, UAOnline, Consortium Library website and databases and other University resources.

TESTING CENTER

University Center 112

786-4500

www.uaa.alaska.edu/advising-testing

The Testing Center supports the testing needs of UAA students and serves as a national testing center for the Anchorage community. Testing services include career assessments, CLEP and DANTE exams, college admission tests, and exams for professional licensure and certification. The Testing Center also administers Accuplacer to newly enrolled students for the purpose of determining proper placement into reading, writing and mathematics courses.

TICKET PROGRAMS**UAA Fine Arts Box Office**

Fine Arts Building

786-4TIX (4849)

View current events and purchase tickets online at UAAtix.com. The Fine Arts Box Office, located directly inside the main entrance to the Fine Arts building, is open one hour prior to show times during the fall and spring semesters; weekly hours are listed at <http://www.uaa.alaska.edu/collegeofartsandsciences/DivisionOfPerformingAndFineArts/pfaboxoffice.cfm>. Tickets can also be purchased in the Student Union Information Desk or on UAAtix.com.

Student Union Information Desk

786-1204

belong.uaa.alaska.edu

The Student Union information desk sales Concert Board, Student Activities, Theater, Music, and Dance event tickets. Discounted movie tickets are also available for Century and Regal Cinemas.

UAATIX.com

786-1204/1210

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 & Commuter Student Services Information Desk.

TRANSCRIPTS/RECORDS

Office of the Registrar

www.uaa.alaska.edu/records/Transcripts/index.cfm

Official transcripts of all course work taken at UAA may be requested through UAOnline, by mail or in person at the University Center. Before ordering a transcript, please review your unofficial transcript in UAOnline to ensure it is up-to-date. Students may view and print their unofficial transcripts and print their enrollment verification certificates through UAOnline. Additional information may be found at the website above.

TUTORING

The Learning Resources Center (LRC) offers numerous resources and opportunities to assist all UAA students in attaining their academic goals. Located in Sally Monserud Hall, the LRC provides an inclusive, supportive learning environment in which to study or get extra help for classes. Among available services are tutoring, computer access, individual and group study materials, and open, quiet, and small group study areas. Testing for math courses offered by the College Readiness and Preparatory Studies (CPDS) is available. Tutoring is available in a range of subjects including reading, writing, English as a Second Language (ESL), world languages, and mathematics. The LRC Course Reserves activity provides access to many course-related and self-tutoring materials including selected required textbooks, reference materials, and a wide variety of study aids for check out. Technology assistance is provided in the Open Computer Lab.

UNDERGRADUATE RESEARCH AND SCHOLARSHIP (OURS)

University Honors College
Rasmuson Hall 115
786-1086
www.uaa.alaska.edu/ours

The Honors College is the center for undergraduate research and experiential learning at UAA. Through its Office of Undergraduate Research and Scholarship (OURS) The Honors College supports and funds opportunities for students in all UAA disciplines, schools and colleges. This includes involvement of UAA's students in the research and creative activities of faculty or projects of their own design.

OURS offers the following 12 UAA-wide competitive awards that provide funding directly to students: Undergraduate Research Grants; Undergraduate Research in the Community Award; Discovery Grants (includes student travel to present research at conferences); Discovery Award; Alaska Heart Institute Fellowships; Research Internship in Ecology and Physiological Ecology Award; Consortium Library Prize; Sponsored travel to the Student Conference on United States Affairs; ISER Policy Research Award; Meissner Creativity Award in the Visual Arts; Fran Ulmer Transformative Research Award.

In addition to direct funding for students, OURS supports a wide variety of research and presentation opportunities, including the annual Undergraduate Research and Discovery Symposium.

Finally, OURS coordinates information for undergraduates about competitive major prestigious scholarships and fellowships that offer recipients the chance to study or conduct research abroad or to fund post baccalaureate education at a significant level. OURS also publishes Opportunities: Scholarships, Fellowships and Research, a handbook to help undergraduate students navigate the process of applying for major scholarships and fellowships www.uaa.alaska.edu/honorscollege/scholarship

VETERANS

Veteran Education Benefits

University Center 105

786-1532

www.uaa.alaska.edu/financialaid/Veterans

Eligible veterans, dependents, reservists, and active duty personnel may use Department of Veterans Affairs educational benefits at UAA. Students intending to use these educational benefits should visit the 'Veteran Financial Assistance' website and contact the UAA One Stop Office at the University Center for more information.

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

Students receiving Veteran's Benefits are also eligible to apply for other types of financial aid using the Free Application for Federal Student Aid.

Military and Veteran Student Services Office

Student Union 102

786-5490

www.uaa.alaska.edu/veterans

The MVCRC houses both the UAA Military & Veteran Student Services Assistant and the Department of Veterans Affairs' VetSuccess on Campus Counselor (VSOC). This partnership supports our military, veterans and family members through one-on-one coaching sessions, large scale briefings and workshops. We also strive to elevate the overall institutional understanding of the military and veteran student experience through in depth [training opportunities](#) for faculty, staff and students.

VOTER REGISTRATION

www.uaa.alaska.edu/voterinfo

Students can register to vote and find the locations of on-campus voter registrars and polling stations at the Student Union Information Desk. Log onto the website for campus voter information or call 786-1124.

