Welcome to UAS. You have started a new phase of your life!

This published version of the University of Alaska Southeast (UAS) Student Regulations, Policies, and Procedures is intended to be a guide to the principles and policies that shape and regulate our community. Those who matriculate at UAS have entered into a unique community, dedicated to the pursuit of knowledge and excellence. By joining this community, you are expected to understand and abide by the principles and policies that enable us to thrive as educators, scholars, and learners.

Everyone in the Student Services and Enrollment Management division, in each school and service department is more than willing to answer any questions you may have as you work toward your goals.

Focus and discipline will be keys in completing what you have begun; balancing this new phase of your life will open doors and connect you to your future!

Welcome to the UAS

Jessie L. Grant, Ph.D.
Dean of Students
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UAS Resources & Referral Guide

Academic Advising
www.uas.alaska.edu/advising

Juneau Campus: Mourant Building (lower level), for appointment call (907) 796-6000
Ketchikan Campus: Ziegler Building, for appointment call (907) 228-4511
Sitka Campus: Marilyn durocher (907) 747-7705 or Sandra Burgess (907) 747-7703

Academic Advising is one of the most important services provided to students. Academic advisors can assist in educational goal setting, degree exploration, study skills, course selection, schedule planning and navigating UAS policy and procedure. The Student Resource Center (SRC) provides general academic advising and advising referrals for all students. Degree-seeking students may be referred to their faculty advisor or the advising coordinator in the Schools, as appropriate.

Academic Exchanges and Study Abroad
www.uas.alaska.edu/exchanges

Juneau Campus: Mourant Building, Marsha Squires (907) 796-6455

Imagine living and studying elsewhere while earning credit toward your UAS degree! An academic exchange or study abroad experience allows you to do just that! There are hundreds of program sites to consider for a study abroad or an exchange (national or international) experience. Eligibility requirements include full-time and degree seeking status, minimum cumulative GPA of 2.5 for the national program and at least a 2.75 for the international program, and students must be in good standing with the university.

You may participate for a semester or a year in both each program, offering you a total of two years outside of Juneau. To begin the process, complete the Mandatory Preliminary UAS Application found on the Academic Exchange and Study Abroad website. All programs have application fees and deadline dates.

Admissions
www.uas.alaska.edu/admissions

Juneau Campus: Novatney Building, Main Line (907) 796-6100
Ketchikan Campus: Ziegler Building, Brenda Hurley (907) 228-4513

The Admissions Office is responsible for new student recruitment and precollege programs. This office also coordinates campus tours, communication with potential students, New Student Orientation and a number of other university activities.

ATM
Juneau Campus: Mourant Building, (907) 796-6528

UAS has an Alaska Pacific Bank ATM on campus on the second floor of the Mourant Building.

Bookstore
www.uas.alaska.edu/bookstore

Juneau Campus: 11798 Glacier Hwy, Sara Hagen (907) 796-6401, jybook@uas.alaska.edu
Hours: Mon–Fri 9:00 am – 6:00 pm and Sat 12:00 pm – 4:00 pm
Ketchikan Campus: Ziegler Building, Julia Guthrie (907) 228-4530

Located off campus at 11798 Glacier Hwy (just north of DeHart’s) the UAS Bookstore offers textbooks, general books, art supplies, school supplies, study aids, reference books and software. We also carry UAS logo clothing and merchandise, backpacks, totes and a wide variety of Fair Trade gifts, clothing and jewelry.

Bring your registration form with you when you purchase books for classes. Be certain to keep your receipt and do not mark in books if you think you might need to return them as books are returnable with receipt during the first two weeks of the semester. During the last week of fall and spring semester, many used books are purchased back from students.

Career Advising
www.uas.alaska.edu/careerservices

Juneau Campus: Mourant Building, (907) 796-6000

Career Services assists students in all phases of career development, from assessing personal interests, skills and life goals, to exploring career options and choosing an appropriate major or training program, to planning a targeted job search. We offer help with resume and cover letter writing, job search techniques and interviewing skills, and maintain a database of current off-campus job and internship opportunities. Please contact us for more information or to schedule an appointment with the Career Services Advisor.

