The cover features two-time winner of the Alaska Native Oratory Contest, Quentin Simeon, as The Storyteller.

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Desktop Publishing/Design: Linda Kay Davis, Anissa Hauser, Kelly Poston
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**SOURCES OF INFORMATION**

**SCHOOLS AND COLLEGES**

**COLLEGE OF ARTS AND SCIENCES**  
(907) 786-1707 Web site: [http://cas.uaa.alaska.edu/](http://cas.uaa.alaska.edu/)  
Dr. Theodore Kassier, Dean  
FAX (907) 786-4630  
Social Sciences Building, Room 335

**COLLEGE OF BUSINESS AND PUBLIC POLICY**  
(907) 786-4100 Web site: [www.cbpp.uaa.alaska.edu](http://www.cbpp.uaa.alaska.edu)  
Thomas Case, Dean  
FAX (907) 786-4131  
Business Education Building, Room 301

**COLLEGE OF EDUCATION**  
(907) 786-4401 Web site: [http://ed.uaa.alaska.edu/](http://ed.uaa.alaska.edu/)  
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FAX (907) 786-4445  
Professional Studies Building, Room 234

**COLLEGE OF HEALTH AND SOCIAL WELFARE**  
(907) 786-4406 Web site: [http://chsw.uaa.alaska.edu](http://chsw.uaa.alaska.edu)  
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**COMMUNITY AND TECHNICAL COLLEGE**  
(907) 786-6400 Web site: [http://ctc.uaa.alaska.edu/](http://ctc.uaa.alaska.edu/)  
Dr. Jan Gehler, Dean  
FAX (907) 786-6401  
University Center, Suite 141

**SCHOOL OF ENGINEERING**  
(907) 786-1900 Web site: [www.engr.uaa.alaska.edu/soe](http://www.engr.uaa.alaska.edu/soe)  
Dr. Robert Lang, Dean  
FAX (907) 786-1079  
Engineering Building, Room 201

**COMMUNITY CAMPUSES**

**CHUGIAK/EAGLE RIVER CAMPUS**  
(907) 694-3313 Web site: [http://eagle.uaa.alaska.edu](http://eagle.uaa.alaska.edu)  
Dennis Clark, Director  
FAX (907) 694-1491  
10928 Eagle River Road, Suite 228  
Eagle River, Alaska 99577

**KENAI PENINSULA COLLEGE**  
(907) 262-0330 Web site: [www.kpc.alaska.edu](http://www.kpc.alaska.edu)  
Gary J. Turner, College Director  
FAX (907) 262-9280  
Soldotna Campus  
34820 College Drive, Soldotna, Alaska 99669  
Kachemak Bay Campus (907) 235-7743  
Web site: [www.homer.alaska.edu](http://www.homer.alaska.edu)  
Carol Swartz, Branch Director  
FAX (907) 235-6376  
533 E. Pioneer Avenue, Homer, Alaska 99603  
Resurrection Bay Extension Site  
(907) 224-2285  
Jackie Marshall, Coordinator  
Fax (907) 224-3306  
1600 Swetman, Seward, Alaska 99664

**KODIAK COLLEGE**  
(907) 486-4161 Web site: [www.koc.alaska.edu](http://www.koc.alaska.edu)  
Dr. Douglas Hammer, Director  
FAX (907) 486-1257  
117 Benny Benson Drive, Kodiak, Alaska 99615

**MATANUSKA-SUSITNA (MAT-SU) COLLEGE**  
(907) 745-9774 Web site: [www.matsu.alaska.edu](http://www.matsu.alaska.edu)  
Dr. Paul Dauphinais, Director  
FAX (907) 745-9711  
P.O. Box 2889, Palmer, Alaska 99645

**MILITARY EDUCATION SERVICES**  
(907) 356-2295 Web site: [www.uaa.alaska.edu/oesm](http://www.uaa.alaska.edu/oesm)  
Ramona McAfee, Director of Statewide Military Education  
FAX (907) 356-3762  
PO Box 35048  
Ft. Wainwright Army Post, Alaska 99703

**ANCHORAGE AREA MILITARY EDUCATION SERVICES**  
Elmendorf Air Force Base (907) 753-0204  
Ramona McAfee, Acting Director  
FAX (907) 753-8390  
3 MSS/DPE 4109 Bullard Avenue, Suite 107  
Elmendorf AFB, Alaska 99506

**Fort Richardson Army Post (907) 428-1228**  
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FAX (907) 428-1002  
Fort Richardson Center  
Kiska Hall, Building 658, Room 131  
Fort Richardson Army Post, Alaska 99505

**NORTHERN ALASKA MILITARY EDUCATION SERVICES**  
Clear Education Center (907) 377-1396  
Jane Gibson, Director  
FAX (907) 372-3492  
c/o 2623 Wabash Ave. Room 105  
Eielson AFB, Alaska 99702

**Eielson Education Center (907) 372-3484**  
Jane Gibson, Director  
FAX (907) 372-3492  
2623 Wabash Ave. Room 105  
Eielson AFB, Alaska 99702

**Fort Wainwright Education Center (907) 356-3764**  
Jane Gibson, Director  
FAX (907) 356-3762  
P.O. Box 35048  
Fort Wainwright Army Post, Alaska 99703

**AFFILIATE COLLEGE**

**PRINCE WILLIAM SOUND COMMUNITY COLLEGE**  
(907) 834-1600  
Web site: [http://137.229.240.35/gen/home.html](http://137.229.240.35/gen/home.html)  
Dr. JoAnn McDowell, President  
FAX (907) 834-1627  
P.O. Box 97  
Valdez, Alaska 99686  
with Centers at Cordova and Copper Basin
UAA offers certificate, associate, baccalaureate, and master’s degree programs in over 130 major study areas. The availability of small classes provides accessibility to faculty. In addition, the University offers tailored short courses, workshops, and seminars throughout the year, as well as institutes and conferences.

**ACADEMIC PROGRAMS**

The following list of certificates and degrees offered by the University of Alaska Anchorage indicates the diverse educational opportunities available to students.

### Key to Colleges Offering Programs

- CAS – College of Arts and Sciences
- CBPP – College of Business and Public Policy
- CHSW – College of Health and Social Welfare
- COE – College of Education
- CTC – Community and Technical College
- SOE – School of Engineering

### Undergraduate Catalog

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- Biological Sciences (AI) 124 CAS
- Computer Science (AI) 129 CAS
- Early Childhood (AI) 168 COE
- Economics (AI) 164 CBPP
- Elementary Education (AI) 170 COE
- English (AI) 172 CAS
- History (AI) 136 CAS
- Hospitality & Restaurant Management (AI) 213 CTC
- Interdisciplinary Studies (AI) 115 CAS
- Journalism & Public Communications (AI) 137 CAS
- Justice (AI) 178 CHSW
- Languages (AI) 139 CAS
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- Global Logistics Management (AI) 159 CBPP
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### Bachelor of Human Services
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### Bachelor of Liberal Studies
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### Bachelor of Music
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### Bachelor of Science
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- Aviation Technology (AI) 197 CTC
- Biological Sciences (AI) 125 CAS
- Chemistry (AI) 127 CAS
- Civil Engineering (AI) 240 SOE
- Computer Science (AI) 130 CAS
- Geological Science (AI) 134 CAS
- Geomatics (AI) 245 SOE
- Health Sciences (AI) 174 CHSW
- Interdisciplinary Studies (AI) 115 CAS
- Mathematics (AI) 143 CAS
- Medical Technology (AI) 222 CTC
- Natural Sciences (AI) 146 CAS
- Nursing Science (AI) 183 CHSW
- Physical Education (AI) 228 CTC
- Psychology (AI) 152 CAS
- Sociology (AI) 153 CAS
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### Bachelor of Social Work
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### Minors
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- Addiction Studies (AI) 177 CHSW
- Adventure Leadership (AI) 229 CTC
- Alaska Native Studies (AI) 119 CAS
- Anthropology (AI) 121 CAS
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* Joint Collaborate Program
The following programs have approval and/or accreditation from agencies external to UAA.

**ART**
Bachelor of Arts, Bachelor of Fine Arts
Accredited by the National Association of Schools of Art and Design (NASAD)

**AUTO DIESEL TECHNOLOGY**
Associate of Applied Science in Heavy Duty Transportation and Equipment
Accredited by the National Automotive Technicians Education Foundation (NATEF)
Associate of Applied Science in General Automotive, Ford ASSET, and General Motors ASEF emphasis Areas
Accredited by the National Automotive Technicians Education Foundation (NATEF)

**AVIATION TECHNOLOGY**
Certificate and Associate of Applied Science in Aviation Maintenance Technology
Approved by the Federal Aviation Administration
Associate of Science degree in Aviation Technology with a Professional Piloting emphasis
Approved by the Federal Aviation Administration

**BIOMEDICAL TECHNOLOGY**
Accredited by the Liaison Committee on Medical Education of the Association of American Medical Colleges - Through the University of Washington School of Medicine by agreement with the states of Washington, Wyoming, Alaska, Montana, and Idaho (WWAMI)

**BUSINESS**
Bachelor of Business Administration
Master of Business Administration
Accredited by the Association to Advance Collegiate Schools of Business (AACSB)

**CIVIL ENGINEERING**
Bachelor of Science
Accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET)

**DENTAL ASSISTING**
Certificate
Associate of Applied Science
Accredited by the Commission on Dental Accreditation of the American Dental Association

**DENTAL HYGIENE**
Associate of Applied Science
Accredited by the Commission on Dental Accreditation of the American Dental Association

**DIETARY MANAGER**
Nontranscripted Certificate of Completion
Approved by the American Dietary Managers’ Association

**EDUCATION**
All education certification endorsement programs are approved by the Alaska State Department of Education and Early Development (based on the standards of the National Association of State Directors of Teacher Education and Certification)

**GEOMATICS**
Bachelor of Science
Accredited by the Applied Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ASAC/ABET)

**HUMAN SERVICES**
Associate of Applied Science
Bachelor of Human Services
Accredited by the Council for Standards in Human Service Education (CCHSE)

**JOURNALISM AND PUBLIC COMMUNICATIONS**
Bachelor of Arts
Accredited by the Accrediting Council on Education in Journalism and Mass Communication

**MASSAGE THERAPY**
Certificate in Massage Therapy
Accredited by the Commission on Massage Therapy Accreditation (COMPTA)

**MEDICAL ASSISTING**
Non-Transcripted Certificate of Completion
Associate of Applied Science
Accredited by the Commission on Accreditation of Allied Health Education Programs (CAHEP)

**MEDICAL LABORATORY TECHNOLOGY**
Associate of Applied Science
Accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS)

**MEDICAL TECHNOLOGY**
Bachelor of Science
Accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS)

**MUSIC**
Bachelor of Arts
Bachelor of Music, Performance
Accredited by the National Association of Schools of Music (NASM)

**NURSING**
Associate of Applied Science
Bachelor of Science
Master of Science
Accredited by the National League for Nursing Accreditation Commission Approved by Alaska Board of Nursing

**PARALEGAL STUDIES**
Certificate
Approved by the American Bar Association

**PREPROFESSIONAL PRACTICE PROGRAM (AP4) FOR DIETITIANS**
Approved by the American Dietetics Association Commission on Accreditation

**SOCIAL WORK**
Bachelor of Social Work
Master of Social Work
Accredited by the Council on Social Work Education (CSWE)
CHAPTER 1

WELCOME TO UAA

UAA History
Mission Summary
Accreditation
UAA Campuses
  Anchorage Campus
  Chugiak-Eagle River Campus
  Kenai Peninsula College
  Soldotna Campus
  Kachemak Bay Campus
  Resurrection Bay Extension Site
  Kodiak College
  Matanuska-Susitna College

Other Academic Opportunities
  Student Exchanges, Studies, and Internships at Other Locations
    Domestic Exchanges
    In-state Student Exchanges
    National Student Exchange Program
  International Experiences
    Study Abroad and Student Exchanges
    Internships Abroad
  Student Research, Scholarship, and Creativity
  Student Services

Campus Diversity and Compliance
Harassment
Safety
Free Speech and Academic Inquiry
WELCOME TO UAA

UAA HISTORY

UAA traces its origins back to 1954, when Anchorage Community College (ACC) was founded. That year, ACC began offering evening classes to 414 students at Elmendorf Air Force Base—the first time that college-level courses were offered in the Anchorage area. In 1962, ACC, along with other community colleges around the state, was incorporated into the University of Alaska Statewide System. Five years later, ACC began offering both day and evening classes at the current campus location. ACC provided academic study for associate degrees, the first two years of work toward baccalaureate degrees, and a wide variety of adult learning, career, and continuing education programs.

In the late 1960s, strong interest in establishing a four-year university in Anchorage brought about the birth of the University of Alaska, Anchorage Senior College (ASC). While ACC administered the lower division college, ASC administered upper division and graduate programs leading to baccalaureate and master’s degrees, as well as continuing education for professional programs. In 1971, the first commencement was held at West Anchorage High School where 265 master’s, baccalaureate, and associate degrees were awarded. ASC moved to the Consortium Library Building in 1973. The following year, when the first classroom and office facility was completed, daytime courses were offered for the first time. In 1977, ASC became a four-year university and was renamed the University of Alaska, Anchorage (UA,A). Ten years later, ACC and UA,A merged to become what is now known as the University of Alaska Anchorage (UAA).

Today, some 20,000 students attend UAA, a growing and expanding university of first choice. More than 130 programs, ranging from certificate programs to associate, baccalaureate, and master’s degrees, are offered at campuses in Anchorage and community campuses and extension centers throughout Southcentral Alaska.

MISSION SUMMARY

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

ACCREDITATION

UAA has been continuously accredited by the Northwest Commission on Colleges and Universities since 1974. Many of the academic programs are also accredited by their respective professional associations. See the program listing in the front of this catalog for further information.
UAA CAMPUSES
ANCHORAGE CAMPUS
3211 Providence Drive
Anchorage, Alaska 99508
907-786-1480
www.uaa.alaska.edu

The largest UAA campus is in Anchorage, where students have access to the greatest number and variety of courses, programs, and services. Located at UAA Drive and Providence Drive, the campus features modern facilities and houses the administration of all of the academic schools and colleges. Enrollment services, accounting services, and many of the technical programs are housed at the University Center on the Old Seward Highway about one mile west of campus.

CHUGIAK-EAGLE RIVER CAMPUS
10928 Eagle River Road, #228
Eagle River, Alaska  99577
(907) 694-3313
http://eagle.uaa.alaska.edu

Located ten miles north of Anchorage, Chugiak-Eagle River Campus offers a wide variety of General Education and degree-oriented courses. Most classes are scheduled in the evenings or on weekends.

KENAI PENINSULA COLLEGE
34820 College Drive
Soldotna, Alaska  99669
(907) 262-0300
www.kpc.alaska.edu/

Kenai Peninsula College (KPC) is located about 180 road miles from Anchorage. KPC has campuses in both Soldotna and Homer, and an extension site in Seward. KPC offers two-year Associates of Arts and Associates of Applied Science degrees, as well as courses leading to vocational certificates. Some programs leading to baccalaureate degrees, such as the Bachelor of Liberal Studies, can be obtained entirely at KPC. A number of four-year degree programs are available at KPC via distance delivery through other UAA campuses. The college offers academic advising, transfer information, financial aid assistance, career counseling and free tutoring. The college also serves students needing Adult Basic Education, General Equivalency Diploma (GED) tutoring and testing, English-as-a-Second Language and Literacy instruction.

SOLDOTNA CAMPUS
34820 College Drive
Soldotna, Alaska 99669
(907) 262-0300

The Soldotna campus is conveniently located between the communities of Kenai and Soldotna. The campus includes classrooms, library, laboratories, computer labs, vocational shops, media center, bookstore, art gallery, career center, learning center, food café, and commons areas. With an enrollment of almost 2000 students each semester and highly qualified faculty, KPC prides itself on small class size and personalized attention for all students.

KACHEMAK BAY CAMPUS
533 E. Pioneer Avenue
Homer, Alaska  99603-7624
(907) 235-7743
www.homer.alaska.edu

The Kachemak Bay Campus is located in the picturesque seaside town of Homer. The branch delivers KPC’s programs and services on the southern Kenai Peninsula and serves more than 500 students each semester. The campus offers a quality education in a warm, friendly environment. The campus includes classrooms, computer lab, learning center, bookstore and library with access to CD-ROM and online databases.
KPC also offers classes on the Kenai Peninsula in Seward. Various general education requirement courses and personal enrichment classes are offered utilizing high school classrooms. KPC has an on-site coordinator at Seward High School and more than 10 classes are offered each semester.

KODIAK COLLEGE
117 Benny Benson Drive
Kodiak, Alaska 99615
(907) 486-4161
www.koc.alaska.edu/

Kodiak College, located on Kodiak Island 250 air miles south of Anchorage, serves the town of Kodiak and the communities of Akhiok, Karluk, Larsen Bay, Old Harbor, Ouzinkie, and Port Lions. Kodiak College provides courses leading to associate or baccalaureate degrees, plus Adult Basic Education, and GED preparation. Special interest, continuing education, vocational technical courses, and support for distance education are also offered. The campus is a cultural center in the community, sponsoring events such as readings, lectures, seminars, art shows, and exhibits.

MATANUSKA-SUSITNA COLLEGE
P.O. Box 2889
Palmer, Alaska 99645
(907) 745-9774
www.matsu.alaska.edu/

Located on Trunk Road, forty miles north of Anchorage, and about halfway between Wasilla and Palmer, Matanuska-Susitna College serves several thousand students in one of the fastest growing areas of the state. The college offers courses leading to certificates, associate, and baccalaureate degrees. In addition, professional development, continuing education, upper-division, and graduate courses are available on a limited basis as demand warrants.

OTHER ACADEMIC OPPORTUNITIES

STUDENT EXCHANGES, STUDIES, AND INTERNSHIPS AT OTHER LOCATIONS
UAA Office of International Services
Enrollment Services, University Center
(907) 786-1558

Students are encouraged to explore international educational experiences through a number of study abroad, internship abroad, and national or international student exchange opportunities available to UAA students.

DOMESTIC EXCHANGES

INSTATE STUDENT EXCHANGE
Students enrolled at UAA who wish to complete a portion of their studies at another campus of the University of Alaska System have opportunities for doing so.

Individual courses may be taken at any University of Alaska (UA) institution and transferred into the degree programs at UAA. Students should first check with their advisors to determine if selected courses may be used to fulfill UAA degree requirements. See the policy on Resident Credit in Chapter 7, “Academic Standards and Regulations.”

Several certificate and degree programs are offered collaboratively by two or three of the Major Administrative Units of University of Alaska Anchorage, University of Alaska Fairbanks and University of Alaska Southeast. These may include distance delivered classes from each campus, 2+2 programs, or similar arrangements where a planned program is delivered at more than one location.

Students are urged to verify course and program applicability before arranging for exchanges.
NATIONAL STUDENT EXCHANGE  

http://curric.uaa.alaska.edu/National.htm

UAA is a member of the National Student Exchange (NSE) Program. This is a domestic student exchange with a consortium of over 176 colleges within the United States, Canada, Guam, Virgin Islands, and Puerto Rico. For more information, contact Enrollment Services or visit the NSE website: www.nse.org.

INTERNATIONAL EXPERIENCES  

http://curric.uaa.alaska.edu/International.html

STUDY ABROAD AND STUDENT EXCHANGES

Contact the Office of International Services  

907-786-1573

International experiences allow students to master a foreign language, explore new lands, learn about other cultures, and generally broaden their perspectives while earning resident credit at UAA. Study Abroad and International Exchanges play an important role in the process of instilling citizens with global awareness, and preparing graduates for career opportunities that involve international affairs.

Students are encouraged to plan ahead for Study Abroad or International Exchange experiences during their UAA careers by contacting their departmental advisor and the Office of International Services. The Office provides information on international agreements and programs and provides assistance with placements, visas, registration and enrollments in international locations and travel and accommodations. The student’s academic advisor assists in establishing the transferability of credits and their applicability to certificate or degree program requirements. Many forms of financial aid are available to support international experiences. It is the responsibility of the individual student to become familiar with the policies and regulations of UAA and the international institutions that they attend.

Applications for admission to a Study Abroad or International Student Exchange program must be received by March 31 for the following fall semester and September 30 for the spring semester. There are many options available for UAA students to study in Europe, Africa, Asia, South America, Central America, and Australia. Some require foreign language skills, while others do not. Complete descriptions of programs and their requirements, along with applications for participation, are available from the Office of International Services.

INTERNSHIPS ABROAD

An alternative international experience for students is an internship, where students are placed in a working environment outside of the US under local supervision. These internships are facilitated and coordinated by the Office of International Services and often prove to be among the most culturally, intellectually and personally rewarding of college experiences.

STUDENT RESEARCH, SCHOLARSHIP, AND CREATIVITY

Students may participate in student research, scholarship, and creative activity across the curriculum at undergraduate and graduate levels. There is a wide range of internships and service learning settings as part of professional or technical education and training. An annual Student Showcase emulates professional meetings wherein student research and creative expressions are reviewed by faculty and culminate in a university publication.

STUDENT SERVICES

Helping students achieve their academic goals is the mission of UAA’s support services. These services are facilitated by centers that focus on academic excellence, student health, learning resources, advising, counseling, career development, academic accommodations for students experiencing disabilities, educational opportunity, and study abroad. Other services assist students with financial aid or individualized needs or interests. (See Chapter 6, “Advising and Academic Support,” for further information.)
UAA offers diverse co-curricular opportunities for all students and challenges them to learn and develop in a purposeful and supportive environment. For information on UAA student residence options, or for student social, athletic, and cultural activities see Chapter 3, “Student Life,” of this catalog and the UAA Fact Finder/Student Handbook.

**Campus Diversity and Compliance**

Through the institution’s Affirmative Action Plan, UAA recognizes its responsibility to provide education and employment opportunities for all qualified individuals. UAA also operates an Office of Campus Diversity and Compliance which monitors civil rights, Federal and state laws, orders, and decisions to ensure that access, inclusion, and equity are practiced at UAA. Students and prospective students are afforded educational services, such as admission decisions, financial aid, access to academic programs, and health and counseling services, without regard to race, color, religion, national origin, age, sex, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood, except as necessary and permitted by law. A student or prospective student who feels that he or she is being discriminated against has the right to contact the appropriate supervisor for assistance. The student or prospective student may also contact one of the following:

- AHAINA Student Programs Office (907) 786-4070
- Disability Support Services (907) 786-4530
- Human Resource Services Department (907) 786-4608
- Native Student Services (907) 786-4000
- Office of Student Affairs (907) 786-1214
- UAA Office of Campus Diversity and Compliance (907) 786-4680
- U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska) for advice on discrimination complaints

**Harassment**

The University of Alaska Anchorage is a community that cherishes free and open exchange of ideas in the pursuit of knowledge. Maintaining this freedom and openness requires the presence of safety and trust; it requires the absence of coercion, intimidation, and exploitation. Therefore, harassment of any kind has no place in the University. Anyone who believes he or she has been a victim of harassment should contact the appropriate Dean/Director office(s), the Office of Student Affairs, the UAA Office of Campus Diversity and Compliance, or the U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska).

**Safety**

- Anchorage Campus Police (907) 786-1120 (V/TTY)
- Kenai Peninsula College
- Soldotna Campus Security (907) 262-0300
- Kachemak Bay Branch Security (907) 235-6376
- Kodiak Campus Security (907) 486-1219
- Mat-Su Campus Security (907) 745-9750

Safety is a priority at UAA. All members of the academic community are encouraged to take responsibility for their own safety by taking the time to locate the nearest exits and emergency telephones when you are in campus buildings. Safety concerns may be brought to the attention of UAA faculty or staff, or the University Police at (907) 786-1120. For more safety information and the most recent campus crime report visit [http://studentaffairs.uaa.alaska.edu/safety/index.html](http://studentaffairs.uaa.alaska.edu/safety/index.html).

**Free Speech and Academic Inquiry**

In the pursuit of knowledge, any member of the university community shall be free to investigate and question any fact, context, action, purpose or belief that is encountered in any discipline. Any member shall be free to articulate discoveries, opinions and judgments that are found or formed in the process. UAA enables and encourages this activity and creates a culture of inquiry that is open to the expression and debate of ideas, whether or not they are popular, judicious, or refined.
CHAPTER 2

CENTERS AND INSTITUTES

Alaska Center for Rural Health (ACRH)
American Russian Center (ARC)
Center for Alcohol and Addiction Studies (CAAS)
Center for Community Engagement and Learning
Center for Economic Education (CEE)
Center for Human Development (CHD)
Environment and Natural Resources Institute (ENRI)
  Alaska Natural Heritage Program (AKNHP)
  Alaska State Climate Center (ASCC)
  Arctic Environmental Information and Data Center (AEIDC)
  Resource Solutions
Institute for Circumpolar Health Studies (ICHIS)
Institute of Social and Economic Research (ISER)
Justice Center
North Pacific Fisheries Observer Training Center (OTC)
Small Business Development Center (SBDC)
University of Alaska Center for Economic Development (CED)
A center or institute is created on approval by the University of Alaska President and Board of Regents for the promotion of advanced study, research, economic or business development, and/or instruction in specified fields. Generally, a center or institute will serve to coordinate the participation of several academic disciplines or programs in a unified endeavor. While centers and institutes may have varied missions, they may not offer degree programs.

**Alaska Center For Rural Health (ACRH)**
(907) 786-6579  
[www.ichs.uaa.alaska.edu/acrh](http://www.ichs.uaa.alaska.edu/acrh)

ACRH is housed within the Division of Health Sciences of the College of Health and Social Welfare. The mission of ACRH is to help strengthen systems to deliver comprehensive and culturally relevant health care to rural Alaskans. It achieves this mission through health workforce development, research, and communications. Of the organization members, four represent the University of Alaska’s three major academic units (UAA, UAF, UAS) and the University of Alaska Statewide Office.

Outcomes and Programs include the Raven’s Quest Summer Institute, Rural/Urban Opportunities Program, Rural Health Career Guide, and the Alaska Rural Health Notes newsletter.

**American Russian Center (ARC)**
(907) 786-4300  
[www.arc.uaa.alaska.edu](http://www.arc.uaa.alaska.edu)  
ayarc@uaa.alaska.edu

The ARC promotes the development of Russian small business activities in selected regions of the Russian Far East (RFE), facilitates cultural, educational, and other exchange programs with various organizations in the RFE, and manages programs to strengthen relations between UAA and Russian Universities. A key component of ARC’s mission is to improve systems for collection, analysis, and dissemination of information about business activity and conditions in the RFE, and the promotion of business linkages between U.S. and Russian companies.