WOLF WIRE

www.uaa.alaska.edu/wolfwire

All-inclusive student events Google-based calendar. Find out everything you need to know about UAA events, concerts, lectures, sports, workshops, and more.

STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

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

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the University community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Alaska, and the local community. All members of the University community have a responsibility to protect and maintain an academic climate in which the freedom to learn 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 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, color, religion, national origin, sex, sexual orientation, age, veteran status, physical or mental disability, 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 indicate achievement of course objectives and are assigned by faculty to individual students. 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

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 work place 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. Unreasonable refusal to accommodate an emergency absence as described below may be appealed under other Academic Decisions in the Academic Dispute Resolution Procedure section found in this handbook.

CLASS ABSENCES

Students who receive short-term military orders or obligations are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Students participating in official intercollegiate activities on behalf of UAA, including, but not limited to, athletic competitions, debate 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 online class listing each semester. Deadlines are determined by the start date of the class and usually occur within the first two weeks of class (for fall and spring semesters), or are prorated for trimester courses and courses other than the full semester length. No grade will be issued for classes dropped by the deadlines. Some courses at UAA are offered in a trimester. Students should be aware that published deadlines apply only to the traditional semester. After the last deadline for dropping a class, students may withdraw from the class through the 12th week of class (fall and spring semesters), prorated for trimester courses or courses other than the full semester. This will produce a designation W for the course on the cumulative transcript. After such a withdrawal, an academic grade for the course may only be obtained by retaking the course. No tuition is returned to students who withdraw from a class.

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.

The deadlines for faculty-initiated drop or withdrawal are the same as for student-initiated drop or withdrawal. The requirements, which a student must meet, include all catalog pre- or co-requirements for the course, as well as other registration restrictions and attendance requirements established for the class. Faculty may initiate a withdrawal for a student in audit status for a class according to criteria for audit status distributed in the class syllabus.

Faculty are not obligated to initiate drops or withdrawals for any reason. Students who need to be excused from the first week attendance must contact the faculty member and receive permission before the first class meeting of the semester to avoid possible faculty-initiated withdrawal. (See UAA Catalog Chapter 7, for more information).

UAA CAMPUS SECURITY AND FIRE SAFETY REPORT

The Campus Security & Fire Safety Report is required by federal law and contains policy statements and crime statistics for UAA. The policy statements address UAA's policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by UAA and on public property within or immediately adjacent to the campuses. In addition, the report includes fire safety information and statistics pertaining to UAA's residential communities on the Anchorage campus. This report is available online at www.uaa.alaska.edu/safety. You may also request a paper copy from the UAA Dean of Students Office located in Room 204 of the Student Union on the Anchorage campus.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act is a federal law, which 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 must register with the State of Alaska, must also provide notice to the State that they are employed, carry on vocation at, or are a student at the University of Alaska Anchorage. Information concerning registered sex offenders may be obtained 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) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the university receives a request for access. A student should submit to the Office of the Registrar a written request (letter or fax) that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, registrar-designated staff shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The university also discloses information without a student's prior written consent under the FERPA exception for disclosure of information that it has designated as "directory information."

See the list below of the other disclosures that the university may make without consent.

4. 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 Ave., SW
Washington, DC 20202***

The following information is designated as directory information by the university:

- Names of students
- Dates of attendance at the university
- Program/major field(s) of study
- Degrees and certificates received, including dates
- Participation in officially recognized university activities
- Academic and co-curricular awards, honors and scholarships received and dates received
- Weight and height of students on athletic teams
- Students' electronic mail addresses
- Hometown; city and state
- Enrollment Status

A student may inform the Office of the Registrar in writing that he/she does not give permission for the university to release his/her directory information or may submit the request through UAOnline at <http://uaonline.alaska.edu>. The request is valid until a subsequent request to release directory information is received in writing or through UAOnline.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

- a. To other school officials, including teachers, within the university whom the university has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the university has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- b. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- c. To authorized representatives of the U. S. comptroller general, the U. S. attorney general, the U.S. secretary of education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- e. To organizations conducting studies for, or on behalf of, the university, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- f. To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- g. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- h. To comply with a judicial order or lawfully issued subpoena.(§99.31(a)(9))
- i. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- j. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- k. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the university determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the university's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- I. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the university determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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 student conduct decisions** or resulting **disciplinary sanctions**, refer to the *Student Code of Conduct* and the *Student Conduct Review Procedures*.

For complaints about **sexual harassment and sexual misconduct**, refer to the *Student Code of Conduct* and the *Gender-based and Sexual Misconduct 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, sexual orientation, 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 Health and Human Services, Office for Civil Rights Seattle, WA 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.

STUDENT COMPLAINT PROCESS/EXTERNAL AGENCIES

Students have the right to address complaints to relevant external agencies. Most external complaint processes require that the student exhaust avenues of complaint internal to the institution before the external agency will consider.

The following contact information is for UAA's state regulatory agency and its regional accreditor.