Counseling Services
www.uas.alaska.edu/counseling

Juneau Campus: Mourant Building, (907) 796-6000

You may wish to seek counseling if you are:
- Stressed out or anxious
- Feeling sad, depressed or alone
- Unsure where you are going with your life
- Missing classes, avoiding people, or not working
- Unhappy with friendships or intimate relationships
- Not able to sleep or sleeping all the time
- Eating all the time or hardly at all
- Thinking that things always go wrong for you
- Homesick
- Puzzled or confused by some aspect of your emotional life
- Concerned about a pattern of behavior that seems self-defeating
- Having difficulty making needed decisions
- Plagued by intrusive thoughts or traumatic memories

If you feel that you would like some help with these or other challenges, or you just want someone to talk with, please contact Counseling Services for a confidential appointment.

Students enrolled in six or more credits may have up to counseling sessions per semester at no charge. If specialized or further sessions are needed, the counseling office can provide a list of community resources.

Crisis Intervention is available for students and for faculty and staff wishing to refer a student Mon–Fri 8:00 am – 5:00 pm. For crises after hours and on weekends services are available by calling 911 or
Bartlett Regional Hospital Emergency Services, (907) 796-8427, where a clinician will provide assessment and referral. For additional crisis intervention and referral information visit www.juneausuicideprevention.org.

**Dining Services/Catering**

www.uas.alaska.edu/food_service

**Juneau Campus:** Mourant Café, Spike’s, & Bears Pantry
Mourant Building, Carol Young (907) 796-6520

Food Service provides a variety of dining options on campus including the Mourant Café, Spike’s Coffee Bar in the Egan Library Atrium, and the Bears Pantry convenience store at the Housing Lodge. UAS offers a declining balance meal plan for residential students. The plan maximizes student choice and allows students to control their own food budget. The $1,450 meal plan is required for all residence hall students and the $400 meal plan is required for all apartment students. A meal plan can also be purchased by nonresident students and staff. Students with special dietary needs should contact Carol Young directly at (907) 796-6250. Commuting students or staff interested in purchasing a declining balance meal plan should contact the Cashiers Office at (907) 796-6267 and ask about Whalebucks.

Food Service offers catering upon request. Contact Dining Services for more information. A minimum of two weeks’ notice is required for each catering event along with the entertainment expense form if paid through a university function or club.

**Food Service Hours**

**Grill Hours**
Monday – Friday
Breakfast: 7:30 am – 10:30 am
Lunch: 11:00 am - 4:30 pm
Dinner: 5:00 pm – 7:00 pm
Saturday and Sunday: Closed

**Spike’s Service Hours**
Monday – Friday: 7:30 am – 7:00 pm

**Bears Pantry Service Hours**
Monday – Thursday: 4:00 pm – 9 pm
Friday – Saturday: 4:00 pm – 10 pm
Sunday: 3:00 pm – 9:00 pm

**Hot Line:**
Friday Breakfast Buffet Only!: 7:30 am – 10:30 am
Lunch Daily: 11:00 am - 2:00 pm

*hours may be changed at any time, please check the Dining Services website for the most current hours.

**Disability Support Services**

www.uas.alaska.edu/dss

**Juneau Campus:** Mourant Building, Margie Thomson (907) 796-6000

**Ketchikan Campus:** Chris Hoyt (907) 228-4505

**Sitka Campus:** Marilyn durocher (907) 747-7705

Disability Support Services (DSS) provides reasonable accommodations to UAS students with documented physical, cognitive and/or psychiatric disabilities. In addition, DSS has an Assistive Technology Center where you can access training material and tutorials about assistive computer programs such as screen readers and voice to text. Coaching and referral to community resources are provided upon request. If you would like to know more about the services offered by DSS, please make an appointment with the DSS coordinator. All DSS services are confidential.
The University of Alaska Southeast is committed to equal opportunity and programmatic access for students with disabilities (See University of Alaska Regents Policy).

**Financial Aid Office**
www.uas.alaska.edu/finaid  
**Juneau Campus:** Novatney Building, Corinne Soltis (907) 796-6255

Information regarding all types of financial aid is available through this office. Some of the programs we work with include the Federal Pell Grant Program, the Federal Supplemental Education Opportunity Grant Program, the Federal Academic Competitiveness Grant program, the Federal SMART Grant program, the Alaska Advantage Education Grant program, the Federal Work Study Program, the Federal Direct Loan Programs, the Alaska Supplemental Education Loan Program, Native funding, Veterans Education benefits, and various scholarships from institutional and outside sources. Each type of aid has a deadline so be sure to apply early! Please contact the Financial Aid Office or refer to the UAS Academic Catalog for more information on the types of aid, application procedures, and eligibility criteria.