The ARC has centers in Khabarovsk, Sakhalin, Yakutsk, and Magadan and satellite centers in Yakutsk, Petropavlosk-Kamchatsky, Komsomolsk, Blagoveschensk, Kholmsk, and Vladivostok which offer business training programs. These centers have limited capability to support UAA personnel and U.S. business people on-site on a cost reimbursement basis. Support includes assistance in finding contacts, arranging for translators, and providing transportation and communications. The ARC provides a small RFE business library that is available to the public during business hours. The library contains city information on Vladivostok, Khabarovsk, Yuzhno-Sakhalinsk, Yakutsk, Nakhodka, Magadan, and Komsomolsk. The library holdings also include English language business journals and publications related to business in Russia and the RFE. They include *Russian Far East News, Russian Far East Update, East West Executive Guide, Commerant the Business Directory of the NIS, Interfax Bulletins* and many other business journals, newspapers, and directories. The ARC develops and conducts specialized business training programs for Russian employees of U.S. and Russian companies in a variety of areas.

**Center For Alcohol and Addiction Studies (CAAS)**
(907) 786-6582  
[www.ichs.uaa.alaska.edu/caas](http://www.ichs.uaa.alaska.edu/caas)

The CAAS mission represents the University of Alaska’s commitment to address the problem of substance use and abuse in the state. The mission of the Center for Alcohol and Addiction Studies is to help alleviate the problem of substance abuse and its adverse impacts through the development and implementation of educational, training, research and public service programs.
CAAS has produced local and statewide reports related to the substance abuse problems in the state, has received numerous grants and contracts to undertake research and evaluation studies, and has initiated workshops and training programs to help practitioners enhance their skills. CAAS serves as a resource for collaborative research, and as a repository of information for health researchers.

**CENTER FOR COMMUNITY ENGAGEMENT AND LEARNING**
(907) 786-4062
http://engage.uaa.alaska.edu
engage@uaa.alaska.edu

Established in 2000, UAA's Center for Community Engagement and Learning connects academic programs with community services so that students, faculty, and community partners can forge linkages between theory and practice, between knowledge and action, and between the University's academic resources and community development. The Center enables the University to effectively carry out its community service mission, to develop applied research projects, and to support service learning, a proven pedagogy that links community service with academic study and reflection.

**CENTER FOR ECONOMIC EDUCATION (CEE)**
(907) 786-1916
www.cee.uaa.alaska.edu

The Center for Economic Education is jointly sponsored by the Alaska Council on Economic Education and UAA. The goal of the center is to promote and improve the teaching of economics in Alaska's schools. The Center sponsors workshops and college credit courses for teachers throughout Alaska and provides educational materials and other assistance to teachers and school districts.

**CENTER FOR HUMAN DEVELOPMENT (CHD)**
(907) 272-8270 • Toll Free: 1-800-243-2199
www.alaskachd.org
info@alaskachd.org

The CHD, a University Center for Excellence in Developmental Disabilities Education, Research, and Service, is an interdisciplinary unit under the College of Health and Social Welfare. Faculty and staff represent a variety of disciplines including psychology, social work, special education, sociology, adult education, nursing, and human services. The Center has a variety of projects which provide paid work experience for UAA students.

The CHD is authorized under the Developmental Disabilities Assistance and Bill of Rights Act as a Center for Excellence to build state and community capacity to respond to the needs of individuals who experience developmental and other persistent conditions requiring long term support, and to the needs of their families. CHD serves as a liaison between the academy and the service delivery system. It collaborates with state agencies and community providers to support the independence, productivity and community integration of people who experience developmental disabilities or require long term support by:

1. Providing interdisciplinary pre-service and continuing education of students.
2. Providing community service, training, and technical assistance for individuals requiring long term support, their families, and support staff.
3. Conducting formal and applied research, evaluation, and analysis of public policy in areas affecting individuals requiring long term support and their families.
4. Disseminating information about disabilities, long term supports, and professional “best practices.”
The ENRI is an applied research institute affiliated with the College of Arts and Sciences that focuses on Alaska's environment and natural resources. The Institute's chief goal is to provide sound scientific data and analyses without advocacy for use in natural resource and environmental decision-making. It also fosters the use of consensus-building techniques to help build agreement on public policy issues related to Alaska's resources. ENRI conducts a diverse range of research on Alaska's environment, natural resources, and peoples and has four formal programs that maintain specialized collections of information that are open to the public. These include the Alaska Natural Heritage Program, the Alaska State Climate Center, the Arctic Environmental Information and Data Center, and Resource Solutions.

**Alaska Natural Heritage Program (AKNHP)**

(907) 257-2780  
http://enri.uaa.alaska.edu/aknhp

The AKNHP documents the distribution and abundance of ecologically significant plant and animal species, ecological communities, and natural features to assist in maintaining healthy ecosystems and a sustainable economy for Alaska. The Nature Conservancy established the program in 1989, and it became a component of ENRI in 1993. AKNHP provides biological and related management and land-based information that is useful in land development planning, permitting, environmental and endangered species review, and resource management. AKNHP's primary research areas are botany, ecology, zoology, and natural features.

**Alaska State Climate Center (ASCC)**

(907) 257-2737  
http://enri.uaa.alaska.edu/ascc  
auclima@uaa.alaska.edu

The ASCC houses historic data on Alaska's climatology and meteorology, defines long- and short-term climate trends, and applies that information to current issues. The Alaska legislature established ASCC in 1981 to provide timely access to weather-related information and data that was then available only through the federal government and independent researchers. It is one of fifty state climate centers in the nation, and an ENRI scientist serves as the Alaska State climatologist. ASCC conducts research on such topics as superstructure icing, marine ice conditions, snow accumulations, nearshore oceanography, and wind.

**Arctic Environmental Information and Data Center (AEIDC)**

(907) 257-2732  
http://enri.uaa.alaska.edu

The AEIDC focuses on identifying, gathering, synthesizing and making available existing information for use in scientific studies and environmental decision making. It primarily houses unpublished and difficult-to-find materials on Alaska's environment and natural resources. Typical AEIDC research projects include annotated bibliographies on specific topics or regions of Alaska and compilations of and indices to scientific studies currently underway. It also provides reference and referral assistance, organization of special collections, and archiving and distribution services.

**Resource Solutions**

(907) 257-2791  
http://enri.uaa.alaska.edu/rs  
ayresl@uaa.alaska.edu

Resource Solutions develops and promotes collaborative decision-making processes. It seeks to connect citizens with government in a constructive manner by developing the mutual capacity and willingness to cooperate, negotiate, and reach decisions that can be implemented. Resource Solutions focuses on natural resource, environmental, and economic concerns important to Alaska; and it provides information, consultation, and services on approaches that help build agreement among competing interests. Resource Solutions maintains a small collection of reference materials on collaborative problem solving, dispute resolution, public involvement, and consensus building. ENRI initiated the program in 1996 with funding from The William & Flora Hewlett Foundation.
The ICHS was created by the Alaska State Legislature in 1988 (AS 14.40.088) to develop new solutions to health problems in Alaska and the circumpolar north. Within the University of Alaska, the Institute provides support and coordination for health research, information, and training.

ICHS works closely with faculty throughout the University of Alaska system, providing technical assistance and support to increase the capacity within the state to address the health needs of all Alaskans. ICHS also encourages student involvement through internships and research assistantships. ICHS staff assist in the instructional mission of the College of Health and Social Welfare through conferences, guest lectures, and other teaching activities.

At ICHS, research addresses a wide variety of health problems and issues facing Alaskans, many of which are common to populations in the circumpolar north. Alaska’s rural and multicultural environment calls for a multidisciplinary approach to defining health problems and identifying appropriate solutions. ICHS research activities include epidemiologic studies of population health problems, studies of health services need, access and utilization, and evaluation of health policy and the effectiveness of new programs.

The Institute maintains collaborative relations with other universities, state and federal agencies, Alaska Native health organizations, and Alaskan communities to provide relevant health information, to support local planning, and to inform the development of health policy. Cooperative activities in research, instruction, and service link Alaska and the University with international health research and practice. ICHS provides professional development and training through conferences and workshops for public health and medical professionals, and informational services and educational programs for the general public.

The ISER is a public policy and social science research institute, applying multidisciplinary skills to the analysis of social and economic change in Alaska and northern regions. Since 1961, the institute has investigated virtually every major public policy issue in Alaska, including the effects of natural resource development, the fiscal policies of state and local governments, the transportation and energy requirements of developing regions, and the effects of change on Alaska’s Native people and on the quality of life in Alaska. ISER is affiliated with the College of Business and Public Policy. Faculty from the College and other parts of the University take part in ISER research projects. ISER also forms research partnerships with other universities, Native organizations, school districts, and community groups. The institute provides opportunities for student involvement through internships and research assistantships.

The Justice Center conducts research in the justice field and provides higher education in justice studies. Through its work, the Center promotes understanding of the justice system throughout both rural and urban Alaska.

The Justice program offers courses in the areas of crime, delinquency, paralegal studies, and police, judicial, and correctional policy and administration. Within the Justice program, the Center also offers a Paralegal Certificate approved by the American Bar Association. The Center also participates in an interdisciplinary graduate program with the UAA Department of Public Administration through which students can earn a Master of Public Administration with an emphasis in criminal justice.
The Justice Center conducts research in the areas of crime, law, law enforcement, corrections and the administration of both civil and criminal justice. This research contributes to the development of the UAA academic curriculum and also serves as the underpinning for Center work in community education and public service. Since its establishment, the Center has been particularly committed to research on cross-cultural issues as a means for improving Alaska justice administration and for broadening education opportunities for the Alaska Native community.

The Justice Center includes the Alaska Justice Statistical Analysis Unit, a program under the aegis of the Bureau of Justice Statistics. The Statistical Analysis Unit collects data, conducts analyses, and makes the results of national research on justice issues available to the Alaska community. For more information, visit their website at [http://justice.uaa.alaska.edu](http://justice.uaa.alaska.edu).

The Justice Center products include books, papers, reports to public agencies, and video educational programs. Justice Center faculty and staff provide legislators and other public officials with assistance in the organization and preparation of materials for public policy formulation. In addition, Center-sponsored conferences and a quarterly publication, the Alaska Justice Forum, permit the exchange of ideas in the justice field.

**NORTH PACIFIC FISHERIES OBSERVER TRAINING CENTER (OTC)**
(907) 257-2770  
[www.uaf.edu/otc](http://www.uaf.edu/otc)

The OTC provides training for marine mammal observers and groundfish, crab, and scallop fishery observers. Working in conjunction with the University of Fairbanks (UAF), the National Marine Fisheries Service and the Alaska Department of Fish and Game under a federal grant, the OTC trains observers in sampling requirements, fish, shellfish, seabird, and marine mammal identification, and safety at sea. Fishery observers live and work onboard commercial fishing vessels in the Bering Sea and the Gulf of Alaska, and collect information critical to the management and conservation of Alaska’s marine resources.

**SMALL BUSINESS DEVELOPMENT CENTER (SBDC)**
(907) 274-7232 • Toll Free: 1-800-478-7232  
[www.aksbdc.org](http://www.aksbdc.org)

The SBDC is a cooperative program of the U.S. Small Business Administration and UAA. The objectives of the SBDC programs are to combine federal dollars and resources with those of the state, academic community, and private sector to strengthen small businesses; to contribute to the economic growth of the state; and to create a broader based delivery system to the small business community. The primary emphasis of the SBDC program is on in-depth, quality business counseling and training. Small businesses are assisted in the areas of management, marketing, sales, finance, accounting, and other disciplines required for small business growth, expansion, and innovation. The SBDC has six regional centers located in Anchorage, Fairbanks, Juneau, Ketchikan, Wasilla (serving the Matanuska-Susitna Borough area), and Kenai (serving the Kenai Peninsula area), in addition to a rural outreach program.

Other business assistance programs administered include the Procurement Technical Assistance Center which provides assistance with government contracting; the BUY ALASKA program which provides free in-state sourcing for buyers and sales referrals to suppliers; the Technology Research Development Center which provides Small Business Innovation Research (SBIR) proposal assistance and technical database searches to businesses; and the Manufacturing Assistance Program which assists small to medium manufacturers in Alaska to produce parts and supplies under Department of Defense contracts. All of SBDC’s business assistance programs encourage the involvement of University faculty and provide internship opportunities for University of Alaska students.

**UNIVERSITY OF ALASKA CENTER FOR ECONOMIC DEVELOPMENT (CED)**
(907) 786-5444  
[www.scob.uaa.alaska.edu/centers/ced](http://www.scob.uaa.alaska.edu/centers/ced)

The CED’s mission is to provide technical assistance to private non-profit and government-related agencies engaged in economic development. The Center focuses on regional problems and opportunities. It utilizes the University’s unique research capabilities and expertise to help address the technical assistance and information needs of various economic development entities. The Center coordinates its efforts with the U.S. Commerce Economic Development Administration.
CHAPTER 3

STUDENT LIFE

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STUDENT LIFE

STUDENT INVOLVEMENT

The University of Alaska Anchorage is a growing urban and residential campus with a diverse student body that reflects the state's population. Students come to UAA from Alaska's towns, cities and rural communities, from all 50 states and U.S. Territories, and over 31 countries. Our community embraces the cultures, ethnicities, politics, experiences, and goals of a diverse group of people, united by respect for others and commitment to education.

The University and its academic departments sponsor colloquia and speakers, and produce a range of publications that create a rich and stimulating intellectual environment for undergraduate and graduate students. Student and University sponsored lecture series include the Alaska Quarterly Review, The Last Frontier Theatre Conference, Kachemak Bay Writers’ Conference, and the Complex Systems Lecture Series.

STUDENT AFFAIRS

(907) 786-1214
www.uaa.alaska.edu/studentaffairs

The Dean of Students, the staff and faculty in the Division of Student Affairs, and the student leaders welcome all students to investigate the array of resources and activities available to them. This chapter provides an overview of University and student-sponsored programs and services. The UAA Fact Finder/Student Handbook provides more detailed information important to student life and the campus community.

STUDENT LEADERSHIP DEVELOPMENT

(907) 786-1371
www.uaa.alaska.edu/studentleadership

Student leadership opportunities promote learning and development in students by encouraging social responsibility through governance and community service, appreciation of diverse cultures and viewpoints, and by working individually or collaboratively for common goals. These opportunities reinforce and complement academic learning. The Student Leadership Office advises student organizations and coordinates leadership training for student leaders involved with student government, clubs, Greek organizations, and other leadership positions. The Student Leadership Office coordinates graduation related programs, such as co-curricular transcripts, Student Commencement Speaker Committee, and Student Leadership Honors.

UNION OF STUDENTS (USUAA)

(907) 786-1205
http://usuaa.uaa.alaska.edu

USUAA is UAA's student government, charged with representing approximately 14,000 students per semester on the Anchorage campus. The USUAA Assembly is in charge of allocating student government fees, coordinating activities, representing students’ views to the Chancellor, lobbying the University of Alaska Board of Regents and the state legislators, and pursuing the academic concerns of students. Each student who pays the student government fee is a member of USUAA and is entitled to the services it provides. USUAA comprises a legislative assembly and five organizations: Board of Global Information and Activities, Club Council, Concert Board, Election Board, and Media Board.
CLUB COUNCIL
(907) 786-1966
http://clubcouncil.ualaska.edu

The Club Council recognizes, governs, appropriates funding to, and provides a mechanism of support for over 80 student clubs and organizations.

CONCERT BOARD
(907) 786-1210
http://concert.ualaska.edu

Funded by a fee paid by all UAA students on the Anchorage campus taking three or more credits, the Board provides major entertainment events at a substantial discount to students. All are produced by UAA students.

GREEK COUNCIL
(907) 786-1371
http://greeklife.ualaska.edu

The governing body for three national sororities and three national fraternities, the Greek Council consists of a seven member executive board: one delegate from each chapter and an advisor. The Council coordinates group activities such as dances, barbecues, and study groups and places a high value on community service work and philanthropy.

MEDIA BOARD
(907) 786-4733
http://programs.ualaska.edu/media/media.htm

The Media Board elects student media managers, approves media policies and media budgets, and adjudicates complaints.

KRUA 88.1 FM
(907) 786-6000
http://krua.ualaska.edu

Managed by 15 student employees with the help of approximately 50 volunteers, KRUA broadcasts daily from 7:00 a.m. to 1:00 a.m. with an alternative format including reggae, rap, jazz, ska, blues, and punk music, along with news and public affairs shows. Training is provided to volunteers and no broadcast experience is required.

THE NORTHERN LIGHT
(907) 786-1318
http://light.ualaska.edu/issues/current/frontpage.html
aylight@ualaska.edu

The student newspaper employs up to 30 students each semester. Students gain experience in writing, editing, layout and graphics, photography, advertising, and management. The staff publishes 23 weekly issues during the fall and spring semesters and six issues in the summer.

STUDENT LECTURE SERIES AND CONFERENCES

STUDENT SHOWCASE
(907) 786-4771
http://programs.ualaska.edu/showcase/index.html

This annual academic conference recognizes student excellence in all disciplines. Showcase is a forum for students to present papers or other works in a professional conference setting. The students’ work is evaluated by faculty and community members, awards are given, and selected works are published in the Student Showcase Journal.
The Bartlett Lecture Series was established in 1970 in the memory of Bob Bartlett, one of the first two Alaska Senators sent to Washington, D.C., following statehood. The Bartlett Lecture Series promotes a clearer vision of individual freedom and of the public good. Individuals of national and world renown present lectures on topics of national and international importance, helping to put problems of Alaska and its people into the context of broad philosophic and cultural, as well as social and economic, issues. The Bartlett Lecture Committee is comprised of students, faculty, and staff who work with their counterparts at the UAF and UAS campuses to bring speakers of national caliber and relevance to each campus.

This conference is organized by the Department of English and members of Sigma Tau Delta, the English honor society. What began as a small, student-run project has grown to be a major event sponsored by grants and many UAA departments, including Canadian Studies, Women’s Studies, and the UAA Bookstore. Students plan the event, including writing grant proposals, inviting speakers, and selecting papers.

Many of UAA’s academic departments sponsor nationally-affiliated honor societies, which serve both to recognize student achievement and to serve the community. Contact Club Council or specific academic departments for more information. Contact the Office of Student Affairs for information about the national Honor Society of Phi Kappa Phi, which is a university-wide honor society.

The Seawolf Speech and Debate team, founded in 1982, is the only intercollegiate forensics program in Alaska. Housed in the Department of Communication, this faculty-run, co-curricular program helps students achieve educational goals while developing communication skills through competitive experiences in individual speaking events and debate. The program has earned an average of 100 awards each year while representing UAA, the UA system, and the State of Alaska in intercollegiate competition against students from across the U.S. and around the world.

The society’s mission is to provide a public forum in which Alaska Native issues can be openly discussed, articulated by speakers who are personally involved with the issues and wish to speak out to others in a manner that is informed and compelling. The Society sponsors a contest for competition in dramatic declamation and oratory, which offers cash prizes.

The Fine and Performing Arts programs are housed in a 94,000 square-foot building, which includes studio, laboratory, performance, office, and rehearsal spaces. Included in the Fine Arts Building are studios for drawing, painting, sculpture, 3-D design, 2-D design, ceramics, printmaking, and photography. Theatre facilities include a 175-230-seat thrust/arena mainstage, a 99-seat studio theatre, and complete shop facilities for scenery, costume design, and construction. Music facilities in the Fine Arts Building include a 200-seat recital hall, a 75-seat rehearsal room, faculty studios, a music library and listening room, a piano lab, an electronic music studio, and practice rooms. All rooms are sound-isolated, acoustically treated, and feature electronic performance and teaching equipment.
WENDY WILLIAMSON MEMORIAL AUDITORIUM AND LECTURE HALL  
(907) 786-6815  
Built in 1972, the Williamson Auditorium provides UAA and the Anchorage community with a venue for lectures, performances, arts events, and community gatherings. The auditorium seats 912 patrons and features plays, music festivals, and speakers from around the world.

CAMPUS ART GALLERIES  
(907) 786-1783 Kimura Gallery  
(907) 786-1219 Student Union Gallery  
The Kimura Gallery, located in the Fine Arts Building, was named to honor Sam Kimura, a professor of photography in 1996. He was instrumental in developing the art program at UAA and achieved international notoriety for his photographs. The gallery not only serves as a pedagogical space for art students, but it also provides a venue for the university community and Anchorage community to experience a wide range of challenging art. As an educational space, it exposes our students to innovative art work that is not local in nature, but international and national in scope whenever possible. The gallery is funded and managed by the Department of Art.

The Student Union Gallery has a primary mission to provide art exhibit space for students. The gallery sponsors a variety of art exhibits that have included Bachelor of Fine Arts theses shows, UAA student invitational and juried exhibits, student group exhibits, theme shows that include students and community members. The gallery is managed by Student Activities and funded by student fees.

CAMPUS LIFE AND THE STUDENT UNION  
(907) 786-1204  
www.uaa.alaska.edu/campuslife  
The Student Union building is the hub of co-curricular activities and programs. Housed in the Student Union is the department of Campus Life, which provides students with social, cultural, academic, leadership, and recreational opportunities. Campus Life programs include New Student Orientation, Student Activities, Concert Program, Student Union management, Bartlett Lecture Series, Student Showcase, The Northern Light student newspaper, and KRUA 88.1 FM student radio station. Also housed in the Student Union are the offices of USUAA, Club Council and Greek Council, Parking Services, Student Leadership, and Student Affairs. Services in the Student Union include group and quiet study lounges, open computer lab, game room, art gallery, Subway Sandwiches, Corner Café, ATM machine, an information desk that provides general information, Carrs Tix entertainment tickets, outdoor rental equipment, lost and found, and snack items for sale.

STUDENT ACTIVITIES  
(907) 786-1219  
(907) 786-1000 (Events Hotline)  
http://events.uaa.alaska.edu  

A variety of events and programs are offered by Student Activities, from the “Banff Festival of Mountain Films” to Student Union Gallery exhibits, hypnotists to Noon Music, and Family Movie Nights to nationally-touring musicians and comedians. These programs are funded by program receipts and the Student Life Fee.

ATHLETICS  
(907) 786-1230  
www.GoSeawolves.com  
athletics@uaa.alaska.edu  

UAA’s highly visible athletic teams compete in 11 NCAA sports - men’s ice hockey, men’s and women’s basketball, men’s and women’s skiing, men’s and women’s cross country, women’s gymnastics, women’s indoor and outdoor track & field, and women’s volleyball. The Seawolves compete at the Division II level (with the exception of Division I hockey and gymnastics) and are members of the Western Collegiate Hockey Association, the Great Northwest Athletic Conference (basketball, volleyball, cross country, and track), the Mountain Pacific
Sports Federation (gymnastics) and the Rocky Mountain Intercollegiate Ski Association. Over the years, the Seawolves have produced multiple national champions in skiing and gymnastics as well as several NCAA Tournament bids in other sports. In 1988 the men's basketball team was the Division II national runner-up, and in 1991 the hockey team reached the NCAA quarterfinals. UAA sports receive national television exposure thanks to the annual Carrs/Safeway Great Alaska Shootout basketball tournament, held at the 8,700-seat Sullivan Arena. The ESPN cable network, which has broadcasted Shootout games since 1985, has an agreement that runs through 2006. The four-team Nye Frontier Classic is one of the top preseason college hockey tournaments in the country, and the Seawolf volleyball team hosts some of the top Division II programs every September in the UAA Invitational.

The Seawolves train and compete in some of Alaska's top facilities, including the Sullivan Arena for hockey and the Shootout, and the Wells Fargo Sports Complex (cap. 1,250) for volleyball, gymnastics and regular-season basketball. UAA's Alpine skiers take advantage of nearby Mount Alyeska, a world-class slope, while the Nordic skiers and cross-country runners use Anchorage's intricate trail system to train in a recreational paradise.

**Intramural Sports and the Wells Fargo Sports Complex**

(907) 786-1233  
[www.goseawolves.com/recreation/intramurals.html](http://www.goseawolves.com/recreation/intramurals.html)

UAA's Intramural Sports Program in the Wells Fargo Sports Complex allows students to enhance their educational experiences through sports activities and special events. The Intramural department serves as a means of improving the quality of life, which allows all participants, regardless of degree of skill, an opportunity to develop new friendships, group loyalty, sportsmanship, and the respect for all opponents and officials. The Wells Fargo Sports Complex also serves as a sports recreation center for students with a pool, gymnasium, fitness center, dance studio, and ice rink.

**WOLFCARD**

(907) 786-4695  
[www.wolfcard.uaa.alaska.edu](http://www.wolfcard.uaa.alaska.edu)

The UAA WOLFCard serves students as their official ID, as a U-Pass to provide free transportation on municipal buses, and as a debit card for on-campus food and services. Visit the WOLFCARD website for complete information.

**Food Service**

(907) 751-7246

A variety of food services and menu options are provided throughout the campus. ARAMARK (food service provider) has eight different campus dining areas:

- Corner Café, a coffee cart located in the Student Union
- UAA Perk, a coffee cart located in the University Center
- Counter Culture, a snack bar in the Social Sciences Building
- Northern Temptations, a snack bar in the Administration/Humanities Building
- Creekside Eatery, a cafeteria located in the housing Commons building
- Cuddy Marketplace, a food court located in Lucy Cuddy Hall
- Daily Grind, a coffee cart located in the dining room of Lucy Cuddy Hall
- Bear Necessities, a convenience store located in the housing Commons building

In addition to the above, the University partners with Subway to offer a full menu selection in the Student Union.

The Lucy Cuddy Dining Room, located in Cuddy Hall, is a fine dining restaurant that is open seasonally to the public. The Culinary Arts & Hospitality students produce and serve affordable gourmet meals. Call for reservations at (907) 786-1122.
BOOKSTORE
(907) 786-1151
www.uaa.alaska.edu/bookstore
Student Union and University Center locations

The mission of the bookstore is to contribute to the academic excellence of the university by providing for the sale of books and other educational materials to students and members of the university community. The bookstore stocks required and recommended textbooks, course materials, study aids, technical manuals, reference books, fiction, nonfiction, faculty authors, children’s, and Alaskan books. In addition, the bookstore hosts many special events throughout the year to provide additional learning opportunities to the university community and the general public. These opportunities allow students to interact with faculty and world-renowned authors in informal settings.

INFORMATION AND TECHNOLOGY SERVICES (IT)
(907) 786-4646
http://technology.uaa.alaska.edu

The IT Services Department provides local campus network, computing, telephone, audiovisual, and online curriculum services to the UAA community. IT Services is committed to providing students, staff, and faculty with a variety of important and useful technology-related services. A brief summary of services is provided below.

TELEPHONE SERVICES
http://technology.uaa.alaska.edu/telephone

IT operates UAA’s telephone utility. Students living in university residence halls receive local telephone service and voice mail services through this system. Students can purchase prepaid long distance calling cards from several locations on campus.