State Regulatory Agency:

[Alaska Commission on Postsecondary Education \(ACPE\)](#)

PO Box 110505 Juneau, AK 99811-0505

Accrediting Body:

[Northwest Commission on Colleges and Schools \(NWCCU\)](#)

8060 165th Avenue N.E., Suite 100

Redmond, WA 98052

If you are residing outside of Alaska while attending UAA you may be able to file a concern in the state in which you are residing. The State Higher Education Executive Officers (SHEEO) have compiled a [PDF of state complaint contacts](#) for your reference.

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 the procedure that implements the UA Board of Regents Policy 09.03.02 and its University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. Appropriate issues for the procedure include such things as considerations of 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 member, 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 Grad - 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 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 the 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:

- the request for a grade change is denied;
- 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
- 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.

GENDER-BASED AND SEXUAL MISCONDUCT POLICY

Members of the University of Alaska Anchorage (UAA) community and visitors have the right to be free from all forms of gender and sex-based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Gender-based and sexual misconduct is a form of discrimination because women are more often victims than men. Gender-based and sexual misconduct has a negative impact on victims and other members of our community. UAA expects all members of the community to conduct themselves in a manner that does not infringe upon the rights of others. Therefore, UAA has a zero-tolerance policy for gender-based and sexual misconduct.

UAA prohibits rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence. In the event that a sexual assault, act of stalking, dating violence or domestic violence does occur, UAA takes the matter very seriously. UAA will take steps to stop the behavior, prevent its recurrence, and provide remedies for victims. Individuals with questions about this policy may call the Office of Campus Diversity and Compliance at 907-786-4680 or the Dean of Students Office at 907-786-1214.

How to Report

- a. Any complaints or inquiries regarding gender-based or sexual misconduct of a UAA employee should be brought to the immediate attention of the Office of Campus Diversity and Compliance at 907-786-4680 or your campus student services office.
- b. Any complaints or inquiries regarding gender-based or sexual misconduct of a UAA student should be brought to the immediate attention of the Dean of Students Office at 907-786-1214 or the student services director at your campus.
- c. All faculty, directors, deans, chairs, supervisors, and campus security authorities are considered responsible employees and are required to report specific incidents of gender-based or sexual misconduct to the Title IX Team. Everyone is encouraged to report instances of gender-based and sexual misconduct to a member of the Title IX Team immediately and without delay.

UAA's Title IX Team is composed of the following individuals:

Title IX Team Members	Office Location	Phone
Title IX Coordinator	ULB 108	907-786-1424
Deputy Title IX Coordinator	SU 204	907-786-1214
Title IX Investigator	ULB 101K	907-786-1535
Title IX Investigator	PSB 119	907-786-6086

UAA will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding gender-based or sexual misconduct, but feels it would not be appropriate to raise such issues with the Office of Campus Diversity and Compliance, the Dean of Students Office or the student services director, the student may inquire or complain to a senior administrator* and such inquiries or complaints will receive a prompt and thorough investigation.

* A senior administrator refers to a member of the Chancellor's Cabinet including Vice Chancellors, the Provost, Campus Directors, College Directors, or the Chancellor.

Interim Protective Measures and Resources

If the victim wishes to access local community agencies and/or law enforcement for support, UAA will assist the victim in making these contacts. The Title IX Team will offer assistance to victims in the form of opportunities for academic accommodations, changes in housing for the victim or the responding student, changes in working situations and other assistance as may be appropriate and available (such as no contact directives, campus escorts, transportation assistance, targeted interventions, etc.). No victim is required to take advantage of these services and resources, but UAA provides them in the hope of offering help and support. UAA will provide all victims of sexual assault, domestic violence, dating violence, and stalking with a brochure including a summary of their rights and options. The victim will be connected with a counselor on- or off-campus, should he or she wish.

Investigation

Procedurally, when UAA receives a report of sexual assault, stalking, dating violence, domestic violence and/or other forms of gender-based or sexual misconduct, the Title IX Coordinator is notified. When the victim chooses, or UAA believes it is necessary, the Title IX Coordinator will initiate a prompt, fair and impartial investigation, which may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon an accused individual.

Procedures

The Title IX Coordinator is ultimately responsible to assure in all cases that the reported behavior is brought to an end, UAA acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Title IX Coordinator is also responsible to assure that training is conducted annually for all UAA entities responsible for Title IX. Training will focus on domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX. Training will help those decision-makers associated with the process to protect the safety of victims and to promote accountability for those who commit offenses.

The investigation and resolution conducted by UAA are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the complainant (the person bringing forth the allegations) will be informed. Privacy of the records specific to the investigation is maintained in accordance with Alaska law and the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) statute. Any public release of information to comply with the timely warning provisions of the Jeanne Clery Act (Clery Act) will not release the names of victims or information that could easily lead to a victim's identification.

In any complaint of sexual assault, stalking, dating violence, domestic violence or other behavior covered under the federal law, Title IX, the complainant and the respondent (the person whom the allegations are against) are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, review or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the findings, conclusions, sanctions (if any) and the rationale for these decisions. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other.

If gender-based or sexual misconduct is found, UAA will discipline the offender(s). For offenses including domestic violence, dating violence and stalking, sexual harassment, non-consensual sexual contact, and sexual exploitation, sanctions range from warnings up to expulsion or termination of employment. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of sexual assault) usually result in expulsion or termination of employment from the University of Alaska.