**International Student Advising**
www.uas.alaska.edu/advising/international_students  
**Juneau Campus:** Mourant Building, Marsha Squires (907) 796-6455

International students with an F-1 visa are required to meet with an International Student Advisor once a semester. Questions regarding course schedule, changing classes, address changes or leaving the country also require a meeting with an International Student Advisor as soon as possible to ensure legal student status within the United States.

**IT Services**
www.uas.alaska.edu/technology  
**Juneau Campus:** Computer Lab: (907) 796-6521
**Outside of Juneau:** Regional Director: Michael Ciri, (907) 796-6452
**All Campuses:** IT Helpdesk: (907) 796-6400, Toll Free: 877 465-6400

UAS has long been a leader in the innovative use of technology in education, and students are encouraged to use advanced technology effectively in all classes and all degree programs. IT Services provides access to resources ranging from checkout equipment to audio/video production. In addition, students have access to network storage space, web space, ePortfolios, weblogs, podcasts and more.

UAS encourages students to become involved and contribute directly to the continuing success of the campus. Students help guide technology decisions through the Teaching, Learning & Technology Roundtable. In addition, students are encouraged to work directly in the IT department. IT Services provides many paid positions for students. On-the-job training is provided in computer repair, customer service, video production, server and network administration.

**Judicial Affairs**
**Juneau Campus:** Mourant Building, Jessie Grant (907) 796-6528  
**Ketchikan Campus:** Gail Klein (907) 228-4508  
**Sitka Campus:** Marilyn durocher (907) 747-7705

Violations of the student code of conduct, including cases of academic dishonesty, will be referred to the campus judicial officer. Refer to the Board of Regents policies and campus procedures in this handbook.
or in the catalog. Judicial affairs of a residential nature that occur within student housing are handled by the Residence Life staff. For information about judicial procedures and sanctioning, due process and student rights, or the appeals process, feel free to stop by the Dean of Student’s office in the lower level Mourant Building for a consultation. Information or allegations of misconduct, harassment, and policy violations should be directed to the Judicial Affairs Officer.

Learning Center
www.uas.alaska.edu/TLC
Juneau Campus: Egan Library, (907) 796-6348
Ketchikan Campus: Ziegler Building 2nd floor, (907) 228-4560
Sitka Campus: (907) 747-7717 or (907) 747-7785

The Juneau Learning Center, conveniently located on the ground floor of the Egan Library, is an important resource for academic success. Professional staff and students provide tutoring services designed to introduce, assist, and facilitate learning concepts. The focus is primarily on math and writing. Tutoring in other subjects, such as foreign languages and the sciences, is also available depending on department funding. The Learning Center also delivers workshops and provides advice on topics such as study skills and other academic success topics.

Placement Testing: All entering freshmen and transfer students who have not completed freshman composition and required mathematics courses must take placement tests in writing and math prior to registering for their classes. These tests give an indication of the examinee’s current skills and help identify the appropriate courses to take.

Visit the placement testing website for general information and practice materials www.uas.alaska.edu/tlc/testing/placement.

Library Services
www.uas.alaska.edu/library
Juneau Campus: Egan Building, Carol Hedlin (907) 796-6300, Egan.library@uas.alaska.edu
Ketchikan Campus: Ziegler Building (907) 228-4567, libket@uas.alaska.edu

All UAS students are provided with full library services and support for their studies. The Egan Library is located on the Juneau campus and serves Juneau, Sitka, and distance students. The Ketchikan Campus Library is located on the Ketchikan campus and serves Ketchikan and distance students.

In addition to our print collection, UAS libraries provide significant resources online – available to all students 24/7 regardless of location. Online resources include:

- Online Databases (access to full text scholarly articles)
- Electronic Book Collections (Ebrary, Netlibrary, and more)
- Interlibrary Loan (direct delivery of articles and books from other libraries)
- Research Assistance (online tutorials, resource and subject guides, FAQ, etc.)