CUSTOMER SUPPORT
http://technology.uaa.alaska.edu/computer/OnSite
callcenter@uaa.alaska.edu

The IT Call Center serves as the single point of contact for all technology related services. Technicians can assist students in the following areas: telephone services, desktop services, data network and computing services, Internet access, email services, appropriate computing use policies, software licensing, basic software/hardware troubleshooting, and online curriculum.

CAMPUS OPEN-ACCESS COMPUTER LABS
http://technology.uaa.alaska.edu/computer/Labs

IT maintains computer stations across campus that provide Internet and email access, laser printing, and a variety of popular software applications on both PC and Macintosh platforms. All university employees and registered UAA students are encouraged to use these facilities. Lab consultants are available to assist with basic equipment/software operation and campus resources.

EMAIL SERVICES
http://technology.uaa.alaska.edu

Email accounts are available to all students, staff, and faculty. Visit the website for more information.

WEB HOSTING SERVICE
http://technology.uaa.alaska.edu/computer/WebHosting

Students have access to a web-hosting environment at UAA for creation and support of personal web pages and content. Student content placed into these web pages must conform to UAA’s appropriate use guidelines and information resources policy. Students should contact the IT Call Center or visit the website for further information on this service.
UAA Online

www.uaaonline.alaska.edu

UAA Online is the primary web source for information about distance learning and associated technologies. Many UAA instructors use this resource and place course materials online. From this web location, students, prospective students, faculty, and the community can learn about UAA’s distance education courses, Blackboard®, support services, and faculty training workshops. (See Chapter 8, “Educational Delivery Methods and Non-Traditional Credit,” for further information.)

Training Services

IT offers a variety of general interest computer and network related short courses open to both students and employees. Courses are held in the University Center (UC) Computer Lab.

Campus Housing and Residence Life

(907) 751-7200 (Housing)
www.uaa.alaska.edu/uhdcs/housing.htm

(907) 751-7444 (Residence Life)
www.uaa.alaska.edu/residencelife/index.cfm

The University Housing and Dining Services Department and the Department of Residence Life at UAA provide students with a living and learning environment that supports the academic experience. (See Chapter 6, “Advising and Academic Support,” for further information.) Programs and activities provide the framework for active participation in each community. Residence Life offers educational workshops on college survival skills, roommate relationships, alcohol awareness, alcohol and drug abuse issues, awareness of global diversity, career planning, and personal safety.

Four different types of furnished suites are available: single private bedroom; two-person suite with single bedrooms; four-person suite with single bedrooms; and four-person suite with double bedrooms. Both traditional and condominium style apartments are also available in the Main Apartment and Templewood complexes. All residence hall rooms have access to the university’s network.

Academic Theme Housing

Alyeska House for Alaska Native and Rural Alaska students studying engineering and sciences is located in the Templewood apartments. This on-campus living environment is a collaborative effort with the UAA Alaska Native Science and Engineering Program (ANSEP). These programs provide a group living environment, a live-in advisor, mentoring, social and academic programs, scholarships, and summer internships.

First-Year Experience Hall is a comprehensive program in North Hall that is designed exclusively for first-year college students under the age of 20 who have completed 20 or fewer college credits. The Hall creates a supportive living and learning environment through social events, leadership opportunities, study groups, tutoring, community service opportunities, academic and living skills workshops, discussion groups, and peer support and mentoring.

Honors Hall is located on the fourth floor of East Residence Hall, and promotes interaction between the academic and residential communities on campus. These students also take part in the Honors Program.

Nightingale Hall is a specialized living arrangement that eases the transition for nursing and pre-nursing students to campus living in Anchorage. The students living in the residence halls will get the benefits of on-site nursing-content learning aids, dedicated living room space for study, plus social, cultural and academic interactions, as well as mentors and tutors in pre-nursing and nursing courses.

Unity Hall is located on the fourth floor of West Hall. This hall focuses on language interactions and cultural experiences. Classes are held in West Hall for German and Spanish. Tutoring in French is currently available.
HEALTH AND WELLNESS

STUDENT HEALTH CENTER
(907) 786-4049
http://studenthealth.uaa.alaska.edu

The center provides educational, preventive, diagnostic, and treatment services for health problems. It is staffed by Advanced Nurse Practitioners who specialize in adult health and/or mental health. The primary health care benefits received by paying the student health fee include routine office care or outpatient services, including family planning and immunizations. Laboratory services, x-rays, limited medications, and health care supplies are available to participating students at a reduced cost.

The Center also provides mental health psychotherapy to students in need. Therapists act as patient advocates and assist individuals in dealing with stressful life events, depression, anxiety, sexual and physical abuse, alcohol and drug dependency, situational crises, and other life issues. A nominal fee is charged for psychotherapy and group sessions.

COUNSELING SERVICES
(907) 786-4500
www.uaa.alaska.edu/studentaffairs/Counseling-and-Support-Services.cfm

Student Affairs’ counselors provide assistance with concerns affecting academic success, such as stress, situational crises, alcohol and other drug issues, and life changes. Other counseling services include sexual assault counseling support, referrals to community agencies, including sexual orientation resource referrals, and educational workshops on responding to personal life issues. Counseling services are free to UAA students.

PSYCHOLOGICAL SERVICES CENTER
(907) 786-1795

The Center offers low-cost therapy and counseling to families, couples, and individuals of all ages for a variety of problems. Clinical psychology students in the last phase of study for the master’s degree see patients under the supervision of licensed psychologists from the psychology faculty. Services are available to the campus community. A fee schedule is based on each individual’s ability to pay.

INSURANCE

Students are responsible for their own insurance needs.

Student Health Insurance
(907) 786-4049
http://studenthealth.uaa.alaska.edu/hci.html

Health insurance is mandatory for international students on student visas.

A group student health insurance plan is available for purchase to currently enrolled UAA students. For an additional premium, dependents and major medical expenses may be covered. Students can obtain more information through the Student Health Center. Contact Enrollment Services for specific requirements.

Accident and Travel Insurance
(907) 474-5278
www.alaska.edu/swrisk

Supplemental accident insurance for field trips, fieldwork, laboratory, practica, internships, and special UAA events is available for purchase. Depending on departmental policy, either the student or the department assumes the cost of this insurance. This insurance is in excess of other insurance covering the student and is made available to students through the Statewide Risk Management office. It is the student’s responsibility to contact departments for further information.
ALCOHOL POLICIES
The University is concerned about ways in which alcohol use and abuse affect the primary academic mission of the institution, its overall atmosphere, and the personal well-being of the University community. 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 to ensure responsible behavior and attitudes among all members of the University community, to educate the University community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making and to help individuals experiencing difficulties associated with the use of alcohol. The Chancellor or the Dean of Students has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages may be granted on designated premises for private University-sanctioned events. The sale of alcoholic beverages at University-sanctioned events on campus is not permissible and is not approved by the Chancellor. Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in University public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the University will be subject to disciplinary and/or legal action. (See Chapter 5, “Student Rights and Responsibilities,” for further information.)

RESIDENCE LIFE ALCOHOL POLICY
The alcohol policy for the UAA residence halls and apartments permits those residents who are 21 years of age or older to possess and consume limited quantities of alcoholic beverages in accordance with Residence Life Policies. All other restrictions on personal alcohol consumption outlined above and in the “Student Code of Conduct” apply to resident students and their guests. The Residence Life Policy is subject to annual review by the University administration and the Residence Hall Association.

DRUG AND ALCOHOL COUNSELING RESOURCES
http://studentaffairs.uaa.alaska.edu/safety/index.html

Additional University information and policies, health risks, counseling resources, and State of Alaska laws and penalties pertaining to alcohol and other drugs can be found in the Drug Free Schools statement, which is available at UAA web site or in hard copy from the UAA Office of Student Affairs. The National Institute on Drug Abuse Hotline (1-800-662-HELP) is an information and referral line that directs callers to treatment centers in the local community. Alcoholics Anonymous provides free services for individuals with alcohol problems at (907) 272-2312.

SMOKE-FREE ENVIRONMENT
Smoking is not permitted in University facilities. All UAA facilities are covered by this policy (Anchorage, Kenai Peninsula College, Kodiak College, and Mat-Su College). Coverage includes facilities owned, leased, or rented by the University or under control of the University, as well as all University vehicles. Violation of the smoke-free environment policy by staff, faculty, or students is subject to disciplinary action. Campus buildings are posted with NO SMOKING signs, notifying all visitors of the smoke-free policy.

OUTDOOR LIFE
UAA is surrounded by mountains, lakes, trails, and rivers. Anchorage offers extensive multi-use trails for walking, skiing, and biking, which are groomed in the winter. Within a half-hour drive the wilderness of Alaska offers hiking, camping, kayaking, skiing, and fishing. Students may rent outdoor equipment from the Student Union.
SAFETY

EMERGENCIES AND FIRST AID
(907) 786-1120
Emergency messages may be transmitted and first aid treatment received by contacting the University Police Department in the Eugene Short Hall. Please report unsafe conditions and all on-campus injuries to the University Police Department. Emergency assistance is available through Anchorage Police Department by dialing 9-911.

UNIVERSITY POLICE
(907) 786-1120
http://www.uaa.alaska.edu/upd/index.cfm
The University Police Department is on duty 24 hours a day, seven (7) days a week, to provide safe access to the campus, to prevent disruptive behavior, and to offer a variety of services to the community. The department employs dispatchers and uniformed police officers to accomplish these goals.

Students, staff, faculty, and visitors should contact the University Police Department to report all crimes, suspicious circumstances, and emergencies on campus, as well as to seek help with the following:

- Safety escorts
- Accident reports
- Room unlocks
- Suspicious people
- Criminal reports
- Disturbances

The University Police Department can be contacted by calling (907) 786-1120 from an off-campus phone or by dialing 6-1120 from an on-campus phone.

In the event of an emergency, the department can also be contacted by using one of the 13 exterior emergency call boxes or by picking up any elevator phone, either of which will automatically route the call to the University Police Department.

SAFETY ESCORTS
(907) 784-1147
http://www.uaa.alaska.edu/parking/callteam/index.cfm
The UAA Call Team provides safety escorts for students, faculty, and staff to any UAA campus location when desired.

WILDLIFE ON CAMPUS
The main campus of UAA is situated next to a greenbelt and several small lakes. Sightings of moose, coyotes, and black bear are not uncommon. People must remember that wild animals are dangerous and unpredictable. Maintain a safe distance from all wildlife and notify University Police of their presence. Feeding or harassment of any wildlife is a violation of the University Student Code of Conduct and State law. Officers will enforce these statutes and policies.

PETS ON CAMPUS
Anyone wishing to bring pets onto campus must first contact the University Police department. Pets are not permitted in any of the campus buildings without prior permission. Any animals outside the buildings must be on a leash, in a cage, or under some form of restraint. Students experiencing disabilities need to contact Disability Support Services for the approval process to bring service animals into classrooms and residence halls and apartments.
AUTOMOBILE INSURANCE
Under Alaska state law, all owners and drivers of vehicles must maintain adequate insurance coverage. Students are responsible for arranging their own auto insurance. Student vehicles are not covered under UAA’s auto insurance plan. Personal property insurance is also the responsibility of each student.

PARKING SERVICES
(907) 786-1119
http://www.uaa.alaska.edu/parking/index.cfm

Campus parking provides decals for on-campus parking in lots and has space for more than 3,000 vehicles. Parking Services also offers jumpstarts and vehicle unlocks. UAA Seawolf Shuttle service runs continuous loops weekdays among all main parking lots and the University Center for students and staff convenience. All campus lots are paved, lighted, and patrolled. Vehicles parked in restricted areas without proper decal or permits will be ticketed and may be impounded at a cost to the owner. Failure to pay parking tickets may result in withholding of transcripts or grades, or impounding of a vehicle at owner expense.

PARKING FOR INDIVIDUALS EXPERIENCING DISABILITIES
Individuals experiencing disabilities will find designated parking spaces available in each lot on the UAA campus. These parking spaces display distinctive blue-and-white logos. The appropriate handicap permit issued by the State of Alaska Department of Motor Vehicles must be displayed to legally park in these designated spaces. All other motorists will be ticketed. Illegally parked vehicles may be impounded at owner expense.

SPEED LIMIT
Unless otherwise posted, the campus speed limit is 20 miles per hour. Radar and marked patrol cars are used to ensure safety and compliance. Uniform traffic citations are issued for moving violations and may be paid in District Court, downtown Anchorage.

LOST AND FOUND
(907) 786-1204 (Student Union)
(907) 786-1120 (University Police)

Two centralized lost-and-found property storage areas are maintained on campus. The University Police accepts wallets, keys, and items that are valued at $250 or more.

To check for a lost item, contact the University Police Department, Eugene Short Hall at (907) 786-1120. The Student Union Information Desk accepts all other lost items.

To recover found property, contact the Student Union Information Desk.
# Chapter 4

## Tuition, Fees, and Financial Aid

### Residency for Tuition Purposes
- Resident and Non-Resident Tuition
- Western Undergraduate Exchange (WUE)

### Tuition Summary
- Tuition Costs

### Fees

### Financial Obligations

### Payment Procedure

### Refund Policy
- Cancelled Classes
- Withdrawal from Classes
- Non-credit, CEU, and Self-Support Classes
- Regular Tuition, Credit Courses

### Petition for Exception to University Policy
- on Refund of Tuition and Fees

### Senior Citizen Tuition Waiver

### Student Financial Aid
- Financial Aid Application Procedures
- Financial Aid Eligibility
- Federal Verification
- Satisfactory Academic Progress
- Financial Aid Appeal Policy
- Return of Federal Financial Aid Policy

### Types of Financial Aid
- Grants
- Loans

### Scholarships

### Federal Workstudy Program

### Student Employment
- Career Services Center (CSC)
- Human Resource Services (HRS)
- Graduate Assistantships

### Veterans Assistance

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- [Image of a person working in a kitchen]
TUITION, FEES, AND FINANCIAL AID

Residency for Tuition Purposes

Resident and Non-Resident Tuition

Students eligible for Alaska resident tuition include:

- Alaska residents as defined below
- Members of the United States military on active duty (stationed in Alaska) and members of the Alaska National Guard, their spouses and dependent children
- Residents of British Columbia, the Yukon, Northwest or Nunavut Territories
- Students from other states or provinces whose public universities waive non-resident charges for Alaska residents and students from foreign cities and provinces that have partnerships with Alaska or specific Alaska communities (lists of approved programs are published online in the University of Alaska Board of Regents’ regulations)
- Students participating in the UA Scholars Program
- Students participating in the University of Alaska College Savings Program who meet eligibility criteria as established by the Education Trust of Alaska

For purposes of tuition assessment, a “resident” is any person who, prior to the published first day of instruction at his or her home campus:

- Has been physically present in Alaska for two years (apart from documented absences due to illness, vacations, attending another educational institution while maintaining Alaska residency, or other absences not exceeding a total of 120 days in the two-year period)
- And declares the intention to remain in Alaska indefinitely

A dependent child (one who is unmarried, younger than age 24, and financially dependent on his or her parent or guardian) will be considered a resident if he or she has a parent or guardian that qualifies as an Alaska resident as defined above. Dependent children of alumni who have received an associate, baccalaureate, or graduate degree from the University of Alaska also qualify for resident tuition.

A student will be considered “non-resident” if within two years prior to applying for residency he or she:

- Carried out any act inconsistent with Alaska residency
- Was claimed as a dependent child of a non-resident of Alaska for federal income tax purposes during the most recent tax year
- Paid resident tuition at an educational institution in another state during the past two years

Students having non-immigrant visa status are not eligible for Alaska residency.

A student who has initially registered as a non-resident may apply for resident status after residing in the state for one year under the University’s “bona fide resident” provision. Bona fide resident status can be based on either:

- Eligibility to receive the Alaska Permanent Fund Dividend
Or satisfying five (5) of the following conditions:

- Voter registration in Alaska
- Vehicle registration in Alaska for at least nine months
- Motor vehicle operator’s license in Alaska for at least nine months
- Evidence of one or more years of physical presence in Alaska within the past three years — you may not have enrolled in more than six credit hours at a college or university during the three-year time frame
- Ownership of real property in Alaska
- Active checking or saving accounts in Alaska
- Other evidence of residence deemed satisfactory by the University’s chief enrollment officer or designee

Students who want to apply for resident status should file an application for residency with required documentation at the appropriate university office prior to the published first day of instruction at their home campus.

For additional information and applications, new students should contact the Office of Admissions; returning students should contact the Office of the Registrar.

**WESTERN UNDERGRADUATE EXCHANGE (WUE)**

UAA participates in the WUE program of the Western Interstate Commission for Higher Education (WICHE) and other western states. Through WUE, certain students who are not Alaska residents may enroll in designated UAA programs. They pay resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). WUE students do not pay the higher non-resident student tuition.

Because UAA participates in WUE, residents of Alaska may enroll under the same terms in designated institutions and programs in other states.

Information about WUE programs at UAA may be obtained from Enrollment Services. Alaska residents may obtain information about WUE programs in the states from either of the following two addresses:

Certifying Officer for Alaska Commission on Postsecondary Education  
3030 Vintage Blvd.  
Juneau, AK 99800  
Phone: (907) 465-2855

WICHE Student Exchange Program  
P.O. Drawer P  
Boulder, CO 80301-9752  
Phone: (303) 497-0210

**TUITION SUMMARY**

**TUITION COST:**

**Preparatory and Lower-Division — Undergraduate (Course Numbers 050 - 299)**

Resident $  99.00 per credit hour  
*Non-resident $330.00 per credit hour

**Upper-Division — Undergraduate (Course Numbers 300 - 499)**

Resident $112.00 per credit hour  
*Non-resident $343.00 per credit hour

**Graduate (Course Numbers 600 - 699)**

Resident $222.00 per credit hour  
*Non-resident $453.00 per credit hour

*Non-resident students are assessed non-resident fees on all academic credits including self-support.  
* Non-resident students who restrict their enrollment to no more than four credits each semester are charged resident tuition.
## FEES

In addition to tuition, any course may use materials, supplies, or services which necessitate an additional fee. Fees may also be charged for administrative and/or instructional services. All resident and non-resident tuition rates and student activity fees are approved by the Board of Regents of the University of Alaska. The University reserves the right to change tuition rates or fees at any time. Fees will vary at community campuses.

Fees are charges students must pay either in addition to or in place of tuition.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Fee (per transaction)</td>
<td>$5</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Admission Fee (non-refundable)</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Certificate</td>
<td>$40</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>$40</td>
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<tr>
<td>Baccalaureate Degree</td>
<td>$40</td>
</tr>
<tr>
<td>Graduate Certificate</td>
<td>$45</td>
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<tr>
<td>Graduate Degree</td>
<td>$45</td>
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<tr>
<td>ASSET Placement Fee</td>
<td>$10</td>
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<tr>
<td>Audit Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Cancelled Registration Fee (CRF Fee)</td>
<td>$50-$100</td>
</tr>
<tr>
<td>Catalog</td>
<td>$6</td>
</tr>
<tr>
<td>Continuing Education Unit (CEU) Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Credit-by-Exam Fee (per credit)</td>
<td>$40</td>
</tr>
<tr>
<td>Distance Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Drop Fee (per transaction)</td>
<td>$5</td>
</tr>
<tr>
<td>Continuous Registration Fee</td>
<td>$202</td>
</tr>
<tr>
<td>Graduation Application Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Laboratory, Material, Special, and Other Fees</td>
<td>Varies</td>
</tr>
<tr>
<td>Language Credit by Placement Fee (per course)</td>
<td>$20</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Mandatory Student Fees (for 3-5 credits)</td>
<td>$23</td>
</tr>
<tr>
<td>Mandatory Student Fees (for 6 plus credits)</td>
<td>$116</td>
</tr>
<tr>
<td>Non-Credit Course Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Parking Fee (optional, non-refundable, per semester/annual)</td>
<td>Range $35-$130</td>
</tr>
<tr>
<td>Self Support Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Student Organization Fees (for 3+ credits)</td>
<td>$23</td>
</tr>
<tr>
<td>Student Life Fees (for 6+ credits)</td>
<td>$12 per credit</td>
</tr>
<tr>
<td>(max $144 per semester)</td>
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<tr>
<td>Technology Fee</td>
<td>$5 per credit</td>
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<tr>
<td>(max $60 per semester)</td>
<td></td>
</tr>
<tr>
<td>Tech Prep Course Fee (per credit)</td>
<td>$15</td>
</tr>
<tr>
<td>Transcript Fee (per copy)</td>
<td>Varies</td>
</tr>
</tbody>
</table>

### ADD/DROP FEE

An add/drop fee of $5 is charged per transaction, beginning with the first day of instruction. No add/drop fee is charged if students must make changes because the University cancels or reschedules classes after registration.

### ADMINISTRATIVE FEE

An administrative fee is a fee charged instead of tuition. There may be other fees assessed for the course such as lab or material fees in addition to the administrative fee.

### ASSET PLACEMENT FEE

Testing fee for ASSET Placement Test.

### AUDIT FEE

Auditors pay the same tuition and fees as students registering for credit.

### CANCELLED REGISTRATION FEE (CRF)

A Cancelled Registration Fee is assessed to students who fail to pay tuition, get approved for a payment plan, or drop all classes by the assigned payment deadline. The CRF for students taking six or fewer credits is $50; more than six credits is $100.

### CONTINUING EDUCATION UNIT (CEU) FEE

This fee varies. It is charged per Continuing Education Unit instead of tuition.

### CONTINUOUS REGISTRATION FEE

Continuous registration is expected of graduate students. (See Chapter 11, “Graduate Programs,” for information).
CREDIT-BY-EXAM FEE
A non-refundable $40-per-credit fee is charged to challenge a course.

DISTANCE FEE
A Distance Fee is charged for each distance education course. The fee amount varies.

LABORATORY, MATERIAL, AND OTHER FEES
A fee is sometimes charged in addition to tuition. The semester Class Schedule identifies courses for which fees are charged and their purpose: lab fee, special fee, or materials fee. Fee amounts vary.

LANGUAGE CREDIT BY PLACEMENT FEE
An accepted, degree-seeking UAA student who has completed in residence a Department of Languages UAA catalog course with a grade of B or better is eligible to receive credit for the two immediately preceding language courses.

LATE REGISTRATION FEE
Fee charged to new registrations during Late Registration (beginning the first day of instruction for the semester).

NON-CREDIT COURSE FEE
Non-credit courses are numbered A001-A049. These courses do not meet degree requirements and may have fees other than regular tuition. Such fees are listed in the semester Class Schedule as special fees.

PARKING FEE
All areas on campus except “Visitor Parking” require an appropriately displayed parking decal. Decals may be purchased during regular registration or from the UAA Parking Office any time throughout the semester. The UAA Parking Office is located at the Student Union, Suite 113. Decal fees are non-refundable. For further details, contact Parking at (907) 786-1119.

SELF SUPPORT FEE
Fee for a course that is funded entirely through the revenues collected when students sign up for that specific course. Costs vary by course and may include salaries, supplies, advertising, facilities, and travel. Separate refund policy applies.

STUDENT LIFE FEE
All students enrolled in six or more credits and having at least one course (three credits or more) on the Anchorage campus are assessed a per credit mandatory Student Life fee per semester for access to student-related programs and facilities: Athletics, Sports Complex, Student Activities, and Student Health Center.

Students enrolled in at least one academic credit but not meeting the enrollment requirements above, whether enrolled on or off campus, may elect to pay certain student fees for access to these services. Student Life Fees for students registered in fewer than six credits are set at a fixed rate. Contact the Issue Cage in the Wells Fargo Sports Complex for information about an Athletics/Sports Complex Fee, and contact Student Activities in the Student Union building regarding a Student Activity Fee.

STUDENT ORGANIZATION FEES
All students, with the exception of senior citizens, enrolled in three or more credits on the Anchorage campus are assessed mandatory student organization fees per semester: A USUAA Fee for the student government, a Concert Program Fee, and a Student Media Fee for the Northern Light student newspaper and 88.1 FM KRUA student radio station. The use of these fees is governed by the Union of Students at UAA (USUAA) Constitution.

Students enrolled in at least one academic credit but not meeting the enrollment requirements above, whether enrolled on or off campus, may elect to pay these fees per semester in order to have access to student organization programs and services.
Summer session students are not assessed the Concert Program Fee.

Note: The Aviation Technology Center, King Career Center, University Center, and Wendler Junior High are considered Anchorage campus facilities for purposes of Student Life Fee and Student Organization Fee assessments.

**Technology Fee**
A fee to provide up-to-date equipment, software, maintenance, training, and support for student use.

**Tech Prep Fee**
A non-refundable per credit fee is charged for Tech Prep courses approved through articulation.

**Transcript Fee**
A per copy fee is charged for routine or rush processing and must be paid in advance.

**Special Course and Laboratory Fees**
Special fees are assessed to pay for travel, equipment, or facilities out of the ordinary. The typical fees listed above normally cover University charges for course registration. Some courses, however, have extraordinary expenses associated with them, and in such cases the University may charge additional fees in amounts that approximate the added instructional or laboratory costs. If other costs are required for the course, they will be listed in the semester Class Schedule.

**Financial Obligations**
The University of Alaska Anchorage reserves the right to withhold final grades, transcripts, or diplomas from students who have not fulfilled all their financial obligations to the institution. Permission to register or add/drop will be denied, or a student's current registration may be cancelled. Students are held financially responsible for all courses for which they register. Interest, late fees, or collection costs will be added to a student's account. Past due accounts will be sent to a collection agency and reported to the credit bureau.

**Payment Procedure**
All tuition, fees, and other charges for the semester must be paid by the applicable deadline or at the time of registration. Payment may be made in cash, by check, or by VISA, MasterCard, or Discover card. Students requiring a payment plan may enroll with Tuition Management Services (1-800-722-4867). Refer to the class schedule for the available payment plan options.

Tuition and fee charges may be audited, corrected, and adjusted before the end of the current semester. Students are notified of adjustments by mail. No refunds are issued for $5 or less. The University reserves the right to change its tuition or fees at any time.

**Refund Policy**
Refund processing is automatic for students who officially drop courses or withdraw from the University by the refund deadlines published in the current Class Schedule. Students are responsible for thoroughly reading the Class Schedule and being aware of the published refund deadlines for their particular classes. The date of official drop or withdrawal activity determines eligibility for a refund.

Students who drop or withdraw, or who are administratively dropped or withdrawn from courses as a result of University disciplinary action, forfeit all rights to any refund.

If there is a refund due to the student and the tuition was paid by credit card, the credit card account will be credited. If tuition was paid by cash or check, a refund check will be mailed to the student’s address of record. Refunds will not be issued for amounts of less than $5. A $15 fee is charged for all checks reissued due to a stop payment request by the student.
CANCELLED CLASSES
If UAA cancels a class, students may add another class of equal cost at no additional tuition charge and without being assessed an add fee for the replacement class. If a replacement class is not added, a 100% refund of tuition and course fees is automatically processed. Refund processing dates are listed in the current Class Schedule.