All parties will be informed of UAA appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Procedures detailing the investigation and resolution processes of gender-based and sexual misconduct at UAA can be found here:

Students: See the UAA Student Code of Conduct.

Employees: See the Human Resources Office.

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 and the Dean of Students have the authority to approve events where beer and wine may be served to individuals of legal age with positive identification. Approval to serve beer and wine will be granted on designated premises for private university sanctioned events for a limited period of time.

The sale of beer and wine at university-sanctioned events on campus is only permissible in the Alaska Airlines Center. Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in university public places, except as it pertains to events in the Alaska Airlines Center. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the university will be subject to disciplinary and/or legal action.

Residence Life 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 Residence Life 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. Students may not engage in behavior that disrupts the learning environment, violates the rights of others or otherwise violates the Student Code of Conduct (Code), university rules, regulations, or procedures. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the university or at activities authorized or sponsored 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 student conduct 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 student conduct 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 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:

Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

- a. presenting as their own the ideas or works of others without proper citation of sources;

- b. utilizing devices not authorized by the faculty member;
- c. using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
- d. providing assistance without the faculty member's permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
- e. submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
- f. acting as a substitute or utilizing a substitute;
- g. deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course;
- h. fabricating or misrepresenting data;
- i. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
- j. altering grade records of their own or another student's work;
- k. offering a monetary payment or other remuneration in exchange for a grade; or
- l. violating the ethical guidelines or professional standards of a given program.

2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds, Property, or Electronic Records:

- a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on university forms and documents;
- b. misrepresenting the truth during a university investigation or student conduct proceeding and/or making false statements to any university official, faculty member, or office;
- c. misuse or unauthorized use of university identification cards, keys, funds, property, equipment, supplies or other resources; such as:
 - i. possession of fake or altered identification;
 - ii. unauthorized duplication of any university key or key card;
 - iii. lending keys or key cards to individuals not authorized to possess them;
 - iv. misusing university computer resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with messages, files, electronic storage devices, programs, passwords or other computer users without their permission (as further defined in Board of Regents' Policy 02.07); or
 - v. use or possession of copyrighted material, including, without limitation, software, graphics, text, photographs, sound, video and musical recordings without the express permission of the owner of the copyright in the material, or other legal entitlement to use the material;
- d. falsely representing oneself as an agent of the university, incurring debts or entering into contracts on behalf of the university; or

- e. unauthorized entry into, presence on, or use of property which has not been reserved or accessed through appropriate university officials.

3. Damage or Destruction of Property:

- d. damage or destruction to property owned or controlled by the university; or
- e. damage or destruction of property not owned or controlled by the university, e.g.:
 - i. the action occurred during an event sponsored or authorized by the university;
 - ii. the student was a representative of the university, such as an athlete, student government representative or club member, and the action occurred while traveling to or from an event sponsored or 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;
- b. theft or unauthorized use of university services or unauthorized presence at university activities without appropriate payment for admission; or
- c. theft of property or services not owned or controlled by the university if:
 - i. the action occurred during an event sponsored or authorized by the university;
 - ii. the student was a representative of the university, such as an athlete, student government representative or club member and the action occurred while traveling to or from an event sponsored or authorized by the university; or
 - iii. the property not owned or controlled by the university was located on university property.

5. Harassment:

Harassment is defined as behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from fully accessing educational benefits, university services, or other opportunities. Harassment is also defined as behavior that limits the ability of university employees to conduct business. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, and coercion (that is not speech or conduct otherwise protected by the First Amendment). In addition, harassment may be conducted in a variety of mediums, including, but not limited to, physical, verbal, graphic, written, or electronic.

- a. threats, defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property;

- b. intimidation, defined as implied threats or acts that cause reasonable fear of harm in another;
- c. bullying, defined as repeated, unreasonable actions directed towards an individual (or a group) resulting in intimidating, degrading, humiliating, or undermining behavior that creates a risk to the health or safety of individuals;
- d. cyberbullying, defined as repeated, unreasonable actions using electronic communications that are directed towards an individual (or a group) resulting in intimidating, degrading, humiliating, or undermining behavior that creates a risk to the health or safety of individuals; or
- e. stalking, defined as repetitive and/or menacing pursuit, following, or interference with the peace and/or safety of an individual(s).

6. Discrimination:

Discrimination is defined as being adversely treated or affected, either intentionally or unintentionally, in a manner that unlawfully differentiates or makes distinctions on the basis of the individual's legally protected status. Illegal discrimination against any individual because of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy, or parenthood is prohibited (as further defined Regents' Policy P01.02.020 and P04.02.020 and University Regulation R04.02.020).

7. Hazing:

Hazing is defined as an act(s) considered by a reasonable person to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, pledging, recruiting, joining, or continuing participation, in any group-affiliated activity. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented or acquiesced to the physical abuse.

8. Endangerment, Assault, or Infliction of Physical Harm:

Endangerment, assault, or infliction of physical harm is defined as conduct which threatens the health and safety of another person, or conduct which threatens or causes physical harm to another person, or threatening or causing physical harm to another person.