Librarians staff the Egan Library reference desk during business hours, providing research assistance in all subjects. Students anywhere can contact Egan librarians in person, by phone (toll free 1-877-796-6502), or via instant messaging or email --- Please feel free to ask questions, we are happy to help!
Native and Rural Student Center
www.uas.alaska.edu/nrsc
Juneau Campus: Mourant Building, Kolene James (907) 796-6454

The Native and Rural Student Center was created to provide a friendly place for students to meet, form friendships, receive advising, academic support and peer mentoring. The center is home to two UAS student clubs, the Gay Straight Alliance or GSA, and Wooch.een (Tlingit for “working together”). GSA organizes and participates in events that embrace acceptance, diversity, and education pertaining to sexual orientation. Wooch.een meets regularly to plan and host events that enrich the Native cultural foundation of our campus. Other valued groups supported by the NRSC: PITAAS, JDHS Early Scholars, UAS Dual Enrollment program (for high school students to earn dual credit at UAS and their respective high school), and the Cultural Infusion Series.

UAS hosts the annual Native Oratory Contest, where students are encouraged to compete in a professional forum while speaking on topics of importance to the Native community. We also sponsor leadership activities, scholarship fairs and other gatherings to encourage student participation. We welcome everyone to the center and we encourage all students participate in activities hosted by the Wooch.een club and Native and Rural Student Center.

Notary Services
Juneau Campus: Novatney Building, Peter Sommers (907) 796-6464
Ketchikan Campus: Ziegler Building, Gwenna Richardson (907) 228-4509

Notary services are available free of charge for individuals associated with UAS. A current government issued photo ID is required to have a document notarized. Your signature on the document must be witnessed by the Notary Public. Call ahead for an appointment.

Noyes Outdoor Pavilion
Juneau Campus: Facilities Services, Vickie Johnson (907) 796-6496 - Faculty and Staff
Student Activities and Housing (907) 796-6528 – for Student Reservations

Set at the highest point on campus this outdoor venue overlooks Auke Lake and the campus. Students must coordinate events through Student Activities and Housing, faculty and academic programs need to reserve through Facilities Services. This is a terrific venue for plays, poetry readings and music. Additionally, a fire pit is located in the center of the pavilion and can be used even on rainy nights. Non-university organizations have the ability to rent the Pavilion through Facilities Services, so get your group organized early.

On-Campus Student Employment
www.uas.alaska.edu/finaid/types/jobs
Juneau Campus: Novatney Building, Alexis Amstutz (907) 796-6000
Ketchikan Campus: Ziegler Building, Gwenna Richardson (907) 228-4509
Sitka Campus: Marilyn Durocher (907) 747-7705

There are many opportunities for students to be employed on campus. To be eligible, students must be enrolled in at least six credit hours and hold a GPA of at least 2.0. A student may work up to a maximum of 20 hours per week during fall and spring semesters, and up to 40 hours per week during breaks and summer session. All jobs require the University of Alaska employment application form, a Social Security Card, current resume, and three professional references, (letters of recommendation from
advisors or instructors are acceptable). For a complete listing of campus positions and to apply, go to www.uakjobs.com, or contact Alexis Amstutz, Career Services Advisor, at 907-796-6000 or at alexis.amstutz@uas.alaska.edu.

**PRIME For Life Substance Use Education**
www.uas.alaska.edu/wellness/prime
*Juneau Campus:* Juneau Student Lodge, Student Wellness and Peer Education, Jessie Grant (907)796-6528

Quarterly substance use educational seminars are offered at UAS for any individuals wishing to learn more about the physiological, psychological, and social aspects of drug and alcohol use, especially as it relates to college students. Full-day interactive and insightful training sessions are held each month, typically on a Saturday, and are advertised around campus and on the activities web page prior. There is no cost to UAS students, and it is not necessary to RSVP.

**Recycling**
*Juneau Campus:* Mourant Building, Jessie Grant (907) 796-6528

Recycling on campus is available in most buildings. Student Government helps fund two recycling positions in support of the campus effort. Recycling is collected weekly during the academic year. UAS recycles all paper products, cardboard, glass, plastic, tin and aluminum cans. Containers for recycling are located in every building on the Juneau Campus and throughout Student Housing.