WITHDRAWAL FROM CLASSES
No tuition refund or exchange will be allowed for withdrawal after the drop deadline.

NON-CREDIT, CEU, AND SELF-SUPPORT CLASSES
100% of all tuition charged is refunded if the student officially drops at least 2 business days before the first class begins. There is no refund after this time.

REGULAR TUITION, CREDIT COURSES (full semester)
• 100% of both the tuition and course fees are automatically refunded when official drop/withdrawal activity is completed prior to the end of the seventh calendar day of the semester.
• 50% of tuition only is automatically refunded when official drop/withdrawal activity is completed in the eighth through the twelfth calendar days of the semester. Course fees are not refunded on or after the eighth calendar day of the semester.
• No refund is issued for a drop/withdrawal made on or after the thirteenth calendar day of the semester.
• Refund deadlines for less-than-semester-length classes are prorated.

Please refer to the current semester’s Class Schedule for additional information.

PETITION FOR EXCEPTION TO UNIVERSITY POLICY ON REFUND OF TUITION & FEES
A student, or person with legal authority to act on behalf of a student, may petition for an exception to University policy on refunds of tuition and fees. Petitions are not automatically granted but will be considered in light of the criteria set out below and individual circumstances, as demonstrated in the documentation provided:

1. The petitioner must submit to the Exception to University Policy Committee a signed petition and consent to release of information form, which is provided for this purpose. The form must be submitted to the University of Alaska Anchorage Office of Enrollment Services, University Center, P.O. Box 141629, Anchorage, Alaska 99514-1629.
2. A petition for exception must be received no later than the last day of the semester following the semester or session in which the course was offered. Petitions that are not received within this time frame may not be considered.
   Fall course - no later than the end of the following Spring semester
   Spring course - no later than the end of the following Fall semester
   Summer course - no later than the end of the following Fall semester
3. At the time the petition is filed, the student must already have dropped or withdrawn from the course(s) involved. Refunds will not be considered for courses in which a student is still registered, or for which a grade exists, i.e., F, I, DF, AU.
4. Written documentation from instructors, physicians, or other appropriate persons verifying and supporting the request must accompany the petition. It is the responsibility of the student or a person authorized to act on behalf of the student to submit supporting documentation along with the petition. Petitions submitted without documentation may be returned and not considered.
5. A petition will only be approved if the petitioner can demonstrate unanticipated and unavoidable circumstances beyond the student’s control that arose after the withdrawal deadlines in UAA’s published schedule and that caused the student to drop the course(s).
6. Work related issues, financial hardship, and failure to read UAA’s published documents generally do not present justifiable reasons to support a refund request.
7. Petitions for refunds for self-support courses are generally not allowed and must have approval of the academic unit/department chair or director.
8. Mandatory Student Fees are not refundable, unless a student drops all courses during the 100% refund period.
9. If the petition for refund is approved, refunds will be issued to the original funding source, e.g., credit card, financial aid, granting agency, lending agency, etc.
10. Petitions will be reviewed periodically and the number of petitions being reviewed will determine the time for response. A minimum of 6-8 weeks should be allowed for review.
11. Appeals of an adverse decision of the Committee must be in writing, must state the basis for the appeal, and must be received by the Chief Enrollment Officer within ten working days of the day the decision is mailed or otherwise distributed to the student. Appeals will be reviewed by UAA’s Chief Enrollment Officer, whose decision is final within the University. Appeals may be faxed, delivered in person or mailed to: Chief Enrollment Officer, Offices of Enrollment Services and Student Financial Aid, University Center, University of Alaska Anchorage, P.O. Box 141629, Anchorage, Alaska 99514-1629, FAX (907) 786-1807.
12. If a petitioner wishes to seek judicial review of the Chief Enrollment Officer’s final decision, the appeal must be filed with the superior court of the State of Alaska within 30 days of the date the final decision is mailed or otherwise distributed to the petitioner, in accordance with Alaska Appellate Rule 602(a)(2).

**Senior Citizen Tuition Waiver**

Alaska residents 60 years of age or older may register in most UAA credit courses and have tuition waived. Registration is on a space available basis only. Use of senior citizen tuition waivers is governed accordingly:

1. Tuition is not waived for non-credit, CEU, or self-support courses. Senior citizens must pay all additional course fees. To waive tuition, senior citizens must register and present a completed tuition waiver with proof of age. Tuition waivers are available at late registration or from Accounting Services or Enrollment Services, both located in the University Center or on the web at [www.uaa.alaska.edu/students](http://www.uaa.alaska.edu/students).
   **Note:** The student government fee and student media fee are waived for senior citizens.
2. Registration using a senior citizen waiver for payment is permitted only during late registration (no late fee will be assessed when students register late with a senior citizen tuition waiver).
3. Senior citizens may elect to register before the late registration period; however, they must pay full tuition and fees (use of senior citizen tuition waiver will not be accepted). Senior citizens electing to register and pay full tuition are subject to all payment deadlines. Students who do not either pay or drop before the published deadline will be subject to drop for non-payment and to assessment of the Cancelled Registration Fee. Refunds will NOT be available to senior citizens who drop classes and then re-enroll into the same classes using a tuition waiver during late registration.

**Student Financial Aid**

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

The Office of Student Financial Aid assists students and prospective students in applying for state and federal aid programs. State and Federal governments, the University, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student’s financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Types and amount of financial aid vary according to State and Federal guidelines, student needs, and availability of funds.

**Financial Aid Application Procedures**

Interested students should contact the Office of Student Financial Aid for information and applications. Students should submit applications at least 6 months before the beginning of the semester for which they are applying. For the upcoming fall semester, the Office of Student Financial Aid should have received completed applications and required additional forms by June 1 at the latest. Applications received after this date will be considered if funds are available. Specific procedures are as follows:

1. New students must first apply for formal admission to UAA through Enrollment Services by the appropriate deadline.
2. All interested students must complete a Free Application for Federal Student Aid (FAFSA) and submit the application to the Department of Education. List UAA's Title IV code on FAFSA (011462). We recommend you apply online at www.fafsa.ed.gov. It is faster and more accurate.

3. Students who wish to apply for a specific scholarship may complete special applications available at the Office of Student Financial Aid.

4. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications.

**FINANCIAL AID ELIGIBILITY**

To be considered for financial aid, a student must:

- Have a high school diploma or its equivalent
- Be accepted for admission with no conditions
- Demonstrate financial need for federal assistance as determined by the federal Student Aid Report (SAR)
- Meet satisfactory academic progress as defined by Student Financial Aid regulations (policy available on Web at [www.uaa.alaska.edu/finaid](http://www.uaa.alaska.edu/finaid))

**FEDERAL VERIFICATION**

The U.S. Department of Education selects 30% of financial aid applications for the verification process. The Office of Student Financial Aid verifies information on selected applications prior to students receiving financial aid awards. Copies of the following documents may be requested:

1. Income tax returns
2. Verification of household size
3. Child support payments
4. Statements of untaxed income
5. Verification of number of family members in college
6. If military, copies of Leave/Earning Statements for previous tax year (all 12 months)

Students selected for verification must submit the requested documents if applying for federal financial aid. If documentation is not received, federal financial aid cannot be awarded.

**SATISFACTORY ACADEMIC PROGRESS**

To remain in good standing for federal assistance, students must complete the number of credits upon which the semester’s aid was based. In addition, they must maintain a minimum grade point average (GPA) of 2.0 for undergraduates and 3.0 for graduate students.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

[www.uaa.alaska.edu/financialaid/policies.cfm](http://www.uaa.alaska.edu/financialaid/policies.cfm)

In order to receive financial aid from any of the Federal aid programs, the State of Alaska loan programs or from institutional funds, a student must be fully admitted to an eligible degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal.

A complete copy of the Satisfactory Academic Progress Policy may be obtained online or from the Enrollment and Financial Aid Kiosk at the University Center.

**FINANCIAL AID APPEAL POLICY**

[www.uaa.alaska.edu/financialaid/policies.cfm](http://www.uaa.alaska.edu/financialaid/policies.cfm)

Students who wish to appeal for reinstatement of their financial aid must provide sufficient evidence to support their assertion that unusual circumstances prevented them from maintaining satisfactory academic progress. Please see the guidelines for financial aid appeal policy on the web.
RETURN OF FEDERAL FINANCIAL AID POLICY

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who totally withdraws after completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Office of Student Financial Aid encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Office of Student Financial Aid to see how your withdrawal will affect your financial aid.

TYPES OF FINANCIAL AID

GRANTS

Grants are financial aid awards which do not need to be repaid as long as the student meets academic progress requirements of the granting agency.

BUREAU OF INDIAN AFFAIRS (BIA)

The Bureau of Indian Affairs makes grants available to eligible full-time students. Applicants must be at least one-quarter Alaska Native or American Indian. For further information, contact the local BIA area office or your Native Regional Corporation.

FEDERAL PELL GRANT

The Federal PELL Grant makes funds available to eligible students with financial need. To be eligible for a PELL Grant, students must be working toward their first baccalaureate degree.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is similar to the PELL Grant program and can provide additional assistance to students with financial need and who received a PELL. Only undergraduates working towards their first baccalaureate degrees are eligible.

LOANS

EMERGENCY LOAN FUND (ELF)

Thirty day loans are available when school is in session to assist students with books. An admitted full-time student making satisfactory progress may borrow a maximum of $500 for up to 30 days. A $10 administrative fee is charged. Students may receive one ELF per semester, subject to Financial Aid Disbursement approval.

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)

A. Federal Stafford Loan Program

The Stafford Loan Program enables students to borrow directly from lending institutions after they have qualified by completing the Free Application for Federal Student Aid (FAFSA). Any undergraduate or graduate student enrolled at least half-time may apply for a Stafford Student Loan. This is a separate application process. The Office of Student Financial Aid has application forms and information for students’ consideration.

1. Federal Subsidized Stafford Student Loan

Dependent and independent students who have qualified using the FAFSA and determined to have need according to the Federal methodology can borrow up to:

- $2,625 as a first year undergraduate student.
- $3,500 as a second year undergraduate student and for students in a baccalaureate degree.
- $5,500 as a third, fourth and fifth year undergraduate student.
- $8,500 as a graduate student.

The aggregate loan amount for undergraduate study is $23,000; the aggregate loan amount for graduate study is $65,500 minus any amount previously borrowed for undergraduate study.
The subsidized Stafford Loan means the Federal government pays the interest while the student is attending post-secondary education at least half time and for six months after graduation or after the student has left their post-secondary educational experience.

2. Federal Unsubsidized Stafford Student Loan
This loan is considered a non-need based loan. Students are responsible for paying the interest on this loan immediately upon the inception of the signing of the promissory note. Independent freshmen and sophomore undergraduate students can borrow up to $4,000 annually in addition to the amount borrowed on the subsidized Stafford. Independent juniors and seniors can borrow up to the limits of the subsidized loan and up to $5,000 annually in addition to the amount borrowed on the subsidized loan. Graduate students can borrow up to $10,000 annually in addition to the amount they are eligible for on the subsidized loan. Undergraduate students can borrow up to a maximum loan limit of $23,000 on un-subsidized loan borrowing. Graduate students can borrow up to a maximum of $73,000 on the un-subsidized loan program, including the amount borrowed as an undergraduate student.

B. Federal Parents’ Loans for Undergraduate Student (PLUS)
Parent(s) can borrow for their dependent student’s educational costs. Parents can borrow up to the cost of education attendance minus any other financial aid for which the student is eligible. UAA requires student applicants to submit the FAFSA to determine eligibility of their parents’ PLUS loan. The interest on the PLUS loan begins to incur with the parental signature on the promissory note. Payments usually begin 60 days after the loan is fully disbursed.

Scholarships
[website link]

Scholarships are usually awarded for academic achievement or talent. Students interested in applying for scholarships may stop by the Student Financial Aid Office to view scholarship listings and obtain applications or visit the website.

Federal Workstudy Program
[website link]

The Financial Aid Office awards Workstudy to the eligible student. It is based on financial need, which is calculated from the information provided on the Free Application for Federal Financial Aid (FAFSA). The student accepts work-study by securing a job on campus. The Financial Aid Department posts the available positions on our web site from the job descriptions supplied by each department seeking student employees. The student will choose the job that interests him/her and contacts the department that has posted the vacancy.

Student Employment
The University of Alaska provides employment opportunities for qualified students. Student employment will normally not exceed 20 hours per week during a semester. For information on eligibility criteria for student employment, refer to the University of Alaska Board of Regents Policies and Regulations online at [website link].

Career Services Center (CSC)
(907) 786-4513
HotLine (907) 786-4545
[website link]

Students seeking employment off-campus can find opportunities through the Career Services Center (CSC). Government, corporate, and private sector employers contact the CSC daily to post job opportunities. Student Internships may also be obtained through CSC. Through its Student Internship Services, the CSC provides qualified students the opportunity to earn credit in their major while gaining work experience in a paid position. This service provides guidance to students through developed learning objectives and faculty participation.
HUMAN RESOURCE SERVICES (HRS)  
(907) 786-4608  
HotLine (907) 786-4887  
www.finsys.uaa.alaska.edu/uaahrs  

HRS advertises full-time, part-time, regular, term and temporary positions at UAA. A listing of temporary student positions is also available at this office. Students may obtain information about employment opportunities by calling the 24 hour JOB HOTLINE or by accessing the HRS website link under “Current Job Openings.”

Applicants needing reasonable accommodations to participate in the application or interview process should contact the recruitment manager in HRS.

GRADUATE ASSISTANTSHIPS  
Minimum qualifications for graduate assistantships are a baccalaureate degree from a college or university of recognized standing with a grade point average of at least 3.00 (B) and formal admission to a UAA graduate program. Foreign students whose native language is not English must score at least 600 overall on the Test of English as a Foreign Language (TOEFL) and at least 190 on the Test of Spoken English.

Graduate assistants are assigned responsibilities requiring approximately 20 hours per week. They receive stipends of varying amounts. Semester tuition waivers may also be available based on full-time (nine credits) attendance. Graduate assistantships are awarded in spring for the upcoming academic year. For additional information and applications, contact the appropriate dean’s office.

VETERANS ASSISTANCE  
(907) 786-1586  
www.uaa.alaska.edu/financialaid/vets.cfm  

The University of Alaska Anchorage is approved to provide training to veterans, service members, and eligible dependents of veterans whose death or permanent and total disability is service connected. Department of Veterans Affairs (DVA) benefits approved for UAA include the Montgomery G.I. Bill, Veterans Educational Assistance Program, Dependents Educational Assistance Program, and Vocational Rehabilitation. Qualified persons who plan to use the Department of Veterans Affairs Educational benefits must contact the UAA Veterans Affairs Office in the office of Student Financial Aid, preferably 60 to 90 days before the term begins. They can provide necessary forms and current benefit information.

Students using DVA educational benefits must apply for admission to a degree or certificate program at UAA. In accordance with federal regulations, UAA must report this information to the VA, along with information regarding students’ enrollment, grades, and academic progress.

ADDS, DROPS, AND OTHER CHANGES  
Veteran students must inform the Veterans Affairs Office whenever they add or drop courses, withdraw from the University, change address or dependents, or make other status changes. Students who drop courses or withdraw may be required to reimburse the DVA.

ADMISSION TO UAA  
All veteran students receiving DVA benefits must be officially admitted to a degree program. Contact Enrollment Services for information on requirements.

SATISFACTORY ACADEMIC PROGRESS  
Veteran students must maintain satisfactory academic progress according to University policy while they are receiving benefits. Failure to do so is reported to the DVA and may end educational benefits.

TRANSCRIPTS FROM PREVIOUS COLLEGES OR UNIVERSITIES  
Veteran students with previous college or university experience must have official transcripts on file with the University. Each student must request these transcripts from each previous institution when applying for admission to UAA. The Department of Veterans Affairs may withhold benefits until this requirement is satisfied.
CHAPTER 5

STUDENT RIGHTS
AND RESPONSIBILITIES

Student Freedoms, Rights, and Responsibilities
Freedom of Expression
Freedom of Access
Freedom of Association
Freedom From Unreasonable Search/Seizure
Student Participation in Institutional Government
Assess to Student Records University Student Educational
Records (FERPA) Policy
Academic Rights of Students
Academic Integrity
Student Code of Conduct
University Student Judicial Review and Procedure
Sex Offense Policy
Student Dispute/Complaint Resolution Process
Academic Dispute Resolution Procedure
Copyright and Intellectual Property
Computer Use and Software Copyright Policy
STUDENT RIGHTS
AND RESPONSIBILITIES

STUDENT FREEDOMS, RIGHTS, AND RESPONSIBILITIES

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

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 can be 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 student conduct regulations are handled through the Office of Student Affairs. 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 Office of Student Affairs, located in the Student Union, Room 233. Students may also obtain a copy of University of Alaska Board of Regents Policies and University Regulations online at www.alaska.edu/bor.

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. UAA does not discriminate on the basis of race, color, religion, national origin, sex, age, Vietnam era or disabled veteran status, physical or mental disability, changes in 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 interviewed and/or 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.

**ACCESS TO STUDENT RECORDS UNIVERSITY STUDENT EDUCATIONAL RECORDS (FERPA) POLICY**
The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Students should submit a written (letter or FAX) request to Enrollment Services that identifies the record(s) they wish to inspect. Enrollment Services will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by Enrollment Services, Enrollment Services designated staff refer the student to the appropriate personnel or office to access the record.

2. The right to request the amendment of a record that they believe is inaccurate or misleading. Students may ask the University to amend the student’s education records if he/she believes they are inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the University denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. UAA may release, without consent, certain directory information. No one outside the University shall have access to, nor will the University disclose any other information from a student’s educational record, without the written consent of the student, except to University officials with legitimate educational interests, to officials of other institutions in which a student seeks to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

A University official with legitimate educational interests is a person employed by the University as an administrator, supervisor, instructor, or administrative staff member; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a member of the Board of Regents; a governmental entity or any other entity with which a student is placed as part of his or her education; or a student serving on an official committee (such as a judicial or academic review committee or scholarship committee), or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
The following information is designated as directory information and may be released to the public by UAA:

- Names of students
- Dates of attendance at UAA
- Program of study
- Degrees and certificates received including dates
- Participation in officially recognized University activities
- Academic and co-curricular awards, honors, and scholarships received
- Campus housing telephone numbers for students living on campus
- Student electronic mail addresses

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

A complete copy of the UAA procedures on the application of FERPA, including procedures for challenging the content of one's records, is available in Enrollment Services. Links to the University of Alaska Board of Regents' Policy and University Regulation (09.04.00) regarding education records are on the web site: www.alaska.edu/bor/contents/pt9.html.

**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 INTEGRITY**

Academic integrity is a basic principle which requires that students only take credit 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. Academic dishonesty is further defined below 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 the UAA Fact Finder/Student Handbook. Disputes regarding academic actions are reviewed under the Academic Dispute Resolution Procedure contained in the UAA Fact Finder/Student Handbook.

**STUDENT CODE OF CONDUCT**

As with all members of the University community, the University requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines
collectively described as the Student Code of Conduct. 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 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 sanction when the University determines that the behavior would likely have an adverse impact on the health or safety of members of the University community, regardless of where the behavior occurs. Students who are charged with violations of local, state, or federal laws may be subject to disciplinary action by the University if the offenses are also violations of the Code.

University judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings. University actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process, or who fails to complete disciplinary sanctions as assigned by the University, may be prohibited from re-enrolling in the University until the charges or disciplinary sanctions are resolved to the satisfaction of the University.

Disciplinary action may be initiated by the University and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

1. Cheating, Plagiarism, or Other Forms of Academic Dishonesty:
   a. using material sources not authorized by the faculty member during an examination or assignment;
   b. utilizing devices that are not authorized by the faculty member during an examination or assignment;
   c. providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
   d. presenting as their own the ideas or works of another person without proper acknowledgment of sources;
   e. knowingly permitting their works to be submitted by another person without the faculty member’s permission;
   f. acting as a substitute or utilizing a substitute in any examination or assignment;
   g. fabricating data in support of laboratory or field work;
   h. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
   i. altering grade records of their own or another student’s work; or
   j. offering a monetary payment or other remuneration in exchange for a grade.

2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:
   a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on University forms and documents or to any University official or before a University judicial hearing board;
   b. misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies or resources;
   c. falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the University; or
   d. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the University.
3. Damage or Destruction of Property:
   a. damage or destruction to property owned or controlled by the University; or
   b. damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the University; the student was a representative of the University, such as an athlete, and the action occurred while traveling to or from an event authorized by the University; or the property not owned or controlled by the University was located on University property.

4. Theft of Property or Services:
   a. theft or unauthorized possession or removal of University property or the property of any University member or guest that is located on property owned or controlled by the University; or
   b. theft or unauthorized use of University services or unauthorized presence at University activities without appropriate payment for admission.

5. Harassment:
   a. physical or verbal abuse;
   b. sexual harassment; intimidation; or
   c. other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

6. Endangerment, Assault, or Infliction of Physical Harm:
   a. physical assault;
   b. sexual misconduct and assault;
   c. terrorist threats;
   d. hazing or coercion that endangers or threatens the health or safety of any person, including oneself; or
   e. conduct which causes personal injury

7. Disruptive or Obstructive Actions:
   a. obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the University;
   b. interfering with the freedom of movement of any member or guest of the University to enter, use or leave any University facility, service or activity; or
   c. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the University.

8. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals:
   Unauthorized use, possession, or sale of these items on property owned or controlled by the University, except as expressly permitted by law, Regents’ Policy, University Regulation, or UAA rules and procedures.

9. Failure to Comply with University Directives:
   a. failure to comply with the directions of law enforcement officers or University officials acting in the performance of their duties;
   b. failure to identify oneself to University officials when requested; or
   c. failure to comply with disciplinary sanctions imposed by the University.

10. Misuse of Alcohol or Other Intoxicants or Drugs:
    a. use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents’ Policy, University Regulation, or UAA rules and procedures; or
    b. use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents’ Policy, University Regulation, or UAA rules and procedures.

11. Violation of Regents’ Policy, University Regulation, or UAA rules and procedures.

12. Any Other Actions That Result in Unreasonable Interference with the Learning Environment or the Rights of Others.
UNIVERSITY STUDENT JUDICIAL REVIEW AND PROCEDURE
www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

A judicial 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 complete copy of the University Student Judicial Review Procedures can be found in the UAA Fact Finder/Student Handbook.

SEX OFFENSE POLICY
www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

It is the policy of UAA that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community, students, faculty, and staff. A complete copy of the Sex Offense Policy can be found in the UAA Fact Finder/Student Handbook.

STUDENT DISPUTE/COMPLAINT RESOLUTION PROCESS
www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

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 which adversely affect them. The process used will depend on the nature of the complaint. A complete copy of the Student Dispute/Complaint Resolution Process can be found in the UAA Fact Finder/Student Handbook.

ACADEMIC DISPUTE RESOLUTION PROCEDURE
www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to the procedure that implements the UAA 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. A complete copy of the Academic Dispute Resolution Procedure can be found in the UAA Fact Finder/Student Handbook.

COPYRIGHT AND INTELLECTUAL PROPERTY
http://info.alaska.edu/active/level2/copyright.html

The University of Alaska provides network and computing infrastructure to promote the basic missions of the university in learning, research, and service by facilitating communication, collaboration, and access to information resources. Users of this infrastructure must be mindful of and respect ownership of intellectual property and copyrighted information to which this infrastructure can provide access.

Copyright and intellectual property rights may attach to files of any media type including software, texts, databases, images, video, music, and other audio files. Abuse of computing or network technologies to copy or distribute materials in violation of copyright, license, or intellectual property rights undermines the free exchange of ideas and access to information resources central to the university’s mission and is expressly forbidden by university policy and regulation.

The University of Alaska aggressively investigates specific claims of such abuse including abuses using personally owned computers connected to the University’s network. Verified abuses may lead to immediate suspension of access to University networks and/or computing resources, subject violators to possible University disciplinary action, and expose them to fines, other civil penalties, and criminal prosecution by copyright owners.

COMPUTER USE AND SOFTWARE COPYRIGHT POLICY
http://technology.uaa.alaska.edu

All faculty, staff, and students who use any computer at the University are responsible for using computer resources in an ethical and legal manner. For detailed information see the Acceptable Use Policy on the ITS website.
CHAPTER 6

ADVISING AND ACADEMIC SUPPORT

Academic Support
- Academic Advising
- College/School Advising

Advising and Testing Center

Academic Center for Excellence (ACE)
- Advising and Testing Center
- AHAINA Student Programs
- Native Student Services (NSS)
- TRIO Programs

Career Services Center (CSC)

College Preparatory and Developmental Studies

Disability Support Services (DSS)

Learning Resource Center (LRC)

Labs and Tutoring

Learning Communities

Learning Resources Center (LRC)

Library Support

Office of Undergraduate Research and Scholarship (OURS)

Testing and Assessment Services
ADVISING AND ACADEMIC SUPPORT

ACADEMIC SUPPORT

ACADEMIC ADVISING

Academic advising assists students in developing academic plans consistent with educational, career and life goals. An academic advisor can guide the student on University policies and procedures, general and degree requirements, and career options associated with the field.

Admitted students with declared majors are assigned faculty advisors within the academic department offering the major. Students admitted as “undeclared” baccalaureate students and those admitted to the Associate of Arts “general program” are assigned to the Advising and Testing Center. The Certificate of Admission issued upon acceptance to UAA provides the referral to the proper source of advising.

Academic advising is handled differently by each school/college. The following list provides a contact number for the advising coordinator of each unit.

COLLEGE/SCHOOL ADVISING

<table>
<thead>
<tr>
<th>College/School</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>(907) 786-1357</td>
</tr>
<tr>
<td>College Business and Public Policy</td>
<td>(907) 786-4100</td>
</tr>
<tr>
<td>College of Education</td>
<td>(907) 786-4401</td>
</tr>
<tr>
<td>College of Health and Social Welfare</td>
<td>(907) 786-4405</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>(907) 786-4561</td>
</tr>
<tr>
<td>Community and Technical College</td>
<td>(907) 786-6480</td>
</tr>
<tr>
<td>School of Engineering</td>
<td>(907) 786-1900</td>
</tr>
</tbody>
</table>

Advising is also available at the Community Campuses:

- Kachemak Bay (907) 235-7743
- Kenai Peninsula College, Student Services (907) 262-0330
- Kodiak College, Administration (907) 486-1219
- Mat-Su College, Student Services (907) 745-9762

ADVISING AND TESTING CENTER

(907) 786-4500
http://advise.uaa.alaska.edu/
aycouns@uaa.alaska.edu

The Advising and Testing Center has faculty and professional advisors to assist students with issues such as career exploration, education planning, and academic readiness and success. In addition to the undeclared and associate of arts students assigned to the Center for advising, non-degree seeking students may also seek assistance through the Center.