- a. physical abuse, defined as threatening or causing injury or physical pain to another person, or threatening or causing physical contact with another person when the person knows or should reasonably have known that the other person(s) will regard the contact as offensive or provocative;

- b. relationship violence, defined as violence or abuse by a person on another person with whom they are engaged in an intimate relationship. An intimate relationship is defined as a relationship related to marriage, cohabitation, dating or within a family and can occur in opposite-sex and same-sex relationships, regardless of whether it is a current or past relationship. Examples of relationship violence include but are not limited to:
 - i. domestic violence: a pattern of coercive, controlling behavior in which one intimate partner uses physical violence, coercion, threats, intimidation and emotional, sexual, psychological, digital or economic abuse to control and change the behavior of the other partner; or
 - ii. dating violence: behavior(s) used to exert power and control over a dating partner. Examples of power and control may come in the form of emotional, verbal, financial, physical, sexual or digital abuse;
- c. dangerous behaviors, defined as actions that pose a risk of physical harm to another, which cause reasonable apprehension of physical harm, and/or create hazardous conditions; or
- d. acts that jeopardize the safety or security of the university, the university community, or any university facilities, buildings, or premises, including but not limited to:
 - i. starting a fire or creating a fire hazard on university property without university authorization;
 - ii. tampering with, damaging, disabling or misusing fire safety equipment including fire extinguishers, fire sprinklers, fire hoses, fire alarms, and fire doors;
 - iii. misuse of medical equipment such as automated external defibrillators; or
 - iv. disabling safety equipment such as security cameras, door locks, key card readers, and alarms.

9. Gender-based or Sexual Misconduct:

Sexual Misconduct Terminology:

- a. Consent: Consent is clear, knowing and voluntary, and can be withdrawn at any time. Consent is active, not passive and cannot be given while an individual is incapacitated. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent cannot be given by individuals who are not of age to give legal consent. Silence, or an absence of resistance, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- b. Incapacitation: Incapacitation is when individuals are in a state or condition in which they are unable to make sound decisions. This can be due to sleep, age, unconsciousness, alcohol, drug use or mental and/or other disability. For example, someone who is not of legal age or ability or someone who is unable to articulate what, how, when, where, and/or with whom they desire a sexual act to take place is incapacitated.
- c. Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce unwilling consent. Force invalidates consent.
- d. Coercion: Coercion is unreasonable pressure for any sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion invalidates consent.
- e. Sexual Contact: Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch themselves with or on any of these body parts; or any other intentional bodily contact of a sexual nature.
- f. Sexual Intercourse: Sexual intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Examples of unacceptable behavior include, but are not limited to:

- a. sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - i. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
 - ii. submission to or rejection of such conduct by an individual is used as the basis for retaliation, or for other employment or academic decisions affecting that individual; or
 - iii. such conduct has the purpose or necessary effect of unreasonably interfering with an individual's work or creating a hostile, intimidating, or offensive working, living or learning environment; and (a) such conduct is known by the offender to be unwelcome, harmful or offensive; or (b) a person of average sensibilities would clearly understand the behavior or conduct is unwelcome, harmful, or offensive;
- b. non-consensual sexual contact, defined as any intentional sexual touching, however slight, with any object, by one person upon another person, that is without consent;

- c. non-consensual sexual intercourse, defined as any sexual intercourse however slight, with any object, by one person upon another person, that is without consent and/or by force;
- d. sexual exploitation, defined as occurring when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited (and that behavior does not otherwise constitute one of the other gender-based or sexual misconduct offenses), including but not limited to:
 - i. invasion of sexual privacy, such as prostituting another person, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as secretly letting others watch consensual sex), engaging in voyeurism;
 - ii. knowingly transmitting an STI or HIV to another student;
 - iii. exposing one's genitals for the purposes of sexual gratification;
 - iv. inducing another to expose their genitals; or
 - v. sexually-based stalking and/or bullying;
- e. other misconduct offenses, such as threats, intimidation, bullying, cyber-bullying, stalking, discrimination, or relationship violence, when the offenses are sex- or gender-based

10. Disruptive or Obstructive Actions:

- a. obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the university, e.g.:
 - i. behavior in a classroom, e-learning environment or instructional program that unreasonably interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to benefit from the class or program;
 - ii. any behavior in class or out of class, which for any reason, unreasonably interferes with the classwork of others, involves disorder, or otherwise disrupts the regular and essential operation of the university;
 - iii. non-compliance with reasonable time, place, or manner restrictions on expression; or
 - iv. leading or inciting others to disrupt scheduled and/or normal activities on university premises;
- 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. disorderly conduct, including but not limited to, lewd or indecent behavior or conduct that disturbs the peace.

11. Mistreatment of Animals:

- a. noncompliance with accepted animal research procedures, regulations or guidelines set forth by institutional, local, state or federal policies; or
- b. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the university.

12. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals:

- a. unauthorized use, possession, or sale of these items in violation of law, Regents' Policy, University Regulation, or MAU rules and procedures. See Regents' Policy and University Regulation on Possession of Weapons, currently 02.09.020.