**Room Reservations**
The following is a list of the individuals to call for campus room scheduling:

<table>
<thead>
<tr>
<th>Location</th>
<th>Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>Jim Isturis</td>
<td>796-6459</td>
</tr>
<tr>
<td>Fireweed Room</td>
<td>Carol Young</td>
<td>796-6520</td>
</tr>
<tr>
<td>Glacier View Room</td>
<td>Jim Isturis</td>
<td>796-6459</td>
</tr>
<tr>
<td>Housing Lodge Rooms</td>
<td>Stephanie Self</td>
<td>796-6443</td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>Jim Isturis</td>
<td>796-6459</td>
</tr>
<tr>
<td>Library</td>
<td>Circulation Desk</td>
<td>796-6300</td>
</tr>
<tr>
<td>Novatney Conf. Room</td>
<td>Cynthia Krehbiel</td>
<td>796-6409</td>
</tr>
<tr>
<td>Noyes Pavilion</td>
<td>Vicki Johnson</td>
<td>796-6496</td>
</tr>
<tr>
<td>REC</td>
<td>Phil Paramore</td>
<td>796-6545</td>
</tr>
<tr>
<td>Schaible House</td>
<td>Shauna Bail</td>
<td>796-6220</td>
</tr>
</tbody>
</table>

**Safe Zone Network**
www.uas.alaska.edu/wellness/safe_zone
*Juneau Campus:* Juneau Residence Life and Student Wellness Jessie Grant, Ph.D., Dean of Students (907) 796-6528

Safe Zone is a program for university faculty and staff to subtly communicate their support for Lesbian, Gay, Bisexual, and Transgender members of the campus community. The UAS Safe Zone logo near an employee’s workspace or office indicates that that individual has committed to providing unbiased support for all UAS students, especially the LGBT population, and has completed a training seminar to make them familiar with resources and student experience issues for LGBT students. Safe Zone also seeks to provide university employees with resources for their pursuit to promote a campus climate of general human rights and student advocacy.
Student Accounts
www.uas.alaska.edu/vicechancellor/businessservices/studentaccounts

Juneau Campus: Novatney Building, Pat Yearty (907) 796-6267
Ketchikan Campus: Ziegler Building, Julia Guthrie (907) 228-4530
Sitka Campus: Mary Alverez (907) 747-7739

Services available from the cashier include: account payments, pickup Financial Aid refund checks, bus passes, special event tickets, Student ID cards, and Whalecard accounts.

A student ID is issued for the entire time you are attending UAS. Each semester a new sticker should be obtained from the Student Accounts desk in the Novatney Building to prove you are a current student. The replacement cost for an ID is $10.00. Student ID cards are also used as the entry key for most buildings on campus as well as access to the REC. For an ID or access please contact the Student Account office on your campus.

Student Activities
www.uas.alaska.edu/activities

Juneau Campus: Mourant Building, Jessie Grant, Ph.D., Dean of Students or Shauna Bail (907) 796-6528
Sitka Campus: Marilyn durocher or SGA President (907) 747-7705

Educational, recreational, and social programs are offered through Student Activities. A campus event calendar is maintained at the Activities and Housing Office. Student clubs are able to organize with the assistance of the Student Activities and Housing Office, please stop by Mourant Rm 129 for club information packets. The SAB (Student Activities Board) arrange recreational, educational and social events. Look for many co-sponsored activities with Student Government, the Student Alumni Association and Student Housing. Student involvement and ideas are necessary for success, so if you’re interested in creating a program, starting a club, inviting a speaker or suggesting an activity please contact our offices.

Look for our fun university traditions: Welcome BBQ, Day of Caring, Winterfest, Polar Bear Plunge, Banff Film Festival, the Spring Formal and many more.

Student Activities Board (SAB)
www.uas.alaska.edu/activities/sab

Juneau Campus: Mourant Building, Jessie Grant, Ph.D., Dean of Students (907) 796-6528

In order to work together more effectively, share resources and to build school spirit, the Student Activities Board members work to provide social and entertainment programming for the UAS campus. The SAB group is selected by the ex-officio group of professionals (SAB Advisory/Activities Committee) and tries to find students that represent the broad campus population. This is a combined effort of Student Government, Student Activities, Recreation, and Housing.