ACADEMIC CENTER FOR EXCELLENCE (ACE)

The ACE provides academic and support services for new and continuing students to enhance attainment of individual, educational, and life goals. ACE consists of the Advising and Testing Center, AHAINA Student Programs, TRIO (Educational Opportunity Center, Educational Talent Search, and Upward Bound), and Native Student Services. Academic advising, educational planning, mentoring, tutorial services, and College Survival Skills courses are a few of the programs provided to enhance the personal, intellectual, and academic growth of the students ACE serves. ACE staff also provide academic interventions for the UAA Scholars program. ACE activities are designed to reflect the goals of the University. ACE provides services to the area’s diverse population, school-age children grades 6 –12 as well as the adult re-entry students.
AHAINA STUDENT PROGRAMS
(907) 786-4070
http://ahaina.uaa.alaska.edu/

AHAINA is an acronym for African American, Hispanic, Asian, International and Native American students. Its primary goal is to assist these students in achieving academic success and enhancing their university experience through the sharing of cultures. AHAINA provides academic support for students as they pursue their personal and educational goals.

NATIVE STUDENT SERVICES (NSS)
(907) 786-4000
http://nss.uaa.alaska.edu/

The NSS mission is to improve the retention and success of Alaska Native and Native American students in achieving their educational goals.

NSS provides educational/vocational planning, advising, career counseling, financial aid resources and guidance, scholarship and internship information, study group space, peer mentoring, leadership opportunities, community and cultural programming, educational outreach, community partnerships, campus orientation, student tours, school visits, and summer internships among other services.

NSS has a Peer Mentoring Program that is designed to increase new student retention, academic success, and personal adjustment to UAA through a volunteer Full-Circle mentoring approach.

DELLA KEATS ENRICHMENT PROGRAM (DKEP)
(907) 786-4000

The DKEP, sponsored by Native Students Services, is an academic summer bridging program that focuses on Alaska Native and American Indian high school students who are planning careers in the health professions. DKEP provides students with an early college experience focusing on academic preparation in English, mathematics, science, human anatomy and physiology, and computer use.

THE INTERNSHIP FOR NATIVE STUDENT TRAINING AND EDUCATION PROGRAM (INSTEP)

INSTEP is sponsored by the Department of Interior, Alaska Native Studies Program and Native Student Services. This program is designed to increase the number of Native Americans entering the Federal service as a career. Program participants are members of a Federally recognized Alaska Native Corporation, Village Corporation or Indian Nation. A full scholarship including room, board, and an educational stipend is provided.

TRIO PROGRAMS
The TRIO programs are funded by the U.S. Department of Education and sponsored by UAA. The TRIO mission is to increase the rate at which low income and potential first generation college youth and adults prepare for and enter programs of postsecondary education.

EDUCATIONAL OPPORTUNITY CENTER (EOC)
(907) 274-5522

The EOC program provides information and assistance to adults who wish to pursue a postsecondary education. Services provided by the EOC include career planning, educational advising, college and technical school selection, school admission assistance, financial aid advising and application assistance, basic computer skills instruction, and Federal student loan default rehabilitation.

EDUCATIONAL TALENT SEARCH PROGRAM (ETS)
(907) 274-1513

The ETS program serves 6th through 12th grade students in thirteen schools in the Anchorage School District. ETS prepares students to successfully complete high school and enroll in college. Services include academic advising, career exploration, study skills tutoring, college planning, college tours, and more.
UPWARD BOUND (UB)
(907) 274-1513
The Upward Bound program serves 9th through 12th graders in three high schools in the Anchorage School District. UB, like ETS, prepares students to complete high school, but the program emphasizes academic preparation in science, math, language and literature, as well as the services listed above for ETS. UB students attend a six-week highly challenging academic summer program on the UAA campus. Students who have graduated from secondary school and intend to enroll in college in the fall may participate in a Summer Bridging component, where they enroll and earn credit in college courses designed to aid their transition to college.

CAREER SERVICES CENTER (CSC)
(907) 786-4513
The CSC provides a number of excellent career-related services and resources. The Center houses over 1,000 career-related books in its loan library, covering subjects such as how to write a resume, interviewing skills, where jobs can be found, and how to prepare for your career. Students and alumni can register online to review hundreds of current job and career opportunities, post their resumes, and establish an online credential file for employers to review. Other resources include a mentor program, videos, college catalogs, and a variety of literature and handouts to assist students on a career path or job search. CSC also provides individual and group career counseling as well as academic internship programs, A Day in the Life Program, a video taped mock interview program, resume assistance, workshops, and campus and community presentations. The Center also hosts many well-known local and national employers who visit the campus for on-campus recruiting.

COLLEGE PREPARATORY AND DEVELOPMENTAL STUDIES
(907) 786-6856
This department offers academic support to all UAA students through specific courses, programs, labs, and tutoring. Students who need to improve their ESL, mathematics, reading, writing, and study skills can take UAA approved placement test through the Advising and Counseling Center (786-4500), meet with a placement advisor to discuss their test results and determine which courses and/or programs can help them be successful in reaching their academic and personal goals.

DISABILITY SUPPORT SERVICES (DSS)
(907) 786-4530 (voice), (907) 786-4536 (TTY)
www.uaa.alaska.edu/dss
aydss@uaa.alaska.edu
The DSS coordinates academic support services for students who experience disabilities. To access support services, students must contact DSS and provide current disability documentation which supports the requested services. Services include American Sign Language interpreters, note-taking assistance, textbooks in alternate formats (e.g. tape, large print, electronic text, Braille), testing accommodations, and access to adaptive computer technology.
## Labs and Tutoring

<table>
<thead>
<tr>
<th>Title</th>
<th>Services</th>
<th>Eligible Students</th>
<th>Location</th>
<th>Cost</th>
<th>Resources Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Assisted Writing Lab (CAWL)</td>
<td>Tutoring for written assignments</td>
<td>All, PRPE &amp; ESL given priority</td>
<td>SMH 120</td>
<td>None</td>
<td>Computers, style guides, dictionaries</td>
</tr>
<tr>
<td>CPDS &amp; LRC</td>
<td></td>
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</tr>
<tr>
<td>EOC 274-5522</td>
<td>Tutorial assistance</td>
<td>Low-income, first generation college students</td>
<td>500 L Street Suite 501</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LRC 786-6828</td>
<td>CAWL, Math Guided Studies Lab, and Language Lab. Coordinates athletic and individual tutoring. Preparatory ESL tutoring.</td>
<td>All students, depending on type of tutoring.</td>
<td>SMH</td>
<td>Free for some services. Private tutoring costs vary</td>
<td>See listing above</td>
</tr>
<tr>
<td>Mathematics Guided Studies Lab</td>
<td>Tutoring for MATH A054, A055, or A105. Testing for Guided Studies Mathematics students.</td>
<td>All students in MATH courses</td>
<td>SMH 120</td>
<td>None</td>
<td>Computers, mathematics tutorial materials</td>
</tr>
<tr>
<td>CPDS &amp; LRC</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Mathematical Sciences Math Lab 786-1742</td>
<td>Tutoring for preparatory and lower division math courses and lower division applied statistics courses</td>
<td>All MATH &amp; AS students who have paid lab fee</td>
<td>SSB 156</td>
<td>Lab fee</td>
<td>Computers, videotapes, software</td>
</tr>
<tr>
<td>The Reading &amp; Writing Center 786-6918</td>
<td>Tutoring on written assignments</td>
<td>ENGL students or any student who pays lab fee</td>
<td>SMH</td>
<td>$12 per semester</td>
<td>Books, dictionaries, style guides, workshops</td>
</tr>
<tr>
<td>English Department</td>
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</tr>
</tbody>
</table>

### Learning Communities

**Alaska Native Science and Engineering Program (ANSEP)**

(907) 786-1079

[www.engr.uaa.alaska.edu/ansep/default.htm](http://www.engr.uaa.alaska.edu/ansep/default.htm)

ANSEP is a comprehensive suite of outreach, recruitment, retention, and placement strategies designed to help students fulfill their potential in college, sustain their interest in science, technology, engineering, and mathematics (STEM), and develop an interest in graduate study.

ANSEP focuses on undergraduates who have shown an interest or aptitude for mathematics and science fields in high school, when they entered college, or during their college career. The students form an academic learning community, many living together on campus or in Alyeska House and co-enrolling in classes, so that wherever possible they are part of a shared experience.
RECRUITMENT AND RETENTION OF ALASKA NATIVES INTO NURSING (RRANN PROGRAM)
(907) 786-6978
or toll-free 1-877-891-4321
http://nursing.uaa.alaska.edu/rrann/

The UAA School of Nursing was awarded a grant from the Department of Health and Human Services, Division of Nursing, to recruit and assist Alaska Native and American Indian students in their nursing education endeavors. RRANN and UAA are committed to increasing the number of Alaska Natives and American Indians graduating with an Associate of Applied Science or Baccalaureate of Science Degree from UAA. The RRANN program is dedicated to encouraging personal growth within an academic setting that recognizes individual strengths and cultural diversity.

SMART START PROGRAM
(907) 786-6856

Smart Start offers a 13-credit, semester-length program to strengthen basic mathematics, reading, writing, and study skills. Participants meet Monday through Friday in the same classroom from 8:30 am to 12:30 pm where they meet with their teachers and tutors. Students receive individualized attention and tutoring services both inside and outside the classroom. Interested students must take a UAA approved placement test and speak to a College Preparatory & Developmental Studies placement advisor (786-6856) to see if Smart Start is right for them. For information on available placement testing times and locations, call Advising and Counseling (786-4500).

UNIVERSITY HONORS PROGRAM
(907) 786-1086
http://honors.uaa.alaska.edu/

The University Honors Program provides its students with an intense intellectual experience, and offers them opportunities to develop an integrative perspective that extends beyond the confines of individual majors and disciplines. The program offers interdisciplinary courses, academic advising and mentoring, leadership and scholarship opportunities, smaller classes and guided individual research, community involvement, and interaction with Honors peers committed to academic excellence. (See Chapter 10, “Undergraduate Programs,” for further information.)

LEARNING RESOURCES CENTER (LRC)
(907) 786-6828
http://aceweb.uaa.alaska.edu

The LRC offers a friendly place for students to read, study, work on supplemental materials, or get extra help for a class. The LRC houses a large quiet study area, an open area that is available for individuals and small work groups, a language laboratory, a mathematics laboratory, a computer-assisted writing laboratory, an open-access computer laboratory, and audio-visual study areas. The Instructor Reserve area maintains a collection of supplemental course materials for student use. The LRC provides laser printers, copy machines, laminating equipment, and document binding equipment to assist students.

LIBRARY
THE CONSORTIUM LIBRARY
(907) 786-1848
www.lib.uaa.alaska.edu

The Consortium Library serves the students, faculty, and staff of the University of Alaska Anchorage and Alaska Pacific University with a newly expanded and remodeled facility. It is also the major research library for Southcentral Alaska. The collection includes more than 770,000 volumes, 500,000 microform units, subscriptions to 3,400 journals, and an extensive sheet music collection. The Library is a selective depository for Federal and state documents. It houses special collections about Alaska and the Arctic, including a collection of archives and manuscripts. The Consortium Library also houses an extensive health sciences collection. The Consortium Library’s web site provides access to the Joint Library Catalog that contains the holdings for the Consortium Library as well as the Anchorage Municipal Libraries, UAA Career Services, Alaska Resources Library and Information Services (ARLIS), the UAA community campus libraries in Kodiak, Mat-Su, Kenai, Homer, and
Office of Undergraduate Research and Scholarship (OURS)
(907) 786-1086
http://ours.uaa.alaska.edu/

The OURS fosters undergraduate research opportunities and presentation, encourages the integration of teaching and research across the campus, and links students both to local faculty and the global community of scholars. OURS offers a variety of programs including Honors colloquia and presentations. It also sponsors several grant award programs to support undergraduate research and creative/artistic projects: the Undergraduate Research Awards (every fall semester) and Undergraduate Discovery Awards year-round. The number and availability of awards are contingent on funding.

Testing and Assessment Services
(907) 786-4500
www.uaa.alaska.edu/advise/Testing_Assessment/Testing.htm

The assessment program supports many of the testing needs of the University and also serves the community as a testing site for national tests, which are used for admission, earning college credit, and professional certification. (See Chapter 8, “Educational Delivery Methods and Non-Traditional Credit,” for more information.)

Placement testing is offered for admission purposes, general advising and for placement in English and preparatory mathematics classes. There is a fee for placement testing. Data from placement tests are used to improve student advising and retention. Other assessments are available to help people with career and life planning. Testing services, such as proctoring correspondence and other exams are also available. (See Chapter 8, “Educational Delivery Methods and Non-Traditional Credit,” for more information.)
Chapter 7

Academic Standards and Regulations

Admissions
- General Admission Information
- Transcripts and Test Scores
- Ability to Benefit
- Advising Requirements

University Admission Requirements
- Undergraduate Programs
- Master’s Degree Programs and Graduate Certificates
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- Course Selection
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- Age Limit of Credits
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- Academic Petition

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- Grade Changes
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- Academic Standing
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- Honor Lists

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- Graduation Application
- Graduation with Honors
- Commencement
ADMISSIONS
(907) 786-1480
www.uaa.alaska.edu/admissions/index.cfm

All students intending to register for one or more courses must apply for admission. Applications for admission are available online at www.uaa.alaska.edu/admissions/index.cfm or from Enrollment Services.

UAA offers four admission options for students:

- **Certificate and associate degree programs** emphasize technical or job-related skills in demand in the workplace and/or can be used as preparation for a bachelor program.
- **Baccalaureate (Bachelor) degree programs** provide a comprehensive general education along with scholarship in a major specialty.
- **Graduate programs** prepare students for deep inquiry within a chosen field of mastery or for career advancement.
- **General interest and non degree-seeking options** offer students the opportunity to take classes for either personal or professional interests.

GENERAL ADMISSION INFORMATION

This chapter covers university admission requirements that apply to all undergraduate programs and students and to all non degree-seeking students. See Chapter 11, “Graduate Programs,” for admission requirements that apply to graduate programs and students. Individual degree programs may have additional requirements. See Chapter 10, “Undergraduate Programs” for specific program requirements.

TRANSCRIPTS AND TEST SCORES

Degree-seeking students must submit transcripts (and in some cases test scores) documenting their academic history and readiness for the desired level of study. Non-degree-seeking students are not required to submit transcripts or test scores except as required for placement in certain courses.

All required transcripts and test scores must be official documents submitted directly from the issuing high school, college, university, or testing agency directly to Enrollment Services. Students may hand carry documents only if they are in original sealed envelopes from issuing institutions. The University cannot accept student copies of transcripts or test scores.

Transcripts from private high schools are recognized in the same manner as transcripts from state supported high schools. Transcripts are acceptable only if the school is accredited through a regional accrediting agency, affiliated with an accredited high school or registered with the state. Otherwise, the student must go through the Ability to Benefit process for admission.

Degree-seeking students who have attended institutions outside the United States or Canada may be required to submit an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from Enrollment Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation. Students are expected to provide records in English for transfer credit evaluation.

All transcripts, test scores, and other supporting documents submitted for admission or transfer credit evaluation become the property of the University and are only released or copied for use within the University of Alaska system. They cannot be reissued, copied, or returned to the student.
ABILITY TO BENEFIT
Testing and Assessment Center
(907) 786-4500
http://advise.uaa.alaska.edu/Testing_Assessment/Testing.htm

Degree-seeking students who are at least 18 years old but have not earned a high school diploma, GED, or at least 60 college-level semester credits, must demonstrate that they have the ability to benefit from higher education by achieving federally determined scores on an approved test administered by the Testing and Assessment Center.

After taking the exam, students must meet with an advisor to review the test results and determine an appropriate entry level of instruction. The advisor must sign and return the Ability to Benefit form to Enrollment Services before admission can be completed. Interested individuals should contact the advising center at their local campus for schedules and appointments.

ADVISING REQUIREMENTS
All students should meet with a faculty or academic advisor prior to each semester’s registration. Advising helps students clarify their goals, make suitable course selections, and understand academic expectations. New degree-seeking students are directed to an appropriate advisor as part of the admission process. Some students may be required to meet with an advisor prior to registration. (See Chapter 6, “Advising and Academic Support,” for further information.)

UNIVERSITY ADMISSION REQUIREMENTS
UNDERGRADUATE PROGRAMS
There are two levels of undergraduate admission, one leading to certificates or associate degrees and the other leading to baccalaureate degrees.

ADMISSION TO CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS
To qualify for admission to certificate or associate degree programs a student must either:

1. Have earned a high school diploma, GED, or at least 60 college-level semester credits; or
2. Be 18 years of age or older and have participated in UAA’s Ability to Benefit process as described in this chapter.

Some associate degree programs have additional admission requirements, selective admission criteria or limited space. (See Chapter 10, “Undergraduate Programs,” for specific information.)

FRESHMEN (STUDENTS WITH FEWER THAN 30 COLLEGE-LEVEL SEMESTER CREDITS)
Certificate or associate degree-seeking freshmen must submit:

1. Final official high school transcripts showing graduation date or official GED scores. Students still attending high school must submit both a partial transcript at the time of application and a final transcript after graduation that confirms the graduation date.
2. Official transcripts from all regionally accredited colleges and universities and all institutions attended outside the United States. (Exception: Students do not need to request transcripts from any University of Alaska campus.)

TRANSFER STUDENTS (UNDERGRADUATES WITH AT LEAST 30 COLLEGE-LEVEL SEMESTER CREDITS)
Undergraduate degree-seeking applicants with 30 or more college-level semester credits must submit official transcripts from all regionally accredited colleges and universities and all institutions attended outside the United States. (Exception: Students do not need to request transcripts from any University of Alaska campus.)

Students who wish to transfer college-level course work from institutions outside the United States or Canada must submit official transcripts and English translations as well as an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from Enrollment Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.
INTERNATIONAL UNDERGRADUATE STUDENTS
International Services
(907) 786-1558

International students who intend to reside in the U.S. for the purpose of pursuing a certificate or degree as F-1 visa students and need a Form I-20 Certificate of Eligibility for Nonimmigrant F-1 Student Status must meet University and degree program admission requirements. In addition to being admitted to an undergraduate program, international students must submit the following:

1. An official TOEFL (Test of English as a Foreign Language) score of at least 450 for the paper-based test or 133 for the computer-based test.
2. A statement of financial support for the anticipated period of study and evidence of availability of funds such as a bank statement.
3. English translations of all required documents.

International students in F-1 visa status must be formally admitted, full-time degree-seeking students. Health insurance is also mandatory. Contact the International Student Advisor in Enrollment Services for details.

ADMISSION TO BACCALAUREATE PROGRAMS

To qualify for admission to baccalaureate programs, a student must satisfy at least one of the following:

1. Graduation from high school with a GPA of at least 2.50, and completion of either the SAT, ACT, or an approved test; or
2. Successful completion of the GED, and completion of either the SAT, ACT, or an approved test; or
3. Completion of at least 30 college-level semester credits with a GPA of at least 2.00 and a high school diploma, GED, or completion of UAA's Ability to Benefit process as described in this chapter; or
4. Completion of at least 60 college-level semester credits with a GPA of at least 2.00.

Students in the following categories may be admitted to certain baccalaureate programs with advising as a requirement:

- High school graduates with a GPA of 2.00 through 2.49; or
- Transfer students with a collegiate GPA of 1.75 through 1.99.

Additional criteria apply to students who have been removed from baccalaureate degree-seeking status at UAA. See the Reinstatement policy under the Academic Standing section of this chapter.

Some baccalaureate programs have additional or more selective admission requirements. (See Chapter 10 “Undergraduate Programs,” for specific program details and information.)

FRESHMEN (STUDENTS WITH FEWER THAN 30 COLLEGE-LEVEL SEMESTER CREDITS)

Baccalaureate degree-seeking freshmen with fewer than 30 college-level semester credits must submit:

1. Final official high school transcripts showing graduation date or official GED scores. Students still attending high school must submit both a partial transcript at the time of application and a final transcript after graduation that confirms the graduation date.
2. Official copies of ACT, SAT, or approved test scores. (Test scores posted on official high school transcripts are acceptable.)
3. Official transcripts from all regionally accredited colleges and universities and all institutions attended outside the United States. (Exception: Students do not need to request transcripts from any University of Alaska campus.)

Freshmen who have not earned a high school diploma or GED are not eligible for admission to bachelor degree programs. They may apply to certificate and associate degree programs only, and must complete the Ability to Benefit process as described in this chapter.
TRANSFER STUDENTS (UNDERGRADUATES WITH AT LEAST 30 COLLEGE-LEVEL SEMESTER CREDITS)
Undergraduate degree-seeking applicants with 30 or more college-level semester credits must submit official transcripts from all regionally accredited colleges and universities and all institutions attended outside the United States. (Exception: Students do not need to request transcripts from any University of Alaska campus.)

Students who wish to transfer college-level course work from institutions outside the United States or Canada must submit official transcripts and English translations as well as an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from Enrollment Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.

INTERNATIONAL UNDERGRADUATE STUDENTS
International Services
(907) 786-1558
International students who intend to reside in the U.S. for the purpose of pursuing a certificate or degree as F-1 visa students and need a Form I-20 Certificate of Eligibility for Nonimmigrant F-1 Student Status must meet University and degree program admission requirements. In addition to being admitted to an undergraduate program, international students must submit the following:

1. An official TOEFL (Test of English as a Foreign Language) score of at least 450 for the paper-based test or 133 for the computer-based test.
2. A statement of financial support for the anticipated period of study and evidence of availability of funds such as a bank statement.
3. English translations of all required documents.

International students in F-1 visa status must be formally admitted, full-time degree-seeking students. Health insurance is also mandatory. Contact the International Student Advisor in Enrollment Services for details.

RELATED UNDERGRADUATE ADMISSION POLICIES
CATALOG YEAR
Students who wish to earn an undergraduate certificate or degree must meet the requirements specified in the catalog in effect at the time of admission or the catalog in effect at the time of graduation. Certificate and associate students have five (5) years to complete their certificate or degree requirements under the terms of the catalog in effect at the time of admission. Baccalaureate students have seven (7) years. Students who take longer to complete their programs must reapply for admission and meet the catalog admission and graduation requirements in effect at the time of readmission or graduation.

CHANGE OF ADMISSION LEVEL
To change from a certificate/associate program to a baccalaureate program or vice versa a student must reapply for admission and meet all the requirements for the new admission level.

CHANGE OF MAJOR OR DEGREE
Once formally admitted and in attendance, students may request a change of major or degree program to another program at the same level (i.e. associate to associate, or baccalaureate to baccalaureate) through the Change of Major/Degree process. Students admitted initially in undeclared or pre-major status may also declare a major or degree program though this process. Students must meet the specific admission requirements of the desired program and must be formally accepted by signature of the Dean or Department Chair. No fee is required with a change of major or degree at the same level.

Students who change their major or degree program must meet the catalog requirements in effect at the time of the change or the catalog in effect at the time of graduation. Exception: students who change from pre-major to full major must meet the catalog requirements in effect at the time of initial admission to the pre-major or the catalog in effect at the time of graduation.
CONCURRENT DEGREES
Students may pursue concurrent degrees as long as they have formally applied and been accepted to each program through Enrollment Services. (See Chapter 10, “Undergraduate Programs,” for further information.)

PRE-MAJORS OR UNDECLARED
Students applying to programs with selective admission criteria or limited space may initially be admitted to a pre-major or undeclared status. Admission to pre-major or undeclared status does not guarantee subsequent admission to the major. Students are advised to contact their program advisor at the earliest opportunity for further information about the program’s special requirements and for guidance in selecting appropriate preparatory classes.

Students admitted to pre-major status must satisfy all requirements for formal admission to the major and then complete the Change of Major process. Such changes will not affect a student’s degree requirements or catalog year.

TRANSFER EVALUATIONS
Transfer evaluations will be completed for all undergraduate degree-seeking students who have attended other regionally accredited colleges and universities. Once the student has been admitted to a degree program, transcripts will be evaluated. Only transcripts from regionally accredited institutions declared at the time of admission are considered for transfer evaluation. Students may view most courses that have been previously evaluated by UAA by visiting the transfer credit web site at www.uaonline.alaska.edu. For more information see Transfer Credits in this chapter.

APPLICATION AND ADMISSION STATUS FOR UNDERGRADUATE DEGREE-SEEKING STUDENTS: TERMS AND DEFINITIONS

APPLICATION STATUS
Incomplete Application
An incomplete application is one that is not accompanied by all required documents; generally, an application is considered incomplete until all required official transcripts and test scores have been received.

Pending Application
A pending application has met University requirements and is awaiting departmental recommendation for admission.

Postponed Application
Students may postpone their applications for up to one year by notifying Enrollment Services prior to the end of the semester for which they originally applied.

Withdrawn Before Admission
Students must complete or postpone their admission by the end of the semester for which they have applied. At the end of each semester, all applications still incomplete or not postponed will be withdrawn. Students whose applications have been withdrawn must reapply for admission if they later choose to attend UAA.

ADMISSION STATUS
Complete Admission
All required documents have been received and all admission standards met.

Incomplete Admission
In-progress transcripts have been received, but final high school or college transcripts are still missing. All admissions still incomplete at the end of the semester will be withdrawn. Please note: financial aid will not be released on an incomplete admission.

Provisional Admission
University admission requirements have been met, but the student still needs to complete one or more department-specified provisions.
Postponed Admission
Students may postpone their admission for up to one (1) year by notifying Enrollment Services prior to the end of the semester for which they originally applied.

Withdrawn After Admission
Admission will be withdrawn when students do not attend classes during or postpone their admission by the end of their admission semester. Students whose admissions have been withdrawn must reapply for admission if they later choose to attend UAA.

Returning Students – No Attendance outside the UA System
Undergraduate degree-seeking students who have had a break in their UAA attendance but have not attended another institution outside the UA system and who wish to retain their original admission catalog may update their admission status. Individual departments reserve the right to refuse students readmission to their programs.

Returning Students – With Attendance outside the UA System
Undergraduate degree-seeking students who attend another institution outside the University of Alaska system following their UAA admission must reapply for admission unless one or more of the following criteria have been met:
- Prior department approval via petition to take classes at another institution(s).
- Enrollment at outside institution was concurrent with UAA enrollment.
- Enrollment at outside institution occurred during summer semester.
- Enrollment was in correspondence courses.
- Student participated in a National or International Student Exchange.
- Student is participating in the Servicemembers Opportunity Colleges (SOC)-approved military programs.
- Outside institution was unaccredited at time of attendance.
- Outside institution was Community College of the Air Force or Excelsior (formerly Regents) College.