13. Failure to Comply with University Directives:

- b. failure to comply with the directions of law enforcement officers or university officials acting in the performance of their duties;
- c. failure to identify oneself to university officials when requested; or
- d. failure to comply with disciplinary sanctions imposed by the university.

14. Misuse of Alcohol:

- a. use, possession, manufacture, or distribution of alcoholic beverages in violation of local, state or federal law, Regents' Policy, University Regulation, or MAU rules and procedures; or
- b. engaging in any other category of prohibited conduct while under the influence of alcohol may constitute a violation of this category.

15. Misuse of Drugs or Other Intoxicants:

- a. use, possession, manufacture, distribution, or being under the influence of illegal drugs or other controlled substances in violation of local, state or federal law, Regents' Policy, University Regulation or MAU rules and procedures;
- b. abuse or misuse of prescription or over-the-counter medications, other chemical substances or other intoxicants;
- c. use, possession, manufacture, distribution, or being under the influence of designer drugs; or
- d. engaging in any other category of prohibited conduct while under the influence of legal drugs or other intoxicants may constitute a violation of this category.

16. Violation of Regents' Policy, University Regulation, or UA Rules or Procedures:

Any violation of Regents' Policy, university regulations or other university policies, procedures, or rules published in hard copy or online or that are otherwise communicated to students verbally or in writing is considered a violation of this category of the Student Code of Conduct. Examples of such policies, procedures, rules or regulations include, but are not limited to, those described in:

- a. student handbooks;
- b. residence life handbooks;
- c. dining hall policies;
- d. housing agreements;
- e. course syllabi; or
- f. classroom rules.

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

STUDENT CONDUCT REVIEW PROCEDURES

Definitions of Terms:

A **student conduct procedure** is a review undertaken by the university to establish whether there is substantial information to determine whether it is more likely than not that a student violated the Code.

A **complainant** is an individual bringing forth information that another individual or group of individuals may have violated the Student Code of Conduct. An **alleged victim** is an individual or group of individuals who has allegedly been subject to a destructive or injurious violation of the Student Code of Conduct by another individual or group of individuals. The alleged victim may or may not also be the complainant. A **respondent** is an individual or group of individuals accused of violating the Student Code of Conduct.

Major administrative units (MAUs) in the UA system include the system offices and three separately accredited universities, UAA, UAF, and UAS. In the case of the universities, each MAU includes its main campus as well as its affiliated community and satellite campuses and extended sites.

A **student conduct administrator** is a university official authorized by the MAU senior student services professional or designee to collect information, initiate the student conduct process, articulate alleged violations, present information indicating whether alleged violations occurred, conduct administrative reviews, and impose or recommend, as applicable, sanctions upon any student(s) found to have violated the Student Code of Conduct. An **administrative review** is a meeting between the student conduct administrator and a student, where the student has the opportunity to review the alleged violation and present information relevant to the allegations. An administrative review is the review process for matters involving imposition of either a minor or major sanction.

Major sanctions include suspension, expulsion, revocation of a degree, and other sanctions specified by MAU rules and procedures as being major sanctions. **Minor sanctions** are those other than ones specified as major sanctions, such as warning, probation, discretionary sanctions, etc., as described in University Regulation R09.02.050.

A **day** is a day the campus is open for business Monday through Friday, even if classes are not scheduled.

Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of the Code by the organization and/or its member(s):

- a. take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or implied;
- b. have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- c. were known or should have been known to the membership or its officers.

Amnesty

The university may provide amnesty from minor policy violations to students who report misconduct and who otherwise may be hesitant to report student misconduct to university officials because they fear being accused of minor policy violations that occurred during the incidents.

The university may provide amnesty from minor policy violations when students offer help to others in need. Amnesty may also be extended on a case-by-case basis to the person receiving assistance.

Students who are engaged in minor policy violations who choose to bring related, more serious violations by others to the attention of the university may be offered amnesty for their minor policy violations.

If students bring their own use of, addiction to, or dependency on alcohol or drugs to the attention of university officials outside of student conduct procedures, the conduct is unrelated to other prohibited conduct and the student seeks assistance, the university will grant amnesty to students for the drug and alcohol violations reported. The university may require students to comply with written action plans to track follow-through with students' requests for such assistance. Failure to follow the action plan will nullify the amnesty provision and the university may initiate student conduct proceedings.

Abuse of amnesty requests can result in a decision by the student conduct administrator not to extend amnesty to the same person repeatedly. Student services will maintain records of incidents for which amnesty is granted.

Students granted amnesty may be required to complete educational programs. In the event the student chooses not to complete the educational programs, amnesty may be nullified and the student may be subject to student conduct proceedings.

Rights Afforded Students in Student Conduct Proceedings

Students have the right to due process in conduct proceedings. This regulation articulates a level of process meeting constitutional requirements. However, a violation of this regulation shall not be grounds for overturning a determination if the proceeding otherwise meets constitutional due process requirements.

Students have the right not to respond to the allegations during the student conduct proceeding. However, the university maintains the right to make a determination regarding responsibility and administer sanctions based on the available information.

A student may be accompanied by an advocate of their choice during student conduct proceedings.

Students may have access to records of their student conduct proceedings.