Student Alumni Association (SAA)
www.uas.alaska.edu/alumni/saa

Juneau Campus: Soboleff Annex, Keni Campbell (907) 796-6569

The Student Alumni Association was established on the Juneau Campus in Fall 2003 as a chapter of the UAS Alumni Association to promote UAS pride and tradition on campus, cultivate relationships between students and alumni, and enhance the college experience through exciting, memorable events including
Dinner and a Movie, the Etiquette & Networking Dinner, the Superbowl Party, and the popular Life After College lecture series. An optional $15-per-year membership fee is charged to students taking six or more credits in the Fall semester. If students do not wish to be a part of SAA, they must “opt OUT” with the UAS Cashier by the last day of the second week of classes. After receiving the SAA sticker placed on the back of the student ID card, students can visit the Alumni Office in the Soboleff Annex to claim a premium like a coffee tumbler or a t-shirt. SAA members are given the opportunity to participate in SAA and Alumni sponsored events at a free or discounted rate, just by showing their current SAA sticker.

**Student Government (USUAS-JC)**

www.uas.alaska.edu/student_gov

**Juneau Campus:** Mourant Building, Jessie Grant, Ph.D., Dean of Students (907) 796-6517  
**Ketchikan Campus:** (USUAS-KC): Chris Hoyt (907) 228-4505  
**Sitka Campus:** Sandra Burgess (907) 747-7703 or SGA President (907) 747-7705

The student government fee ($5 per credit hour, capped at 15 credits) collected at registration supports your student government, the United Students of the University of Alaska Southeast Juneau Campus (USUAS-JC), and is approved and mandated by the University Board of Regents.

UAS Student Government, the official student government of the University of Alaska Southeast, is responsible for representing student interests to the college administration and for facilitating the organization of a broad range of student committees that work to address issues and concerns and promote services that enhance students’ experience at UAS. A significant responsibility of the UAS Student Government is to initiate and act upon legislation including proposals to appropriate USUAS-JC funds as well as serving on at least two USUAS-JC standing committees.

**Student Health Center**

www.uas.alaska.edu/health

**Juneau Campus:** Mourant Building, (907) 796-6000, Justine Emerson, Advanced Nurse Practitioner  
*Appointments Required*

Health care services are available to UAS students enrolled in at least six UAS-Juneau credits. Routine health screening, diagnosis and treatment of illnesses and injuries, birth control, some lab work etc. are available. Students can be referred to community resources for specialist care. The Health Center is located on the 1st floor of the Mourant Building, in the Student Resources Center (SRC).

**Student Health Insurance**

www.uas.alaska.edu/health

**Juneau Campus:** 1st floor of Mourant Building, Justine Emerson, Advanced Nurse Practitioner,  
(907)796-6000.

Students taking at least 6 credits UAS-Juneau based credits, which have paid the Health Center fee, may make appointments. Students can be seen for almost any illness or problems. Basic lab work, some immunizations and medications are available in the clinic. Prescriptions can be written to be filled at a pharmacy as needed. Referrals for additional testing, or to specialists, are possible.
Juneau Student Housing & Residence Life
www.uas.alaska.edu/housing

Juneau Campus: 1st floor of the Mourant Building, Housing Office, (907) 796-6528, Jessie Grant, Ph.D., Dean of Students, Shauna Bail, Admin; Residence Life: Student Housing Lodge, (907) 796-6443, Stephanie Self

UAS Student Housing is a small, close-knit community with an expressed focus on academics and campus involvement. It is only a short distance from the main campus, on a secluded hillside. A great deal of community activities are hosted within the housing community every month, including socials, cultural-themed dinners, recreational activities, and educational programs of interest. Wireless broadband internet is available throughout student housing, as well as computer labs, laundry facilities, an outdoor basketball court, television lounges, game room, meeting rooms, the Lodge convenience store, and the Peer Support Office. Student organizations such as the Residence Hall Association (RHA) and the Student Leadership in Residence Program (SLIRP) are highly active, and campus employment opportunities abound for residents, from Lodge staff to paraprofessional Community Advisor and Peer Advocate positions. Live-in Residence Life staff provides 24-hour assistance and help to promote a safe, healthy, and active living/learning community.

Residents who have completed at least one year of college are housed in four-person apartments while first year students are placed in Banfield Hall, our suite-style residence hall. Residents must maintain a 2.0 semester GPA and an enrollment in 12 credits per term. Summer housing and employment are also available. Visit the Housing Office in the Mourant Building to ask about availability and apply early. Space is limited, especially single rooms!