MASTER'S DEGREE PROGRAMS AND GRADUATE CERTIFICATES
See Admission Requirements in Chapter 11, “Graduate Programs,” for information.

GENERAL INTEREST AND NON-DEGREE-SEEKING OPTIONS
Students who wish to take classes for general interest or personal/professional development and who do not wish to earn a certificate or degree from UAA may apply for admission as non-degree-seeking students.

Non-degree-seeking students may take noncredit, professional development, and regular credit courses for which they have the prerequisite skills and experience. They are not required to submit transcripts or test scores for admission, but still must meet placement requirements and prerequisites for individual courses. Students with little or no previous college experience are strongly encouraged to complete an approved exam and meet with an academic advisor to determine appropriate entry levels of instruction. Students who wish to register for graduate courses must have the Department Chair’s or faculty member’s signature, and are strongly advised to contact the department at the earliest opportunity.

To qualify for non-degree-seeking admission, a student must meet one of the following requirements:

1. Have earned a high school diploma or GED; or
2. Be at least 18 years of age; or
3. Have completed UAA’s Secondary School Student Enrollment process as described in this chapter.

Admission as a non-degree-seeking student does not guarantee future admission to a degree program. Credits earned as a non-degree-seeking student may be applied to degree programs only as specified in admission to the individual degree-seeking programs.

Non-degree-seeking students do not qualify for federal or state financial aid benefits, nor do they qualify to receive a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status.
INTERNATIONAL STUDENTS, NON-DEGREE-SEEKING

International Services
(907) 786-1558

Non-degree-seeking students do not qualify to receive a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status. Those with certain other types of visas including B-1 or B-2 visitor visas, F-2 visas and those on the visa waiver program may only take English as a Second Language (ESL) or recreational/vocational courses. Contact the International Student Advisor in Enrollment Services for further details. Individuals with permanent resident status may be admitted to any program according to the procedures and requirements.

SECONDARY SCHOOL STUDENTS

Secondary school students are those under the age of 18 who are in the 9th, 10th, 11th, or 12th grade and have not yet already earned their high school diplomas or completed a GED. For more information see the Secondary School Student Enrollment Policy as described in this chapter.

RELATED NON-DEGREE-SEEKING ADMISSION POLICIES

TRANSFER CREDITS

Non-degree-seeking students are not eligible to have transfer credits evaluated. Transferring credit is an option for degree-seeking students only. Students who wish to get an unofficial estimation of how their credits might transfer can visit www.uaonline.alaska.edu.

NON-TRANSCRIPTED DEPARTMENTAL CERTIFICATE PROGRAMS

Several technical areas offer non-transcripted departmental certificate programs that are open to non-degree-seeking students who have met department and/or course prerequisites. Non-degree-seeking students who complete these programs may earn departmental certificates of completion. Certificates of completion do not appear on the UAA transcript, and students in these programs are not eligible for financial aid or the Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

CHANGE OF MAJOR OR DEGREE

No majors or degrees are offered in the general interest and non-degree-seeking options. Students initially admitted as non-degree-seeking who later decide to pursue UAA certificates or degrees must submit a new application and all required documents and meet admission requirements for the corresponding degree program and level.

ACADEMIC PLANNING

Proper academic planning allows students to complete their chosen course, program, or degree successfully and efficiently. Students are advised to consider their personal circumstances (e.g., job schedules, financial aid, family situations, childcare) as well as short (1-2 semesters), medium (1-2 years), and long-term educational goals when planning their academic programs. The UAA Academic and Advising Center offers general academic advising, career counseling, personal development, and testing and assessment services as well as orientations and special workshops for all UAA students.

PROGRAM SELECTION

A student’s selection of a program of study is usually based upon academic interests, vocational objectives, and personal goals. UAA offers over 130 different programs at the certificate, 2-year, 4-year, and Master’s Degree levels. Students are strongly advised to contact the department to confer with a faculty advisor about academic programs that interest them. While all programs have differences, students generally must complete:

- **Admission Requirements**, which are set by the individual program. For example, a program may require prior course work, specific entrance exam scores, or particular job-related competencies.
- **General University Requirements (GURs), General Education Requirements (GERs), and College Requirements**, which establish policies that must be followed but which allow students to select from a restricted offering of courses.
• **Specific Program Requirements**, which vary according to the program. Programs may also call for specific GUR, GER, or prerequisite courses to fulfill specific program needs. The program may also be divided into two or more categories, often as follows:

- **Core Courses** that are required of every student in the program.
- **Program selective courses** (sometimes called options, tracks, concentrations, emphases, or specialities) that allow students to pursue their own interests within the program.
- **Elective Courses**, which can be taken from a number of departments (depending upon the program) to fill the remaining credits in the degree or program. Additionally, in a number of programs, students also have the option to complete a minor field of study.

Because requirements vary greatly among certificate and degree programs, students are strongly encouraged to meet with faculty advisors prior to entering a program or declaring a major, both to ensure that they understand the program requirements prior to registering for classes and to enable proper academic planning.

**COURSE SELECTION**

Proper course selection is essential to the efficient completion of a program and must take into account the specific requirements for the major, the offerings available each year, the timing of offerings within each semester, and the order in which courses must be completed.

Within each program, faculty advisors can then make available to students both the program’s course rotation schedule (which shows the planned course offerings within a program) and program plan (which shows on a semester-by-semester basis how students might typically make their way through a program in light of specific prerequisites and requirements). After students have met with a faculty advisor and developed an academic plan detailing which courses they must take for their program and the order in which they must be taken based upon the program requirements, students are prepared to select their courses each semester and to plan for coming semesters.

Students have three opportunities to register for the classes they select: Early registration (during the prior semester), Registration (immediately before the semester begins), and Add-drop (after the semester has begun). The specific dates of each are specified in the UAA Catalog and Class Schedule. Students consult the online or printed Class Schedule to select their courses for the coming semester and register either in person, via proxy, or via WolfLink. (See Registration later in this chapter for details).

While general academic advising is available through the UAA Advising and Counseling Center and specific program advising is available through the departments, the planning, selection, registration, and completion of courses, programs, and degrees are ultimately the responsibility of the student.

**COURSE PLACEMENT**

Appropriate course placement is an essential component of academic success. Students are encouraged to meet with academic advisors within their academic department prior to registration to discuss educational goals, placement scores, and course prerequisites for appropriate course selection.

If registering for the first time in English or Mathematics courses students must show evidence of appropriate placement. For English and Mathematics course placement purposes, ACT, SAT 1 and UAA approved placement test scores are valid for two years from the date taken. Students may be required to provide proof of their placement scores on the first day of class. Refer to this catalog and the class schedule for specific course prerequisites and placement score requirements.

English and Mathematics placement tests are administered through the UAA Advising and Counseling Center. Contact Advising and Counseling for information on available placement tests and how to access student guides with sample questions.

English and Mathematics placement tests are also administered at the Chugiak-Eagle River Campus, Military sites, extended campus sites, and community campuses.
ENGLISH COURSE PLACEMENT
English (ENGL), English as a Second Language (ESL), and Preparatory English (PRPE) courses require appropriate placement scores for course registration. Test scores reflect national norms and are subject to change. Students who have not earned appropriate scores on the ACT English or SAT 1 Verbal tests are required to take a UAA approved English placement test prior to enrolling in any English composition or Preparatory English courses.

A student who has earned an appropriate ACT English or SAT 1 Verbal score is eligible to enroll in the following English courses:

<table>
<thead>
<tr>
<th>English Course</th>
<th>ACT (English) Score</th>
<th>SAT 1 Verbal Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL A111</td>
<td>22-29</td>
<td>530-619</td>
</tr>
<tr>
<td>ENGL A211*</td>
<td>30+</td>
<td>620+</td>
</tr>
<tr>
<td>ENGL A212*</td>
<td>30+</td>
<td>620+</td>
</tr>
<tr>
<td>ENGL A213*</td>
<td>30+</td>
<td>620+</td>
</tr>
<tr>
<td>ENGL A214*</td>
<td>30+</td>
<td>620+</td>
</tr>
</tbody>
</table>

*If a student has earned 30+ on the ACT English test or 620+ on the SAT 1 Verbal test, ENGL A111 is waived as a prerequisite to higher-level composition courses. With the appropriate score, a student may enroll directly in ENGL A211, A212, A213 or A214. A student choosing this option is required to choose an additional three credits from the General Education Requirements (GER) Written Communications Skills list, for a total of six credits.

MATHEMATICS COURSE PLACEMENT
Mathematics placement testing is available through Advising and Counseling (786-4500). A student who has completed the course prerequisites is eligible to enroll in Mathematics courses. A student who has not completed the course prerequisites but has completed courses with similar content and has earned an appropriate ACT, SAT 1 or UAA approved placement test score is eligible to enroll in the following Mathematics courses:

<table>
<thead>
<tr>
<th>Mathematics Course</th>
<th>ACT (Math)</th>
<th>SAT 1 Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH A055</td>
<td>400-479</td>
<td></td>
</tr>
<tr>
<td>MATH A105</td>
<td>18-21</td>
<td>480-519</td>
</tr>
<tr>
<td>MATH A107</td>
<td>22-25</td>
<td>520-589</td>
</tr>
<tr>
<td>MATH A200</td>
<td>26++**</td>
<td>590++**</td>
</tr>
</tbody>
</table>

** Must also take a trigonometry or precalculus course before enrolling in MATH A200.

CONTACT HOURS
UAA academic policy has established the following minimum contact times. Most lecture/discussion courses require a minimum of 750 minutes of contact time and a minimum of 1,500 minutes of course related work completed outside the classroom to award one (1) credit. Some courses require more than 750 minutes of contact time and more than 1,500 minutes of course related work completed outside the classroom.

One (1) contact hour is defined as 50 minutes of contact time.

Courses may not be offered for more than one (1) credit each week.

One (1) Continuing Education Unit (CEU) may be granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction.

Alternative learning modes are subject to the instructional objectives and outcomes of comparable, traditionally taught courses, but contact hour standards may differ.

Contact hours are expressed in the course descriptions of individual courses by the expression of “x+y” where the x equals the course’s lecture contact hours per week and the y equals the course’s lab contact hours per week. Contact hours are calculated based on a fifteen week semester. All courses must meet for 15x + 15y contact hours regardless of the number of weeks in which the course is offered.
COURSE NUMBERING SYSTEM

Each course offered by the University is defined by the department designator and a three-digit course number. The designator commonly abbreviates the name of the discipline or department (for example, ENGL for English). In general, the first numeral of the three-digit course number indicates the year in which the course is ordinarily taken. For example, ENGL A111 is ordinarily taken by first-year students, and ENGL A313 is taken by third-year students.

More specifically, course numbers have the following meaning:

- **A001-A049**: Non-credit courses. Offered as special interest courses for continuing education and leisure time instruction. Not applicable to any degree requirements (even by petition). They have no regular tuition fees but do have other special fees.

- **A050-A099**: Courses applicable to some vocational certificates but not to associate or associate of applied science degrees, baccalaureate degrees, master’s degrees, or professional certificates.

- **A100-A199**: Freshman-level, lower division courses. Applicable to certificates, associate, and baccalaureate degrees.

- **A200-A299**: Sophomore-level, lower division courses. Applicable to certificates, associate, and baccalaureate degrees.

- **A300-A399**: Junior-level, upper-division courses. Applicable to certificate, associate, and baccalaureate degrees.

- **A400-A499**: Senior-level, upper-division courses. Applicable to associate and baccalaureate degrees. May also be applied to graduation requirements for some master’s degrees with prior approval of the student’s Graduate Study Committee. Courses may be applied to only one (1) degree or certificate program.

- **A500-A599**: Professional development courses. Designed to provide continuing education for various professional groups. Courses are neither graduate nor undergraduate in nature. Not applicable to any degree requirements (even by petition). 500-level courses shall not be stacked with any credit courses numbered A050-A499 or A600-A699.

- **A600-A699**: Graduate-level. Applicable to master’s degrees and graduate certificate programs with approval of the student’s Graduate Study Committee. With prior approval, may also be used to meet graduation requirements for some baccalaureate degrees by petition. Courses may be applied to only one (1) degree or certificate program. 600-level courses demand rigorous analysis, synthesis, and research skills.

- **AC001-AC049**: Continuing Education Unit (CEU) courses. CEUs are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one (1) CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential learning where the student’s investigation and discovery is largely independent.

The following second and third digits or course numbers are used for specific types of courses:

- 90 selected topics
- 92 seminars and workshops
- 93 special topics courses, to be offered only once
- 94 trial (experimental) courses intended to become permanent
- 95 practicums and internships
- 97 independent studies
- 98 individual research
- 99 thesis
COURSE LEVEL EXPECTATIONS FOR ACADEMIC COURSE LEVELS

In general, advances in course level (lower, upper, and graduate) correlate with sophistication of academic work. It should be noted that some students find introductory courses more demanding than advanced, specialized courses. In such courses, a more comprehensive approach and the first exposure to new ways of thinking may be harder for some individuals than covering a smaller, more familiar, area in much greater detail.

The following definitions describe the types of courses that can be expected at each level:

**Preparatory Courses**
A050-A099: Provide supplemental preparation for introductory college courses.

**Lower-Division Courses**
A100-A199: Introduce a field of knowledge and/or develop basic skills. These are usually foundation or survey courses.
A200-A299: Provide more depth than 100-level courses and/or build upon 100-level courses. These courses may connect foundation or survey courses with advanced work in a given field, require previous college experiences, or develop advanced skills.

**Upper-Division Courses**
Require a background in the discipline recognized through course prerequisites, junior/senior standing, or competency requirements. These courses demand well-developed writing skills, research capabilities, and/or mastery of tools and methods of the discipline.
A300-A399: Build upon previous course work and require familiarity with the concepts, methods, and vocabulary of the discipline.
A400-A499: Require the ability to analyze, synthesize, compare and contrast, research, create, innovate, develop, elaborate, transform, and/or apply course materials to solving complex problems. These courses are generally supported by a substantial body of lower level courses.

**Graduate Level Courses**
A600-A699 – Require a background in the discipline, and an ability to contribute to written and oral discourse on advanced topics in the field at a level beyond that required by a bachelor’s degree. Require the ability to read, interpret and evaluate primary literature in the field. Students analyze raw data, evaluate models used in research and draw independent conclusions. Preparation includes demonstrated accomplishment in a specific course or discipline, or completion of a significant and related program of studies. Student activities are often self-directed and aimed not only at the formation of supportable conclusions, but also at a clear understanding of the process used in those formations.

**Prerequisites**
Students are expected to meet prerequisites for all courses prior to registering. Prerequisites are listed with the course description and indicate the preparation and/or background necessary to undertake academic study. If a student has not met the necessary prerequisites, the student may request permission from the instructor of the course to enroll in the class. A faculty member may withdraw students who enroll without either prerequisites or faculty permission.

**Co-requisites**
Co-requisites are courses that must be taken concurrently. Students are responsible for enrolling and attending all co-requisite courses in the same semester. Co-requisites are listed in the individual course descriptions. A faculty member may withdraw students who do not enroll for the appropriate co-requisites.
**Repeatable Courses**

Some courses (such as Special Topics) may be taken more than once for additional credit. Only those courses for which repeatability for additional credit is explicitly noted in the course description qualify for this option.

**Retaking Courses**

Any course for which a student has received a transcripted grade may be retaken at the student’s option, if permitted by the Program offering the course. The student’s transcript will reflect all grades earned by the student in each semester in which the course is taken. Only the credits and chronologically last grade earned are applied toward graduation requirements, prerequisite fulfillment, and cumulative UAA GPA calculation.

The Credit/No Credit grading option cannot be selected when courses are to be retaken for GPA improvement. Students may not retake a course through credit-by exam, correspondence, or through work at another college or university for the purpose of raising their grade point average at UAA.

To determine eligibility for graduation with honors, all credits and grades from retaken courses are included in GPA calculations.

**Registration Restrictions**

In addition to prerequisites, registration restrictions are conditions a student must meet before enrolling in a course. Examples include, but are not limited to, admission requirements, special approval, level requirements, special licenses or credentials.

**Special Notes**

In addition to prerequisites and registration restrictions, special notes may describe other qualities and expectations about the course that may impact student success. Special notes include, but are not limited to, additional information about academic environment, degree planning, or repeatability options.

**Special Courses**

**Directed Study**

A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester.

The policies are as follows:

1. Retroactive registration is not permitted.
2. Forms incorrectly completed will not be processed.
3. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.
4. For fall and spring semesters, the deadline for directed study registration is the end of the ninth week.
5. For the summer semester, the deadline for directed study registration is prorated according to the length of the session.
6. There can be no change in the basic content of the course. In particular, this means the number, level, prefix, description, title, grading policy (A-F, P/NP), credits, and course content cannot differ from the permanent course.
7. Only regular or term faculty are allowed to supervise or to be the Instructor of Record for Directed Study courses. The Dean or Director may function as Instructor of Record when no regular term faculty is available to fulfill that function.

The responsibilities of the Instructor of Record are to:

a. approve the course of study;
b. approve the credentials of other faculty involved;
c. see that the material is presented in a full and timely manner;
d. evaluate student’s progress in achieving student outcomes;
e. generate course grade and see that the grades are turned in to Enrollment Services; and
f. assume responsibility for academic issues that arise in the course.
8. The faculty member must have taught the permanent course or a related course prior to teaching a directed study.
9. The initiation of directed studies must come from the faculty in the discipline and must be approved by the Dean or Director.

INDEPENDENT STUDY
An Independent Study course is a course consisting of topics or problems chosen by the student with the approval of the department concerned, with the supervision of an instructor, and final approval by the Dean/Director. These courses are not duplications of and must differ significantly from any catalog course. The independent study provides the opportunity for students who have completed most of the required courses in their program to study topics which are not offered.

The policies are as follows:
1. Retroactive registration is not permitted.
2. Independent study courses cannot be used to fulfill GER. This policy is not petitionable.
3. Forms incorrectly completed will not be processed.
4. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.
5. For fall and spring semesters, the deadline for independent study registration is the end of the ninth week.
6. For the summer semester, the deadline for independent study registration is prorated according to the length of the session.
7. Only regular or term faculty are allowed to be the Instructor of Record for the Independent Study courses. The Dean or Director may function as Instructor of Record when no regular or term faculty are available to fulfill that function.

The responsibilities of the Instructor of Record are to:
   a. approve the course of study;
   b. approve the credentials of other faculty involved;
   c. see that the material is presented in a full and timely manner;
   d. evaluate student's progress in achieving student outcomes;
   e. generate course grade and see that the grades are turned in to Enrollment Services; and
   f. assume responsibility for academic issues that arise in the course.
8. The initiation of independent study courses must come from faculty in the discipline and must be approved by the Dean or Director.

STACKED COURSES
Two or more courses from the same discipline (prefix) covering common course content, but at different course levels, may be taught together. These courses are stacked, and students may register for the course level that meets their objectives, and for which they meet the prerequisites. Students enrolled in stacked courses either meet at the same time and location or receive instruction by the same delivery mode. Expectations for student performance and achievement reflect course level. Catalog descriptions of these courses include the phrase “Stacked with.” The semester class schedule indicates if a class is being offered in stacked format.

CROSS-LISTED COURSES
A course that contains content related to two or more disciplines may be offered under the prefixes that identify those disciplines. These courses are termed “cross-listed.” Students may enroll in cross-listed courses under the discipline and prefix of their choice. Catalog descriptions of these courses include the phrase “Cross-listed with.” The semester class schedule will indicate if a class is being offered in cross-listed format.

INTERNSHIP
An internship is a student work experience in which the employer or agency is the student’s immediate supervisor, is active in planning the expected outcomes, and is involved in the evaluation of the student’s achievements. A faculty member must act as instructor and approve the work activities, the outcomes, and the evaluation method. The instructor reviews all of the final documents upon completion of the assignment and assigns the final grade.
Internships require that the student completes a minimum of 45 hours of work with the employer for each credit earned. Final course grades are generally based on hours worked, outcomes achieved, employer and instructor ratings of work performance, and evaluation of required journals or reports.

Internships may be arranged either through the student's academic department or through the UAA Career Service Center. (See Chapter 6, “Advising and Academic Support,” for further information.)

PRACTICUM
A practicum is a student work experience, for which the academic department establishes the objectives and outcomes. The instructor facilitates, monitors, and evaluates student accomplishments, and assigns the final grade.

INTERDISCIPLINARY/MULTIDISCIPLINARY COURSES
Courses that explore the broader meaning and significance of concepts, principles, or research techniques common to several disciplines are called interdisciplinary. Courses that examine a common topic or problem by drawing upon the perspectives of many disciplines are called multidisciplinary.

FLEXIBLE FORMAT COURSES
Certain courses are offered in flexible formats. They include:

SELF-PACED
These courses offer an alternative to the traditional lecture classes and are especially suited to motivated, self-directed learners. Self-paced courses allow students to work in a low-anxiety, supportive environment. They include the following:

a. group study
b. tutorial study
c. scheduled lectures
d. diverse learning aids such as video, audio, computer, and library resources.

OPEN ENTRY/OPEN EXIT
These courses permit students to enter and exit any time during the semester. Students generally work at their own pace to complete the required course content.

VARIABLE CREDIT
These courses may be taken for a variable number of credits with prior approval of the faculty member. Workload and tuition depend on the number of credits selected.

SHORT
Short courses offer the content of a full semester course in a shorter time frame.

MINI
Mini-courses are offered for fewer than three (3) credits and usually in a shorter time frame than a full semester.

REGISTERING FOR CLASSES AND COURSE LOAD
FULL-TIME/PART-TIME STATUS & COURSE LOAD

Students may attend classes in a course offered at UAA only after they have properly completed the registration process for that course.

An undergraduate student who is enrolled at UAA for 12 or more credits is classified as full-time. An undergraduate who is enrolled at UAA for fewer than 12 credits is classified as part-time.

Audited courses, credit-by-exam courses, Continuing Education Units (CEUs), and Professional Development courses (500 level) are not included in the computation for full-time or part-time status.

Graduate students; see Chapter 11, “Graduate Programs,” for information.
COURSE LOAD

Students may register for a maximum of 19 credits during the fall and spring semesters, and a maximum of 15 credits during the summer session. Students who want to enroll for additional credits must submit an approved Request for Credit Overload Form at registration.

The faculty advisor and appropriate Dean or Director must approve overload requests for certificate or degree-seeking students. An advisor in the Advising & Counseling Center must approve overload requests for non-degree-seeking students.

Students should consider their graduation timeline when planning their study load. The minimum number of required credits is 60 for an associate degree and 120 for a baccalaureate degree. To complete an associate degree in two years or a baccalaureate degree in four years (excluding summers), a full-time student should plan to take a minimum of 15 credits each semester. Many degrees require more than the minimum number of credits. Students should be aware that the need for preparatory work (for example, in English or mathematics) in preparation for University-wide general education required courses may further extend the time required to complete their programs. When planning course load, students should also keep non-school demands on available time, such as employment and/or family responsibilities, firmly in mind.

SPECIAL STUDENTS

Additional policies apply to the following categories of students:

SECONDARY SCHOOL STUDENT ENROLLMENT POLICY

The University of Alaska Anchorage welcomes students of all ages who meet the University admissions requirements for certificate, degree, or non-degree seeking status set forth in this catalog. The following policy applies to all applicants under the age of 18 who are in the 9th, 10th, 11th or 12th grade and have not already earned their high school diplomas or GEDs.

SECONDARY SCHOOL STUDENT ADMISSION AND REGISTRATION PROCEDURES

In order to promote academic success and to facilitate a smooth transition to postsecondary education, the following procedures have been established.

APPLICATION PROCESS

Secondary school applicants may be admitted on a semester-by-semester basis to non-degree-seeking status only. Applicants must submit an Application for Admission for Secondary School Students and pay any applicable fees to UAA for every semester they wish to attend. Applications for admission to UAA are available online, at Enrollment Services, or at the community campuses.

REGISTRATION PROCESS

To complete the registration process, secondary students must:

1. Pick up secondary student registration forms online, at Enrollment Services, or at the community campuses;
2. Obtain signed approvals on the Secondary School Student Signature Form from the local area School District designees. The designees will assess the student’s social and academic maturity and readiness for success and safety in the courses requested. If the student is home schooled, the home-school organization director will serve as the local area School District designee;
3. Obtain signed approval of the course instructor on the Secondary School Student Signature Form for registration in a course. The course instructor’s approval is based on the instructor’s judgment that the student meets factors 1 through 4 in the University Determination section of this policy. Course instructors may require copies of high school transcripts and SAT, ACT, or an approved test to determine appropriate course placement;
4. Complete a Secondary School Student and Parent/Guardian Statement of Understanding. This needs to be signed by the student and parent/guardian;
5. Complete a Proxy for Registration Form if someone other than the student is processing the request. This needs to be signed by the student and parent/guardian;
6. Submit forms named in numbers 2 through 5 to the UAA Enrollment Services director or community campus director for review and final approval. The campus designee will review the student packet for completeness and assess the student's social and academic maturity and readiness for success and safety in the courses requested;

7. Register on a space available basis, as priority is given to degree seeking students. Enrollment guidelines for qualified secondary school students are as follows:
   a. Enrollment may not exceed seven credits per semester;
   b. Prerequisites for the courses requested must be met;
   c. Courses must be at the 200 level or lower (exceptions must be approved by the course instructor, department chair, and Dean, Director, or designee);

8. Pay all tuition, course, and student fees;

9. Adhere to UAA policies and procedures found in the catalog and student handbook;

10. Attain a grade of at least “C” (2.00 on a 4.00 scale) from each UAA course to receive permission to register for future semesters; and

11. Meet other program requirements established for secondary school students at the community campuses.

STUDENT AND PARENT/GUARDIAN AGREEMENT

The registration process at UAA requires all secondary school student applicants and their parents/guardians to complete a Secondary School Student and Parent/Guardian Statement of Understanding. Signing the agreement signifies understanding of, and agreement with/to all of the following:

1. University work is much more rigorous and much less guided than secondary education course work;

2. The courses taken will establish an official transcript that will follow the student throughout the student's college and/or university career;

3. Adult themes and diverse perspectives are essential to University materials and discourse;

4. A secondary school student who registers in University courses is responsible for maintaining at least a “C” (2.00 on a 4.00 scale) cumulative high school grade point average in order to register for college level credit;

5. The University will not act in a parental or supervisory role;

6. A parent or guardian may not attend a course in which their secondary school student is registered unless and until the parent or guardian is also officially registered for the course;

7. A secondary school student who registers in University courses is fully responsible for complying with all policies and procedures of the University. This includes being aware of and adhering to the University Student Code of Conduct.