Students may appeal decisions to impose minor sanctions and/or the severity of the sanction to the MAU senior student services professional or designee. Students will be afforded an opportunity to provide comments to the MAU senior student services professional on recommendations to impose major sanctions.

Rights Afforded Injured Parties During the Student Conduct Process

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

An alleged victim of personal injury or sexual assault will be provided such information regarding the student conduct process, support and assistance options, other remedies and the university's responses as required by law.

Alleged victims of gender-based or sexual misconduct will be provided an equal opportunity to participate in the student conduct process. Alleged victims have the right to:

- a. receive written notice of the opportunity to schedule an administrative review separate from the administrative review held for the respondent. The notice of opportunity to schedule their respective administrative reviews will be sent simultaneously to the alleged victim(s) and respondents. Written notice will include:
 - i. the allegations of misconduct and the categories of the Code which allegedly have been violated;
 - ii. the student conduct administrator's name, telephone number, and office location; and the time period in which to schedule a meeting to review the allegations; and
 - iii. whether a major or minor sanction is likely to be imposed should the allegations be substantiated by a preponderance of the evidence;
- b. have an advocate for assistance during the proceedings;
- c. participate in the student conduct process, including the right to participate in the administrative review and other meetings, present relevant witnesses and other evidence;
- d. receive written notice of findings and conclusions simultaneous with notice to the respondent;
- e. appeal the outcome of cases that could result in the imposition of minor sanctions;
- f. comment upon the findings, conclusions, and recommendations of cases that could result in the imposition of major sanctions; and
- g. receive written notice of the final university decision simultaneous with notice to the respondent.

Initiation of a Student Conduct Review

Any university student, faculty, staff member, or community member may report an alleged violation of the Code. Allegations of Code violations must be in writing and submitted to the student conduct administrator in accordance with MAU rules and procedures. Though anonymous complaints are permitted, doing so may limit the university's ability to investigate and respond to a complaint. The university has the right to pursue notice of student misconduct on its own behalf and initiate a student conduct review, regardless of whether or not a formal allegation is submitted by a complainant.

The student conduct administrator and/or appropriate University official 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 student conduct proceedings; and, if so,
- c. whether the allegations, if substantiated, will subject the student to a major or a minor sanction.

Alleged violations involving gender-based or sexual misconduct will initially be forwarded to the appropriate compliance office to conduct a preliminary investigation.

The student conduct administrator will send the student written notification:

- a. of the allegations of misconduct and the categories of the Code which allegedly have been violated;
- b. of the student conduct administrator's name, telephone number, and office location; and the time period in which to schedule a meeting to review the allegations;
- c. of whether a major or minor sanction is likely to be imposed should the allegations be substantiated by a preponderance of the evidence; and
- d. that, should the student fail to schedule a meeting, the meeting will be scheduled by the student conduct administrator.

Should a student fail to schedule a meeting within the time period specified in the notification of allegations, the student conduct administrator will schedule the meeting and notify the student in writing at least three days in advance of the scheduled meeting that, should the student fail to respond or appear, the student conduct administrator will conduct an administrative review.

Alternatively, the student conduct administrator may send an initial notice that identifies a default date and time at which the conduct meeting will occur unless rescheduled, provided that the initial notice complies with the requirements of this section.

General Rules for Administrative Reviews

The university student conduct system is an administrative process and 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, and will be weighted appropriately, taking into account the reliability of the information. Findings and conclusions will be based upon information presented during the review.

Student disciplinary determinations of responsibility are based on whether substantial evidence establishes that it is more likely than not that the respondent violated the Code.

Dates and times for reviews will ordinarily be scheduled between three and fifteen days after written notice of the allegations has been sent to the student, at times determined by the student conduct administrator.

The student conduct administrator will conduct an administrative review.

Should a student fail to appear for an administrative review, the student conduct administrator may determine to proceed with the review without the student.

Reviews may be conducted by audio-conference, videoconference, or at an off-campus location, if directed by the student conduct administrator.

The student conduct administrator will establish reasonable rules for the participants' conduct during the review and will make them available to all parties.

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

Procedures for Administrative Reviews

At the scheduled meeting the student conduct administrator will review the allegations and available information regarding the matter. The student(s), if present, will be given the opportunity to present relevant information, names of witnesses, relevant explanations, and/or mitigating factors for the alleged violation.

Attendance at administrative reviews is limited to individuals approved by the student conduct administrator.

An advocate for the student may 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 student conduct administrator.

If, during an administrative review for an allegation, new information is presented that could subject the student to additional allegations, the student will be notified, in writing, of the new allegations. The new allegations will be reviewed at a subsequent administrative review.

If, during an administrative review for an allegation 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 review will be suspended. The student will be notified in writing of the allegations now subject to the imposition of a major sanction. The allegations and sanctions will be reviewed in a subsequent administrative review.

Written Findings and Conclusions

An administrative review will result in the preparation of written findings and conclusions within ten days of the conclusion of an administrative review, barring extenuating circumstances. Conclusions will result in one of the following:

- a. Allegations are dismissed, subject to appeal by the victim in the case of gender-based or sexual misconduct.
- b. A minor sanction is imposed. If a minor sanction is imposed, the student conduct administrator will send the student written notification of the decision, of the reasons for the decision and of the right to appeal, and, in the case of gender-based or sexual misconduct, of the victim's right to appeal.