A permanent University disciplinary record is established for all students who are found responsible for violating the Code of Conduct.

UNIVERSITY DETERMINATION

The University reserves the right to deny or discontinue the enrollment of a student in a course or courses if the University determines that the student lacks the maturity, the legal or intellectual ability or the academic preparedness to participate on an equal footing with other students, or if it is otherwise not in the legitimate interest of the University for the student to participate. Factors that may be considered in such a determination include, but are not limited to, the following:

1. Whether the parents (including guardians) of the student support the student’s enrollment in the course;

2. Whether, in the judgment of the faculty member, the student:
   a. possesses the intellectual and academic resources to participate meaningfully on an equal footing with other students,
   b. has the emotional maturity to absorb and appreciate the significance of material covered in the course,
   c. has the potential to behave appropriately so as to not disrupt the class or distract the faculty member or other students in the course,
   d. is independent and will not require undue care, attention, or monitoring by the faculty member, and
   e. possesses the physical ability to perform physical functions in the course without undue risk;
3. Whether the course involves high risk activities for which the University requires a release of claims of all students, in light of the fact that such a release is not enforceable as to a student under the age of 18; and
4. Whether the student can lawfully participate in the course.

SPECIAL PROGRAMS
Exceptions to the above admission and registration procedures may be made for special academic programs at the department, school, college or campus level. Contact Enrollment Services, specific academic programs or community campuses for information regarding the availability of these special programs.

CERTIFICATE AND DEGREE PROGRAMS
Secondary school students are not eligible for admission to certificate or degree programs until they earn a high school diploma or GED or otherwise meet university admission requirements for degree-seeking students. (See the Admission section of this chapter for more information.)

INTERNATIONAL STUDENTS
International students with Permanent Residency or Immigrant visas may be admitted to either degree-seeking programs or non degree-seeking options. Those with visa types including B-1 or B-2 visitor visas, F-2 visas and those on the visa waiver program may only take English as a Second Language (ESL) or recreational/vocational courses. Individuals seeking the Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status must be formally admitted to degree-seeking status. Individuals with other visa types are advised to contact the International Student Advisor in Enrollment Services for information. See the Admission section of this catalog for more information.

SENIOR CITIZENS
Alaska residents 60 years of age or older may qualify for tuition and special fee consideration. (See Chapter 4, “Tuition, Fees, and Financial Aid,” for further information.)

VETERANS, SERVICE MEMBERS, AND ELIGIBLE DEPENDENTS OF VETERANS
Individuals in this category may qualify for tuition and special fee consideration. (See Chapter 4, “Tuition, Fees, and Financial Aid,” for further information.)

NON-HIGH SCHOOL GRADUATES
Individuals 18 and over who do not have a high school diploma or GED may still enroll in classes. See the Admission section of this catalog for information.

NON-DEGREE-SEEKING STUDENTS
Individuals in this category are not currently seeking a UAA certificate or degree. See the Admission section of this catalog for information.

RESIDENCY AND RESIDENT CREDIT
RESIDENCY

RESIDENT CREDIT
Resident credit is defined as credit earned in formal classroom instruction, directed study, independent study, research, and thesis offered by the University of Alaska Anchorage. Other resident credit includes University of Alaska correspondence study, and all forms of UA distance delivered curriculum. In general, credit earned at UAF or UAS is not considered resident credit. However, if a program is delivered collaboratively with UAF and/or UAS, credit from each participating institution will be counted toward fulfillment of residency requirements. Credit from domestic and international institutions for which there is an approved affiliation or exchange agreement is also considered resident credit. All other courses are defined as non-resident, including out of state correspondence courses, transfer courses, non-traditional courses, and courses completed for credit by examination. (See Chapter 8, “Educational Delivery Methods and Non-Traditional Credit,” for further information.)
CATALOG YEAR

CERTIFICATE AND ASSOCIATE DEGREES
Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a certificate program or associate degree or the catalog in effect at the time of graduation.

If the requirements for a certificate or associate degree as specified in the entry-level catalog are not met within five (5) years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation.

BACCALAUREATE DEGREES
Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a baccalaureate degree program or the catalog in effect at the time of graduation.

If the requirements for a baccalaureate degree as specified in the entry-level catalog are not met within seven (7) years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation.

AGE LIMIT OF CREDITS
There is no University-wide undergraduate policy on the age limit of credits. However, to guarantee currency of course content, some departments and degree programs require courses to have been completed within a specified period of time. Contact specific departments for more information.

TRANSFER CREDITS
Where possible, transfer credit is equated with UAA courses. When this is not possible, evaluators may grant specifically designated elective credit to meet a General Education Requirement. Only course work that clearly and demonstrably satisfies the intent of a UAA General Education or College Requirement can be accepted as a substitute. UAA reserves the right to reject transfer credit or to require an examination before credit is allowed. An evaluation of transfer credit is completed after a student has been admitted as a degree-seeking student.

CRITERIA FOR ACCEPTANCE OF TRANSFER CREDIT

1. Transfer credit is accepted only from institutions in the United States fully accredited by one of the following regional accrediting associations:
   — Middle States Association of Colleges and Schools
   — New England Association of Schools and Colleges
   — North Central Association of Colleges and Schools
   — Northwest Commission on Colleges and Universities
   — Southern Association of Colleges and Schools
   — Western Association of Schools and Colleges

2. Only undergraduate college-level (100 to 499) courses completed with grades equal to “C” (2.00) or higher are considered for transfer.

3. Students who plan to transfer credits from outside the United States must provide an official statement of educational equivalence from a recommended credentials evaluation service. Addresses are available from Enrollment Services. The student is responsible to pay evaluation fees which depend upon the type and complexity of the evaluation.

4. Transfer credits are not included in the student’s UAA grade point average (GPA) computation, except to determine eligibility for graduation with honors.

5. Challenge exams and credit by exams posted on another university’s transcript will not be considered for transfer credit (see National Credit by Examination).

6. UAF and/or UAS residence credit posted on an official transcript will be transferred to UAA subject to applicability toward degree requirements.

7. Credits from unaccredited institutions are only accepted under special institutional arrangements.
### Transfer of General Education Requirement Credits Within the University of Alaska System

The general education requirements for baccalaureate degrees from the University of Alaska system are required by university regulation to have a common core of course work totaling a minimum of 34 credits. These include:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication Skills</td>
<td>6 credits minimum</td>
</tr>
<tr>
<td>Oral Communication Skills</td>
<td>3 credits minimum</td>
</tr>
<tr>
<td>Humanities/Social Sciences/Fine Arts</td>
<td>15 credits minimum</td>
</tr>
<tr>
<td></td>
<td>At least 3 credits in the arts</td>
</tr>
<tr>
<td></td>
<td>At least 3 credits in the general humanities</td>
</tr>
<tr>
<td></td>
<td>At least 6 credits in the social sciences from</td>
</tr>
<tr>
<td></td>
<td>2 different disciplines</td>
</tr>
<tr>
<td>Quantitative Skills/Natural Sciences</td>
<td>10 credits minimum</td>
</tr>
<tr>
<td></td>
<td>At least 3 credits in mathematics</td>
</tr>
<tr>
<td></td>
<td>At least 4 credits in the natural sciences</td>
</tr>
<tr>
<td></td>
<td>including a Laboratory</td>
</tr>
<tr>
<td>Total</td>
<td>34 credits minimum</td>
</tr>
</tbody>
</table>

Credit for course work successfully completed at one University of Alaska institution towards fulfillment of the general education requirements at that institution shall transfer towards fulfillment of the same categories at all other University of Alaska institutions. This applies even if there is no directly matching course work at the institution to which the student transfers. It should be noted that the 34 credit common core is a minimum requirement for general education. An institution may require more than 34 general education credits for its baccalaureate degrees, and transfer students must meet the total requirement at the receiving institution. Transfer of general education beyond the 34 credits described above will be determined on the basis of individual requirements specified by university catalogs.

In its catalog, each University of Alaska institution specifies the courses which meet the general education categories at that institution and which can thus be guaranteed to transfer as described above. Students who have received a baccalaureate degree from UAS or UAF will be considered as having met UAA's General Education Requirements.

### Class Standing

Class standing is an administrative classification and does not necessarily reflect progress toward completion of a degree. Class standing is based on total credits earned. Undergraduate degree-seeking students are classified as follows:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman/First Year</td>
<td>0 - 29</td>
</tr>
<tr>
<td>Sophomore/Second Year</td>
<td>30 - 59</td>
</tr>
<tr>
<td>Junior</td>
<td>60 - 89</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
</tr>
</tbody>
</table>

Transfer students will be assigned class standing based on the number of credits accepted in transfer by the University. Non-degree seeking students are not assigned a class standing.

### Academic Petition

Deviations from academic policies or requirements must be approved by academic petition. Petition forms may be obtained from the school or college or from Enrollment Services.

All petitions requesting that transferred elective credit be accepted for degree requirements must be accompanied by catalog copy of the course description(s) from the institution of origin. Petitioned courses, other than those from UAF/UAS, must meet Transfer Credit Criteria for Acceptance prior to final approval.
Final authority to deny or approve petitions pertaining to school or college requirements rest with the Dean or Director of the school or college. Petitions pertaining to general education requirements and/or general university requirements must, in addition, be processed through the Office of Academic Affairs, with final authority to approve or deny resting with the Provost. Students and the department will be notified of the decision.

Changes in course level, grading, or number of credits awarded can not be petitioned. UAA courses not on the approved baccalaureate General Education Requirements (GER) list can not be petitioned to meet a GER.

**REGISTRATION**

Registration is the process of signing up and paying for classes for a particular semester. Students may attend classes in a course offered at UAA only after they have properly completed the registration process for that course. Class offerings, dates, times, deadlines and other important registration details specific to each semester are published in that semester’s Class Schedule. Not every course listed in this catalog is offered each semester.

Students may register in person or use UAA’s Wolf Link web registration system during the dates published in that semester’s Class Schedule. Noncredit, Continuing Education Unit (CEU), and Professional Development (500-level) courses have special registrations; interested students are advised to contact the appropriate school or college for more information.

For fall and spring semesters, a two-week late registration and add/drop period begins on the first day of the semester. Registration for semester-length courses is not permitted after the tenth class day of the semester. Even if students have been attending class from the beginning of the course, their registration will not be accepted after the late registration deadline. Students are not officially registered until all tuition and fees are paid.

The university holds students academically and financially responsible for their registration. Students who change their plans or become unable to attend must officially drop or withdraw from their courses within published deadlines in order to avoid a final grade of F for nonattendance. Courses must be dropped within the 100% refund period to avoid tuition and fee assessment. Refer to the Academic Calendar published each semester in the Class Schedule for specific deadlines.

Students may adjust their schedules and add or drop courses throughout the late registration and add/drop period. Some courses may require instructor approval for this activity. **Caution: Dropping or auditing courses may affect eligibility for current and future financial aid.** Students receiving financial aid should check with the UAA Financial Aid Office before dropping or auditing a course. (See Chapter 4, “Tuition, Fees and Financial Aid,” for further information.)

All students should meet with a faculty or academic advisor prior to registering each semester. Advising can help students clarify their goals, make suitable course selections, and understand academic expectations. However, the student is ultimately responsible for meeting university requirements.

**REGISTRATION BY PROXY**

Students unable to register in person may have a proxy register for them if they provide the proxy with a signed Registration by Proxy Form. This form is available in the Class Schedule or from Enrollment Services. The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student.

**FACSIMILE (FAX) TRANSMISSION**

Because the original source of a document received through a FAX transmission cannot always be accurately determined, official documents received by facsimile transmissions shall be considered only as working documents, pending the receipt of official, authenticated documents or other valid documentation. Enrollment Services will accept faxed signed requests for processing.
BIOGRAPHIC/DEMOGRAPHIC INFORMATION
UAA must comply with State and Federal reporting requirements and therefore requires that students provide specific biographic or demographic information on registration or admissions forms. The University uses the information for statistical purposes and as an identifier for University records. This information is relevant to the University’s admissions and enrollment policies. The University does not discriminate on the basis of this information.

CHANGE OF NAME
A student’s name on official records at UAA must be the student’s full legal name. A Change of Name form may be processed through Enrollment Services and must be supported by legal documentation, i.e., social security card, driver’s license, marriage certificate, dissolution or divorce decree, or a court order.

CHANGE OF ADDRESS
Currently enrolled students who have changed their address should notify Enrollment Services by completing the appropriate form. Official notification of change of address is necessary for accurate mailing of correspondence, transcripts, registration instructions, registration billing, and information about graduation requirements.

SOCIAL SECURITY NUMBER
The University of Alaska has begun the process of establishing student identification numbers and moving away from the practice of using social security numbers as default ID numbers. The tentative date for conversion of social security numbers to random generated student IDs is June, 2004. The University is still required to collect a valid social security number from each student for tax, employment, and Federal financial aid purposes.

REGISTRATION CHANGES
It is the responsibility of the student to become familiar with UAA policies, procedures and deadlines. Refer to the Academic Calendar published each semester in the Class Schedule for specific deadlines. Add, drop, withdrawal, credit/no credit, and audit deadlines for courses other than semester-length will be prorated according to the length of the class. Students are expected to register only for course sections which they plan to attend and to complete all courses for which they register. (See the Table for Add/Drop, Withdrawal, Credit/No Credit and Audit for more information.)

FACULTY SIGNATURE
Some course descriptions include “Instructor Permission” as a prerequisite. Students must obtain the signature of the faculty member instructing the course section or their designee, or appropriate approval before registering.

AUDITING CLASSES
Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. No credit is received for audited courses. Requirements for auditing the course are determined by the faculty. Faculty may withdraw students if they fail to comply with the agreed-upon terms.

Students who audit classes are required to meet prerequisites, register, and pay tuition and related fees. During weeks one (1) and two (2) of the semester, audit-to-credit requires faculty signature. Audit-to-credit changes are not allowed after week two (2) of the semester. During weeks three (3) through 12 of the semester, credit-to-audit changes require faculty signature. Credit-to-audit changes are not allowed after week 12 of the semester. Forms are available in Enrollment Services.

Audited courses are not included in the computation of study load for full-time or part-time status. In addition, students may not request local credit-by-exam for an audited course until the following academic year.

CONTINUOUS REGISTRATION
Continuous registration is expected of graduate students. (See Chapter 11, “Graduate Programs,” for further information.)
The following registration activity deadlines pertain to semester-length courses (15 weeks). Deadlines for courses more or less than semester-length are pro-rated according to the length of the course. Students are not permitted to drop or withdraw from a course after it has ended.

**ADD/DROP, WITHDRAWAL, CREDIT/NO CREDIT, AND AUDIT (Semester Length Courses):**

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Week 1 of Semester</th>
<th>Week 2 of Semester</th>
<th>After Week 2 of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD OR LATE REGISTRATION</td>
<td>Faculty signature required if course closed. Fee charged.</td>
<td>Faculty signature required. Fee charged.</td>
<td>Not permitted.</td>
</tr>
<tr>
<td>FACULTY INITIATED DROP OR WITHDRAWAL (OPTIONAL)</td>
<td>Form filed by faculty member with Enrollment Services. Course will not appear on student transcript.</td>
<td>Form filed by faculty member with Enrollment Services. Course will appear on student transcript with a grade of “W.”</td>
<td>Not permitted.</td>
</tr>
<tr>
<td>DROP OR WITHDRAWAL</td>
<td>No faculty signature required. Fee charged. Course will not appear on student transcript.</td>
<td>No faculty signature required. Fee charged. Form filed with Enrollment Services. Course will appear on student transcript with a grade of “W.”</td>
<td>Not permitted.</td>
</tr>
<tr>
<td>TOTAL WITHDRAWAL FROM UNIVERSITY</td>
<td>No faculty signature required. Fee charged. Form filed with Enrollment Services. Courses will not appear on student transcript.</td>
<td>No faculty signature required. Fee charged. Form filed with Enrollment Services. Courses will appear on student transcript with a grade of “W.”</td>
<td>Not permitted.</td>
</tr>
</tbody>
</table>

**CHANGE IN GRADING OPTION**

The grading option for a course may be changed as follows:

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>Weeks 1 through 2 of Semester</th>
<th>Weeks 3 through 12 of Semester</th>
<th>After Week 12 of Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDIT TO AUDIT</td>
<td>Fee charged. Faculty signature required. Fee charged. Form filed with Enrollment Services.</td>
<td>Not permitted.</td>
<td>Not permitted.</td>
</tr>
<tr>
<td>AUDIT TO CREDIT</td>
<td>Faculty signature required. Fee charged. Form filed with Enrollment Services.</td>
<td>Not permitted.</td>
<td>Not permitted.</td>
</tr>
</tbody>
</table>
CANCELLATION OF CLASSES
UAA reserves the right to cancel or combine classes; to change the time, dates, or place of meeting; or to make other necessary revisions in class offerings. The University may discontinue a class at any time if enrollment falls below expected levels.

TRANSCRIPTS
Transfer credit equivalents vary among semester, unit and quarter universities. Courses equated to UAA courses that are 1.00 credit or less meet UAA course requirements without requiring a petition. To complete credit requirements greater than 1.00 credits, students can either take another UAA class or request an Academic Petition from the academic advisor. Refer to the Certificate of Admission for academic advisor contact information. It is ultimately the responsibility of the student to ensure that they complete the total number of credits for their degrees.

COURSE PERFORMANCE
Successful performance in individual courses contributes to overall satisfaction with the educational experience at UAA and ultimately will provide for successful completion of a course of study or degree.

Faculty members design course activities that assist students to acquire, comprehend, and apply knowledge and skills in a variety of subject areas. The course syllabus is designed to provide information about the structure of the course and methods of determining successful course completion.

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

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 receiving a failing grade. Unreasonable refusal to accommodate an emergency absence or an official university absence as described below may be appealable under the Academic Appeals Process.

OFFICIAL UNIVERSITY ABSENCES
Students participating in official intercollegiate activities on behalf of UAA, including but not limited to competition in athletics, forensics and performing arts, are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Faculty are encouraged to make reasonable accommodations for such students. In some cases accommodation may not be possible.

STUDENT-INITIATED DROP OR WITHDRAWAL
Students may drop a class according to the information found in the published class schedule each semester. 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), prorated for shorter semesters. There is a fee for this option, and no grade will be issued for classes dropped by the deadlines.

After the last deadline for dropping a class, students may withdraw from the class through the twelfth week of class (for Fall and Spring semesters), prorated for shorter semesters. This will produce a designation “W” for the course on the cumulative transcript. After such a withdrawal, an academic grade for the course may only be obtained by retaking the course. No tuition or fees are 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 (see next paragraph). A student who fails to attend class within the first seven (7) 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-requisites for the course, as well as other registration restrictions. 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 withdrawal for any reason. Students who need to be excused from first-week attendance must contact the faculty member and receive permission before the first class meeting of the semester.

**PARTICIPATION AND PREPARATION**

Preparation for a class begins by having the necessary prerequisites for the class and obtaining appropriate advising and counseling regarding enrollment in a class. Active participation in the class necessitates a willingness to prepare for classes by reading materials assigned for the class in either print or electronic format, participating in classroom discussion and asking questions of the instructor about material presented. Participation includes a willingness to evaluate the class in a constructive manner at the completion of the course.

**COURSE MATERIALS**

Having access to the materials assigned for the course improves success in a course. Therefore, it is the student’s responsibility to have available all the materials, books, and notes for the course.

If materials are in an electronic format, students are responsible for accessing them through personal computers or in the computer labs on campus.

**ASSIGNMENTS AND TESTING**

Students should be aware of specific assignments, the scope of the assignments, due dates, grading criteria, and the application of the assignment to the course grade. Students should clarify these points with the faculty member prior to submitting the assignment for grading.

Students should be aware of testing policies as written in the course syllabus. Students are responsible for arranging alternate testing times and arrangements with faculty members, if they are allowed these options, prior to the test date. This includes needs for Disability Support Services and absences on the day of the exam for illness or family issues. Students should clarify how to address alternate testing with the individual faculty prior to the first exam.

**SYLLABUS AND COURSE PROCEDURES**

The course syllabus is the student guide to the course. Students should receive a syllabus at the beginning of each course that describes the course, policies within the course, and procedures that govern the delivery of the course.

Students are responsible for obtaining the syllabus, or for having access to it electronically, and understanding the course policies in the syllabus. Any questions regarding information in the syllabus should be directed to the instructor for clarification.
COURSE COMPLETION

GRADING

The grades that appear on a student’s transcript are as follows:

ACADEMIC LETTER GRADES

With the exception of letter grades assigned to 500 level professional development courses, these letter grades carry grade points and are used to calculate GPAs.

- **A** Honor grade; indicates comprehensive mastery of required work.
- **B** Indicates high level of performance in meeting course requirements.
- **C** Indicates satisfactory level of performance.
- **D** Indicates lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.
- **F** Indicates failure.

NON-ACADEMIC GRADES

These grades do not carry grade points and are not used to calculate GPAs. However, **CR, NC, P**, and **NP** grades may be used to determine satisfactory academic progress.

- **CR** Indicates credit received for course.
- **NC** Indicates no credit received for course.
- **DF** Deferred; temporary grade which indicates course requirements cannot be completed by end of semester. It is to be used for courses which cannot normally be completed in a semester (such as thesis, project, research, internships, etc.).
- **I** Incomplete; indicates additional work must be completed to receive a final grade. If the course work is not completed within one (1) year and the faculty member does not submit a change of grade at that time, the **I** will become a permanent grade.
- **P** Indicates passing work.
- **NP** Indicates work that is not passing.

OTHER DESIGNATIONS

These designations do not carry grade points and are not used to calculate GPAs.

- **AU** Audit; indicates enrollment for information only; no credit received.
- **W** Indicates withdrawal from course.

CREDIT/NO CREDIT

Credit/No Credit is a grading option that encourages students to explore areas of interest. Undesignated electives may be completed under this option. A maximum of 15 credits earned by this option may be applied to an Associate or Baccalaureate degree.

This option may not be used in courses that meet General Education Requirements (GER), or major or minor requirements in a student’s program. If students later change their major/minor and the course becomes a requirement, the course may be accepted in the new major/minor at the discretion of the new department.

The **CR/NC** option is not available for graduate courses, nor can this option be used on courses repeated for GPA improvement.

The instructor grades students using the grading basis approved for the course (**A-F** or **P/NP**). Students are awarded credit for the course if their final grade is **P** or **C** or higher. A grade of **CR** is entered on the student’s transcript. If performance falls below that level (**D, F, NP**) the student will be automatically withdrawn from the course.

For performance comparison only, a grade of **CR** (Credit) is considered equivalent to a grade of **C** or higher. A grade of **CR** does not carry grade points and is not included in GPA calculations.

Through the end of week two of the semester, students may request the **CR/NC** grading option by submitting the necessary paperwork to Enrollment Services. Once selected, this grading option may not be changed to regular grading after the end of week two of the semester.
DEFERRED GRADE
A deferred grade (DF) is used when the student is making satisfactory progress, but completion of the course project (such as thesis, project, research courses, internships, etc.) typically requires more than a semester. Credit is withheld, without academic penalty, until the course requirements are met. If course work is not completed prior to fulfilling graduation requirements or if the student fails to maintain enrollment for one (1) year, the DF will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

INCOMPLETE GRADE
An incomplete grade (I) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. The Incomplete Grade Contract, a contract form between the student and the faculty member that stipulates the assignment(s) required to finish the course, is required and must be completed and filed with the department or dean’s office before an I grade is assigned. Course work must be completed by a date specified in the contract, not to exceed one (1) year. Upon completion of the required course work, the faculty member must submit a change of grade form to Enrollment Services. If course work is not completed within one (1) year or if the terms specified on the Incomplete Contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the course). If course work is not completed within one (1) year and the faculty member does not submit a change of grade at that time, the I will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

PASS/NO PASS
In some courses, students are graded Pass/No Pass. This grading system is established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student option.

When a course is graded Pass/No Pass, the faculty member must clearly explain this fact to the students at the beginning of the class.

For performance comparison only, a grade of P (Pass) is considered equivalent to a grade of C or higher in undergraduate courses and a grade of B or higher in graduate courses. Pass/No Pass grades are used to determine satisfactory academic progress. However, P/NP grades do not carry grade points and are not used in GPA calculations.

GRADE CHANGES
Grades submitted by the faculty, other than incomplete (I) or deferred (DF), are assumed to be final grades. A grade may not be changed unless a grading error, such as a mathematical miscalculation or inaccurate recording has been made on the part of the faculty member. Corrections of grading errors must be made by the 15th class day of the next regular semester following the one in which the grade was originally assigned. A Change of Grade form must be submitted to Enrollment Services by the appropriate faculty member. Change of Grade forms will not be accepted if submitted to Enrollment Services by the student.

GRADE POINT AVERAGE COMPUTATION (UAA GPA)
UAA uses the 4-point system as a measure of scholastic success. Academic letter grades carry the following values:

- A = 4.00
- B = 3.00
- C = 2.00
- D = 1.00
- F = 0.00

A quality hour (Q Hrs) is defined as one (1) credit hour for a course graded A-F. For each course the student takes with quality hours, that number of quality hours for the course is multiplied by the point value of the grade to give the total grade points (Q Pts) for that course. The sum of the total grade points for all courses is then divided by the total number of quality hours to compute the grade point average (GPA).
For example, a student who took three (3) courses and earned an A for a three-credit course, a C for a one-credit course, and a P (Pass) for a two-credit course would have a total of four (4) quality hours. The total grade points for the first course would be 12 points and for the second would be two (2) points. The GPA would be calculated by dividing the sum of 12 and 2 by 4, the number of quality hours, to determine a grade point average of 3.50.

Non-academic grades do not carry grade points and are not used in calculating the GPA: CR, NC, DF, I, P, NP, and letter grades assigned to 500 level courses. In addition, AU and W are not grades and are not used in GPA calculations.

Credits accepted in transfer are not used to calculate the student’s UAA GPA. They are, however, used to calculate the student’s overall GPA for graduating with honors. Grades and credits earned from all retaken courses are also included in calculating the student’s GPA for graduating with honors.

**ACADEMIC STANDING**

**GOOD STANDING**

Undergraduate students are in good standing when they have a UAA cumulative GPA of 2.00 or higher and a semester GPA of 2.00 or higher for the most recently completed semester. Individual departments may establish additional criteria for good standing. Students are presumed to be in good standing during their first semester at UAA. Students in good standing are academically eligible to re-enroll at UAA.

**ACADEMIC ACTION**

Admitted certificate, associate, or baccalaureate degree-seeking students who fail to earn a UAA semester and/or cumulative GPA of 2.00 will be subject to academic action. Academic action may result in warning, probation, continuing probation, or loss of certificate or undergraduate degree-seeking status. Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program.