- c. A major sanction is recommended. If a major sanction is recommended, barring extenuating circumstances, the student conduct administrator will, within ten days of the conclusion of an administrative review:
 - i. send the student written notification of the recommendation, of the reasons for the decision, and of the right to provide comment to the MAU senior student services professional; and
 - ii. in the case of gender-based or sexual misconduct, send the victim notice of the right to provide comment to the MAU senior student services professional; and
 - iii. forward the record of the administrative review to the MAU senior student services professional.

Appeal Procedure for Minor Sanctions

The respondent may appeal a decision to impose a minor sanction, and in the case of gender-based or sexual misconduct, the victim may appeal a decision to dismiss the allegation or impose a minor sanction, to the MAU senior student services professional or designee.

Appeals may be made on the basis that:

- a. a procedural error was made during the process which significantly impacted the finding or sanction;
- b. the sanctions imposed are substantially outside the parameters of guidelines set by the university for this type of offense or the cumulative conduct record of the respondent;
- c. there is new information that was not available at the time of the decision that, if introduced and credible would have significantly impacted the finding or sanction. Any party's unwillingness to provide a statement or participate in the student conduct process will not satisfy this ground for appeal; or
- d. the decision is not supported by a preponderance of the evidence.

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

The MAU senior student services professional or designee will conduct a review of the record and will ordinarily render a decision within seven days of receipt of the appeal, barring extenuating circumstances. The MAU senior student services professional or designee may:

- a. uphold a decision and/or sanction;
- b. dismiss the case;
- c. alter or lessen a sanction;
- d. refer the matter back for further review;
- e. authorize a new administrative review; or
- f. take such other action as the MAU senior student services professional or designee deems appropriate.

Except in cases referred for further proceedings, the decision of the MAU senior student services professional or designee constitutes the university's final decision on the matter. Notification to the affected students must be made in writing and in accordance with Regents' Policy and University Regulation.

Review Procedures for Major Sanctions

The student conduct administrator will forward a recommendation to impose a major sanction to the MAU senior student services professional for review. In the case of gender-based or sexual misconduct, the victim may appeal to the MAU senior student services professional a decision to dismiss an allegation, or impose a minor sanction, in a case designated by the student conduct administrator as a case potentially involving a major sanction.

The Dean of Students or designee, the respondent, and in the case of gender-based or sexual misconduct, the victim will be given an opportunity to comment upon the findings, conclusions, and recommendation of the administrative review. Comments must be submitted in writing within seven days of the day the findings, conclusions, and recommendation are sent to the student, and in accordance with MAU rules and procedures.

The MAU senior student services professional or designee will review the record and render a decision within fourteen days of receipt of the recommendation, barring extenuating circumstances, and may:

- a. uphold a decision and/or recommended sanction;
- b. dismiss the case;
- c. alter or lessen the sanction;
- d. refer the matter back for further review;
- e. authorize a new administrative review; or
- f. take such other action as the MAU senior student services professional or designee deems appropriate.

If the MAU senior student services professional has recommended a major sanction, or in the case of gender-based or sexual misconduct, if the victim appeals a decision to dismiss an allegation, or impose a minor sanction, in a case designated by the student conduct administrator as a case potentially involving a major sanction, the chancellor will review the record and, barring extenuating circumstances, render a decision within seven days of receipt of the recommendation. The chancellor may:

- a. uphold a decision and/or impose the sanction;
- b. dismiss the case;
- c. alter or lessen the sanction;
- d. refer the matter back for further review;
- e. authorize a new administrative review; or
- f. take such other action as the chancellor deems appropriate.

Except in cases referred for further proceedings, the decision of the chancellor constitutes the university's final decision on the matter. Notification to the affected students must be made in writing and in accordance with Regents' Policy and University Regulation.

Interim Restrictions

An interim restriction is an immediate and temporary limitation on a student's access to the university or university services or functions, including conferral of a degree, pending the outcome of the university student conduct investigatory process. An interim restriction may be imposed on a student prior to a student conduct review if the chancellor or designee reasonably determines that the student poses a threat to the student's safety or to the safety of other members of the university community, or is obstructing or disrupting teaching, research, administration, or other activities authorized by the university.

Disciplinary Sanctions

Sanctions imposed by one MAU are applicable across the university system except to the extent explicitly provided otherwise in writing. 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 notice that the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.

Disciplinary Probation - A written warning which includes the probability of more severe disciplinary sanctions if the student is found to be violating the Code during a specified period of time (the 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, research papers, reflective essays, 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 typically 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 sponsored or 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 the 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 sponsored or 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 expel 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 categories 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 MAU may be reinstated at another, the MAU senior student services professional or designee at the former MAU must be consulted.

The authority to reinstate a student following suspension or expulsion is hereby delegated to the chancellors by the president of the university. Chancellors may not re-delegate this authority. Any student who is reinstated will be on university disciplinary probation for a minimum of 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 (30) calendar days after the university has mailed or otherwise distributed the final decision to file an appeal; and that failure to file an appeal constitutes acceptance of the decision and a waiver of any further legal rights.