**WARNING**

Academic Warning is the status assigned to those students whose semester GPA falls below 2.00 but whose cumulative GPA is 2.00 or higher.

**PROBATION**

Placed on Probation is the status assigned to those students whose semester and cumulative GPA falls below 2.00.

**CONTINUING PROBATION**

Continued on Probation is the status assigned to those students who begin a semester on probation and during that semester earn a semester GPA of 2.00 or higher without raising their cumulative GPA to 2.00. This status may be continued until the student raises their cumulative GPA to 2.00 or loses their certificate or undergraduate degree-seeking status.

**LOSS OF CERTIFICATE OR UNDERGRADUATE DEGREE-SEEKING STATUS**

Removed from Degree Program is the status assigned to those students who begin a semester on probation or continuing probation and fail to earn a semester GPA of 2.00. Those students’ admission status will be changed to Non-Degree-Seeking. Students who have lost Certificate or Undergraduate Degree-Seeking status may continue to attend UAA as Non-Degree-Seeking students. However, those students do not qualify for financial aid and International Students will lose their immigration status. Students must apply for reinstatement to UAA (see reinstatement policy).

**REINSTATEMENT**

Students who have lost certificate or undergraduate degree seeking status may continue to attend UAA as non-degree-seeking students. After completing a minimum of 12 credits at UAA and/or another accredited post-secondary institution in 100-level or higher courses with a cumulative GPA of 2.00 or higher, students may apply for reinstatement to UAA. If approved, reinstated students must then reapply for admission to a certificate or undergraduate degree program. A reinstated student whose UAA cumulative GPA is less than 2.00 (C) will begin the semester on probation. Application for Reinstatement forms are available from Enrollment Services.
DEPARTMENTAL PROBATION OR REMOVAL FROM A MAJOR PROGRAM
Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program. Those students’ major program will be changed to Undeclared. Students will remain in a certificate or undergraduate degree-seeking status as long as the University’s minimum academic standards are met. Undeclared students must use the Change of Major/Degree form and process to request re-admission or admission to a new program. Forms are available from Enrollment Services.

ACADEMIC ELIGIBILITY FOR STUDENT ACTIVITIES
Students with satisfactory academic performance are eligible for participation in intercollegiate competition or co-curricular activities. Students may not participate in intercollegiate competition or co-curricular activities or student employment if their cumulative GPA falls below 2.00 (C). Additional and higher academic standards may be required by certain specific activities. Students are advised to keep their participation in activities outside the classroom within limits that will allow them to achieve satisfactory academic performance.

HONORS LISTS
Admitted undergraduate degree/certificate-seeking students maintaining exceptional academic achievement are recognized after the fall, spring, or summer semesters on the Dean’s List and the Chancellor’s List. Names of students appearing in the UAA Dean’s List and the Chancellor’s List are released to the media; also, names and addresses of honor students are provided to the National Dean’s List Publication unless a written request not to do so has been received by Enrollment Services.

THE CHANCELLOR’S LIST
To be eligible for Chancellor’s List, a student must be an admitted undergraduate degree/certificate-seeking student enrolled in at least 12 UAA credits graded with academic letter grades and must have earned a GPA of 4.00 for the semester. Regardless of the number of credits a student is enrolled in, temporary grades of I (incomplete) or DF (deferred) will prevent a student from being eligible for the Chancellor’s List until course work has been completed and the I or DF is replaced by a final grade.

THE DEAN’S LIST
To be eligible for Dean’s List, a student must be an admitted undergraduate degree/certificate-seeking student enrolled in at least 12 UAA credits graded with academic letter grades and must have earned a GPA of at least 3.50 for the semester. Regardless of the number of credits a student is enrolled in, temporary grades of I (incomplete) or DF (deferred) will prevent a student from being eligible for the Dean’s List until course work has been completed and the I or DF is replaced by a final grade.

PROGRAM COMPLETION
GRADUATION APPLICATION
UAA issues diplomas three times a year: in January following the fall semester, in May following the spring semester, and in September following the summer session. To be eligible for graduation at the end of a given semester, a student must:

Be formally admitted to the degree or certificate program during the previous semester.
Submit an Application for Graduation signed by the academic advisor and accompanied by the required fee to Enrollment Services. Application for Graduation deadlines are March 1 for summer graduation, May 1 for fall graduation and September 15 for spring. Upon receipt of the student’s Application for Graduation, a review is completed by Enrollment Services. If the student meets all requirements by the end of the semester, the certificate or degree is awarded after completion of the semester. Students are held responsible for meeting all academic regulations and degree/certificate requirements.

Names of students receiving degrees/certificates appear in the Commencement Program in the spring and are released to the media unless a written request not to do so has been received by Enrollment Services. Students who do not want their names to be released may so indicate on the Application for Graduation form. Students who apply for graduation and who do not complete degree/certificate requirements by the end of the semester must reapply for graduation and pay the appropriate fee.
GRADUATION WITH HONORS

To be eligible to graduate with honors, an undergraduate student must first earn a cumulative GPA of 3.50 or higher in all college work attempted at UAA. A transfer student who is earning an associate degree must complete a minimum of 15 resident credits with academic letter grades to be eligible to graduate with honors. A transfer student who is earning a baccalaureate degree must complete a minimum of 30 resident credits with academic letter grades to be eligible to graduate with honors.

All transfer students must have a cumulative GPA of 3.50 or higher in all college work attempted both at UAA and at all other accredited institutions attended and for all courses used to fulfill the degree program in order to graduate with honors.

At UAA, graduation with honors represents your entire academic history. All grades and credits earned will be included in determining eligibility to graduate with honors (Ds, Fs, retaken courses, courses lost in academic bankruptcy, etc).

Honors are awarded to associate and baccalaureate degree students with cumulative GPAs as follows:

- Cum Laude 3.50 to 3.79
- Magna Cum Laude 3.80 to 3.99
- Summa Cum Laude 4.00

COMMENCEMENT

Students who complete certificate or degree requirements and meet the application for graduation deadline during an academic year (fall and spring semesters) are invited to participate in the annual commencement ceremonies in May. Students who complete certificate or degree requirements and meet the application for graduation deadline during the summer session are invited to participate in the commencement ceremonies the following May.
CHAPTER 8

EDUCATIONAL DELIVERY METHODS AND NON-TRADITIONAL CREDIT

Academic Technology Services (ATS)
  Distance Education Services
  Proctoring Services

Center for Distance Education and Independent Learning

Statewide Office of Education Services for the Military
  Southcentral Region Military Education Services
    Elmendorf AFB
    Fort Richardson
  Northern Region Military Education Services
    Eielson AFB
    Fort Wainwright

Non-Traditional Credit
  Language Credit by Placement
  Certified Experience Credit
  Local Credit by Examination
  Military Credit
  National Credit by Examination
  Advanced Placement Program
  College-Level Examination Program (CLEP)
  Dantes/USAFI Examination
  Excelsior College Exam
  International Baccalaureate
  National Occupational Competency Testing Institute (NOCTI) Examination
EDUCATIONAL DELIVERY METHODS
AND
NON-TRADITIONAL CREDIT

ACADEMIC TECHNOLOGY SERVICES (ATS)
Phone (907) 786-4646, or toll-free 1-877-633-3888
http://uaaonline.alaska.edu
ayats@uaa.alaska.edu.

The ATS Department supports both UAAOnline and technology-enhanced learning at UAA. UAAOnline is an electronic gateway to services and resources for instructors and students. It seeks to stimulate interest in and facilitate the use of technology in the pursuit of teaching and learning at UAA.

Beyond this broad mission, UAAOnline seeks to provide specific support to instructors and students involved in UAA’s distance education courses. UAA has particular interest in expanding the use of distance-delivered courses to better meet the needs of today’s students and the changing world of higher education. Distance education courses are offered throughout the year during fall, spring, and summer sessions.

DISTANCE EDUCATION SERVICES
http://uaaonline.alaska.edu/

Many UAA departments, schools, and colleges offer technology enhanced courses. While technology in the classroom can be used to accomplish several things, one of the primary reasons technology is employed in education is to provide distance education. Many distance courses are run in an “asynchronous” mode. This means that the student may engage in the coursework at any time during the assigned time period. As a result, distance courses often provide increased flexibility and access for students who live in geographically remote areas, or for students who have schedules that preclude regular on-campus attendance.

Key points about distance courses:

Distance courses can be applied toward UAA degree programs in the same way as on-campus courses. No distinction is made on a student’s transcripts between distance and on-campus courses. Most distance courses are not self-paced.

Students must have increased motivation and self-discipline in order to successfully complete distance courses. UAA distance education courses use common technologies, but not all technologies are used for all courses. Each course uses its own combination of the technologies available, so it is important to check the requirements of a distance course before enrolling. For example, some courses require a computer with Internet access, while others require a television with a VHS player. These requirements are listed in the course schedule.

Many different technologies are used to deliver distance education. Most courses use a combination of the following:

- Audio Conferencing
- CD-ROM Instruction
- Correspondence
- Instructional TV
- Streaming Media
- Video/Audio Tapes
- Web-Based Instruction

Proctoring Services
Student quizzes, tests, and exams are administered at remote testing sites such as public schools, libraries, or community centers. Students are required to contact an assigned location with an approved proctor before taking an exam.
The Center for Distance Education and Independent Learning is part of the College of Rural Alaska. The Independent Learning Program (IL) is the oldest distance delivery program at the University of Alaska and has offered correspondence courses for more than forty years. There are more than 100 courses available, though the variety of courses is not designed to meet the requirements of any specific degree program. Some required courses for various degree programs, however, are included in the IL offerings. The University of Alaska correspondence study is considered resident credit at UAA. The UAA Advising and Counseling Center has brochures for this program and can proctor exams.

Postsecondary education programs for active duty military personnel, dependents of active duty personnel, Department of Defense employees, and civilians at military bases are offered throughout the state. Major military bases and corresponding military education centers include:

- Fort Richardson Army Post and Elmendorf Air Force Base in Anchorage
- Eielson Air Force Base, Clear Air Force Station, and Fort Wainwright Army Post outside of Fairbanks

Program offerings range from classes in support of an Associate of Arts to a Master of Public Administration. Enlisted personnel benefit from UAA’s membership in the Servicemembers Opportunity College Network where training and experience are evaluated for applicable credit and degree completion is possible despite a duty change. Classes are delivered via traditional classroom instruction, videotape course delivery, and live interactive satellite delivery.

The education center on Elmendorf Air Force Base, located five miles north of Anchorage, offers degree programs including the Associate of Arts, the Bachelor of Business Administration, the Bachelor of Arts in Interdisciplinary Studies, the Bachelor of Science in Technology, the Master of Arts in Interdisciplinary Studies, and the Master of Public Administration. Day, evening and weekend classes are taught during regular 15-week semesters, as well as 8-week sessions.

The education center situated seven miles northeast of Anchorage on Fort Richardson Army Post, offers degree programs including the Associate of Arts, the Bachelor of Arts in Interdisciplinary Studies, the Bachelor of Science in Technology, the Master of Arts in Interdisciplinary Studies, and the Master of Public Administration. Day, evening and weekend classes are taught during regular 15-week semesters, as well as 8-week sessions.
The education center on Eielson Air Force Base, located some 30 miles east of Fairbanks, provides course work towards an Associate of Arts, a Bachelor of Science in Technology, and a Bachelor of Arts in Interdisciplinary Studies. In addition, the University of Alaska Southeast offers an Associate of Applied Science in Business Management, Bachelor of Business Administration, and a Master of Public Administration.

The education center provides course work towards an Associate of Arts, a Bachelor of Science in Technology, and a Bachelor of Arts in Interdisciplinary Studies. In addition, the University of Alaska Southeast offers an Associate of Applied Science in Business Management, Bachelor of Business Administration, and a Master of Public Administration. Day, evening and weekend classes are taught during regular 15-week semesters, as well as 8-week sessions and unit classes.

**Non-Traditional Credit**

Non-traditional credit evaluations are available for accepted degree-seeking UAA students. Documenting military or occupational training, taking local or national examinations, are some of the methods used. The specific processes are listed below.

**Language Credit By Placement**

An accepted, degree-seeking UAA student who has completed in residence a Department of Languages UAA catalog course (A102-A302) with a grade of B or better is eligible to receive credit for the two immediately preceding courses, if any, up to a total of 8 credits. This policy does not apply to credit earned through the College Board Advanced Placement Examination Program, nor to Special Topics (_93), Independent Study (_97), Language Self Study (LANG prefix), or Department of Languages literature or culture courses. In order to receive credit, the student must complete the appropriate form from Enrollment Services and pay an administrative fee.

**Certified Experience Credit**

This program allows crediting of certified, but not accredited, institution-sponsored learning. With documentation, the University may award elective credit or specific course credit.

National/State/Local Certificates: Persons who have met certain standards and/or passed certain tests may be awarded academic credit. Credit agreements are currently in effect for the following:

- Alaska Emergency Medical Services
- Alaska State Troopers
- Anchorage Police Department
- Apprenticeship Technologies
- Certified Professional Legal Secretary (CPLS) Examination
- Certified Professional Secretary (CPS) Examination
- Child Development Certificate
- Federal Aviation Administration
- Federal Wildland Fire Management Training Program
- National Council Licensure Exam (NCLEX)
- National Occupational Competency Testing Institute (NOCTI) Examination
- U.S. Department of Labor Bureau of Apprenticeship and Training
- U.S. Paramedic Licensure
Business or Industry Credit: Recommendations for business or industry credit equivalents are found in the American Council on Education’s National Guide. They cover courses or formal instruction offered by businesses, government agencies, labor unions, and professional or voluntary associations.

**LOCAL CREDIT BY EXAMINATION**

Accepted, degree- or certificate-seeking students may be awarded credit through locally developed comprehensive examinations on specific subjects. However, credit by examination is not available for all courses. Applications for and information on specific courses available through local credit by examination may be obtained from departments or the local UAA Advising and Counseling Center. There is a fee charged for local credit by exam.

General criteria for local credit by examination include:

1. Courses with numbers below 100 may not be taken through credit by exam.
2. Only regular catalog courses may be challenged. Special topics courses, trial courses, independent study courses, and practicum courses may not be taken through credit by exam.
3. When an appropriate exam exists, CLEP, DANTES, ACT-PEP, or other national examinations may be administered instead of a local examination.
4. Determination of which courses may be taken through local credit by exam and construction of the examinations is at the discretion of the appropriate department.
5. Local credit by exam is not awarded for a course that duplicates one for which credit has already been granted.
6. Students are awarded credit and a grade of P (Pass) if they successfully pass the local exam. If the exam is not passed, the course is not recorded on the student’s transcript. Grades for courses taken through local credit by examination do not carry grade points used in calculating student GPAs.
7. Credit awarded through local credit by examination is considered non-resident credit.
8. There is no limit to the number of credits which may be acquired through the local credit by examination process.
9. Students have one (1) year from the date of application to take the local examination.
10. Students may not request local credit-by-exam for an audited course until the following academic year.

**MILITARY CREDIT**

Up to eight (8) elective credits may be awarded to students who have completed one (1) calendar year of active duty military service.

In addition, credits may be granted for formal service schools and the primary MOS/Rating as recommended in the Guide to the Evaluation of Education Experiences in the Armed Services prepared by the American Council on Education.

No more than 15 semester credits may be applied toward an associate degree and no more than 30 semester credits may be applied toward a baccalaureate degree. Exceptions are granted only to students enrolled in the SOC programs.

The Servicemembers Opportunity Colleges (SOCAD, SOCMAR, SCCOAST, and SOCNAV) program allows active-duty personnel to finish approved associate and baccalaureate degree programs without losing credits as they transfer during their military careers.

Eligibility for entrance to these programs requires three (3) semester credits to be completed in residence at UAA for the associate program and six (6) semester credits in residence at UAA for the baccalaureate program. These credits must be 100-level or above with grade(s) of C or higher.

To graduate from these programs, the residency requirement is three (3) semester credits for the two-year programs and 24 semester credits for the four-year program and an overall GPA of 2.0.

Please contact Enrollment Services at 786-1480 for further information regarding required documentation and forms.
**NATIONAL CREDIT BY EXAMINATION**

UAA awards credit for satisfactory performance on most national examinations. In most cases, passing scores and credits awarded for the following national exams are based on the most current American Council on Education recommendations or departmental approved scores.

A student desiring credit for a national exam must request that an official report of exam scores be sent to Enrollment Services at UAA. Credit may be received for more than one national exam.

**ADVANCED PLACEMENT PROGRAM**

UAA awards credit for satisfactory performance (a score of 3 or higher) on the College Board Advanced Placement Examinations. These exams are normally completed by students during their senior year in high school. A student may receive credit for more than one Advanced Placement Exam.

<table>
<thead>
<tr>
<th>Advanced Placement Exam</th>
<th>UAA Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Studio Art</td>
<td>4 credits lower-division art elective</td>
</tr>
<tr>
<td>History of Art</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>4 credits lower-division biology elective</td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM A105/A105L</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3 credits lower division CS elective</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>ENV EL A202 + 1 credit</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>ECON A201</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>ECON A202</td>
</tr>
<tr>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Language and Composition</td>
<td>ENGL A111</td>
</tr>
<tr>
<td>Literature and Composition</td>
<td>ENGL A121</td>
</tr>
<tr>
<td>Languages</td>
<td></td>
</tr>
<tr>
<td>Level 3: French Language</td>
<td>FREN A101/A102</td>
</tr>
<tr>
<td>Level 3: French Literature</td>
<td>FREN A201/A202</td>
</tr>
<tr>
<td>Level 3: German Language</td>
<td>8 credits lower-division</td>
</tr>
<tr>
<td>German elective</td>
<td></td>
</tr>
<tr>
<td>Virgil</td>
<td>4 credits lower-division</td>
</tr>
<tr>
<td>Latin elective</td>
<td></td>
</tr>
<tr>
<td>Catullus-Horace</td>
<td>4 credits lower-division</td>
</tr>
<tr>
<td>Latin elective</td>
<td></td>
</tr>
<tr>
<td>Level 3: Spanish Language</td>
<td>SPAN A101/A102</td>
</tr>
<tr>
<td>Level 3: Spanish Literature</td>
<td>SPAN A201/A202</td>
</tr>
<tr>
<td>Government and Politics</td>
<td></td>
</tr>
<tr>
<td>American Government and Politics</td>
<td>PS A101</td>
</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>PS A102</td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>American History</td>
<td>HIST A131/A132</td>
</tr>
<tr>
<td>European History</td>
<td>HIST A102</td>
</tr>
<tr>
<td>World History</td>
<td>HIST A101/A102</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MATH A107/A108/A200</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MATH A107/A108/A200/A201</td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Music Theory</td>
<td>MUS A111</td>
</tr>
<tr>
<td>Music Listening and Literature</td>
<td>MUS A121</td>
</tr>
<tr>
<td>Physics</td>
<td></td>
</tr>
<tr>
<td>Physics B</td>
<td>PHYS A123/A123L</td>
</tr>
<tr>
<td>Physics C</td>
<td>PHYS A211/A211L</td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY A111</td>
</tr>
<tr>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>AS A252</td>
</tr>
</tbody>
</table>
COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)
An Official CLEP Transcript must be submitted to Enrollment Services.

General Exams
UAA awards up to 24 credits for CLEP general exams to students who earn a score of 500 or higher for paper based test and 58 or higher for a computer based test. Credit for CLEP general exams are awarded according to the following standards:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp. No Essay</td>
<td>0</td>
</tr>
<tr>
<td>No Credit awarded</td>
<td></td>
</tr>
<tr>
<td>English Composition with Essay</td>
<td>3</td>
</tr>
<tr>
<td>ENGL A111 - GER</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Lower Division Elective, Non-GER</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>BIOL A102 - GER and</td>
<td></td>
</tr>
<tr>
<td>Lower Division Elective, Non-GER</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Humanities and/or Fine Arts - GER</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Humanities - GER or</td>
<td></td>
</tr>
<tr>
<td>Social Sciences - GER</td>
<td></td>
</tr>
</tbody>
</table>

Students must request that an official report of exam scores be sent to Enrollment Services. Examinations may not be repeated for a minimum of six (6) months.

Subject Exams
Credit awarded for subject exams is elective credit or, through agreements with departments, is equated to UAA courses.

Students must request that an official report of exam scores be sent to Enrollment Services. Examinations may not be repeated for a minimum of six (6) months.

DANTES/USAFI EXAMINATIONS
Credit may be awarded for successful completion of the Defense Activity for Non-Traditional Education Support (DANTES) examinations. Credit for exams will be elective credit or, through agreements with departments, will be equated to UAA courses. An official copy of the DANTES/USAFI transcript must be submitted to Enrollment Services.

EXCELSIOR COLLEGE EXAM
Credit may be awarded for successful completion of the Excelsior College Exam. Credit for exams is elective credit or, through agreements with departments, is equated to UAA courses. An official copy of the student’s exam scores must be sent to Enrollment Services.

INTERNATIONAL BACCALAUREATE
UAA awards credit for satisfactory performance (a score of 5 or higher), on the International Baccalaureate Examinations.

NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE (NOCTI) EXAMINATION (907) 786-6446
NOCTI tests may be used to document competency in various occupational fields (e.g. Electronic Communication, Welding, Diesel Mechanic) as an option for students who want to enter certain Community and Technical College (CTC) degree programs.

Successful completion of the NOCTI test may result in awarding students up to 30 semester credits toward the technical competency requirement of the applicable AAS degree. Completion of the technical competency requirements is accomplished as prescribed by the applicable CTC department. A fee is charged. Applicants may call for further information.
CHAPTER 9

ACADEMIC PREPARATION,
PROFESSIONAL DEVELOPMENT
AND TRAINING

Academic Preparation
College Preparatory & Developmental Studies

Professional Development and Continuing Education
College of Education Professional and Continuing Education (PACE)
Community & Technical College Workforce and Professional Education (WPE)
Centers & Institutes Offerings

Tech Prep Program
Tech Prep Program Credit (Non-Concurrent)
General Information
ACADEMIC PREPARATION
COLLEGE PREPARATORY & DEVELOPMENTAL STUDIES
(907) 786-6856
www.uaa.alaska.edu/cpds/

The mission of the department is to help non-traditional, under-prepared, linguistically diverse, and at-risk students develop the academic and linguistic skills necessary to pursue successfully their life-long learning goals. The department offers composition, English-as-a-Second Language (ESL), mathematics, reading, and study skills courses that prepare students for further study. The department uses placement and retention advising, tutoring, and a developmental teaching philosophy to help students succeed.

PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION
COLLEGE OF EDUCATION
PROFESSIONAL AND CONTINUING EDUCATION (PACE)
(907) 786-1932
pace@uaa.alaska.edu

The PACE Office facilitates professional development opportunities for educators and other service professionals. PACE works collaboratively with UAA academic units and partner organizations to provide responsive service and support for 500-level courses, workshops, conferences, institutes, and academies. Committed to addressing the community’s immediate and changing professional development needs, PACE works closely with school districts, professional societies, and private and government agencies.

COMMUNITY & TECHNICAL COLLEGE
WORKFORCE AND PROFESSIONAL EDUCATION (WPE)
(907) 786-4940
aywpe@uaa.alaska.edu

Community & Technical College WPE matches business and individual needs with appropriate CTC divisions to deliver high quality, short-term education and training that is responsive to the life-long learning requirements of professionals and technicians in career and technical fields. Programs are custom-developed through partnerships in the community and with public and private agencies and organizations. Both Continuing Education Units (CEU) and non-credit offerings can be arranged.

CENTERS & INSTITUTES OFFERINGS

In addition to the college-specific professional development and continuing education courses, several centers and institutes at the university offer courses related to their foci and missions. Curriculum for such courses is approved by the university. Schedules depend on the demand and availability of qualified faculty. There are arranged through the respective center or institute. Some centers and institutes focus on training and are discussed in Chapter 2, “Centers and Institutes.”
**TECH PREP PROGRAM**

The Tech Prep Program is a partnership between UAA, secondary school districts, Alaska Vocational Technical Center, Job Corps, and other partnership institutions. It is a program that recognizes technical and related academic preparation and, where possible, work-based learning in a specific career field. It partners secondary education, post-secondary education, labor, and business in a sequential course of study without duplication of course work that will lead a student to a certificate, credential, apprenticeship, associate degree, or baccalaureate degree.

The purpose of the Tech Prep Program is to offer secondary school students and other individuals in a technical field of study an opportunity to receive lower-division college credit toward a UAA certificate or undergraduate degree. Students may receive UAA credit by successfully completing specific courses that have been approved for articulation by UAA. Tech Prep Program articulation agreements use the university's curriculum standards and measures for articulating course work from secondary school districts and other partnerships into UAA credit. Motivated, able learners will greatly benefit from this outcomes-based program.

**TECH PREP PROGRAM CREDIT (NON-CONCURRENT)**

Most students receiving Tech Prep credit are concurrently enrolled in UAA and in the partnership institution. Students who did not concurrently enroll and are requesting Tech Prep credit (up to two years after completion of the partnership course), through the non-traditional transfer credit process, must first apply and be accepted as a certificate or degree-seeking student at UAA, must complete the Tech Prep Request for Non-Traditional Transfer Credit, provide UAA with an official partnership transcript reflecting course completion and final grades received in the articulated course, and pay an administrative fee.

UAA reserves the right to reject credit or to require an examination before awarding non-traditional transfer credit.

Only Tech Prep courses completed with a grade of C (2.00) or higher will be considered for non-traditional transfer credit.

Credit awarded through the non-traditional transfer credit process will not be reflected as a concurrent registration in a UAA course and will not be included in the student’s UAA grade point average (GPA).

Credit will not be awarded for a course that duplicates one for which UAA credit was already received.

There is no limit on the total number of UAA credits a student may receive through the non-traditional transfer credit process. However, there may be limits to the number of those credits that may apply toward a specific degree. Where possible, partnership courses in the Tech Prep Program will be articulated and equated to specific UAA lower division courses (100 or 200 level). However, some courses may be articulated to UAA lower division elective credit.

**GENERAL INFORMATION**

**CREDITS**

There is no limit on the total number of UAA credits a student may receive through the Tech Prep Program.

UAA credit received through the Tech Prep Program will be considered resident credit. Credit will not be awarded for a course that duplicates one for which UAA credit was already received. Credit through the UAA Tech Prep Program is generally not included in the computation of study load for UAA full-time or part-time status.

If the Tech Prep Program is delivered collaboratively with UAF and/or UAS, credit from each participating institution will be counted toward fulfillment of residency requirements. Credit for partnership courses articulated as UAA elective credit will be awarded through the non-traditional transfer credit process.
Students may take advantage of the Tech Prep Program while attending the partnership institution or they may request non-concurrent credit from UAA, through the non-traditional transfer credit process, up to two years after completing the partnership course, providing the courses were articulated and approved at the time of completion.