Student Leadership in Residence Program (SLIRP)
www.uas.alaska.edu/res_life/slirp.html

Juneau Campus: Student Housing Lodge (907) 796-6443

SLIRP is a year-long leadership development program for residential UAS students. Weekly sessions use collaborative exploration of trends and concepts of leadership. Participants plan and facilitate campus-wide and residential events, enjoy team-building retreats off-campus, participate in service-learning projects, and develop skills that have dramatically increased their success in attaining leadership positions and paraprofessional student employee positions on campus. Program graduates successfully assume roles as Community Advisors, Peer Advocates, Student Ambassadors, Teaching Assistants, Student Activities Board members, Alpha Phi Omega service fraternity leaders, student government officers, and more!
The UAS Student Recreation Center (REC) prides itself on a fun approach to health, wellness, and fitness. Located just a five minute walk from UAS campus and student housing it is an ideal place to come and workout. You can socialize with friends, play Wii, Xbox, pool or ping-pong, or just relax in front of the big screen. Open 7 days a week, the REC hosts a variety of activities designed to enhance campus life. The REC features a multi-purpose gym with courts for basketball, volleyball, badminton, and other team oriented activities. Our 30 ft. climbing wall is setup for top rope climbing and bouldering. Climbing routes are changed often and all climbers are required to take a brief climbing orientation.

The REC features twenty stationary and free weight stations, rowing machines, stair climbers, elliptical trainers, lifecycles, stair climbers, treadmills, and punching bags. The facility boasts an indoor running track, and fitness studio, complete with dance floor, stretch mats, and ballet bar. Aerobics, yoga, and dance classes are held weekly. Showers and semester use rental lockers are available in the locker rooms. The front desk has beverages and snacks available for purchase after your workout. The REC will be starting a community garden during the 2011-12 school year.

The Outdoor Recreation Center (ORC), located in the REC, offers low-cost equipment rentals for the UAS community. We have canoeing, camping, hiking, kayaking, x-country skiing, snowshoeing, backpacking and safety gear for your next outdoor adventure. Come in and ask the REC Center Front Desk about gear check-out and for local camping and hiking information.

The Student Activities Center (SAC), located in the REC, hosts a variety of special events for students. Dances, hypnotists, comedians, major motion films, musicians, open mic and karaoke nights, pool tournaments, talent shows and many more events take place at the SAC throughout the year. The SAC is a great place to watch the big game. You can check out a laptop and study with friends. Talk to Front Desk staff if you or a UAS club has a special event idea for the SAC.

Facility users must have current membership or present a daily use pass for admission to the REC. All users are required to show their UAS ID Card to the Front Desk attendant. Anyone without a UAS ID will need to proceed to Student Accounts Office for a new card. Workout shoes must not be worn in from outside the building. For more information on rentals, orientations and our hours of operation please call or check out our website.
**Student Resource Center (SRC)**

www.uas.alaska.edu/src  
**Juneau Campus:** Lower Level Mourant Building, (907)796-6000  
**Sitka Campus:** Information and Registration Desk (907) 747-6653

If you remember one thing from this handbook, remember that the SRC, is located in the Mourant Building, is the central place for information and service. Many services are provided time you get that “I know it must be here somewhere” feeling, remember, the SRC can help you! The student and professional staff of the SRC take pride in helping make your time at UAS both rewarding and enjoyable. Services include: Academic Advising, Academic Exchange & Study Abroad, Career Services, Counseling Services, Disability Support Services, Distance Advising Support, Health Services, Peer Advising and information on Student Insurance.

**Study/Quiet Areas**

**Juneau Campus:** There are several quiet study areas/rooms located in the Egan Library. The Whitehead Building has a Laptop Lounge located in the computer center available as a study area. At the Bill Ray Center there is a lounge available, with a microwave and courtesy telephone. The Anderson Building has a study area in Room 220. The Mourant Cafe is a popular gathering area. Housing students can also meet and study at the Community Lodge. The NSRC is a great gathering area for all students to enjoy a friendship and engage in group studies.

**Ketchikan Campus:** Quiet study areas are available in the Library, in the Learning Center and on the second floor of the Ziegler Building. Several study nooks are also located in the Paul building.

**Sitka Campus:** The Learning Center offers quiet study areas.

**Summer Guest Housing Services**

**Juneau Campus:** Student Housing Lodge (907) 796-6443

The student housing complex is available for rental on individual and group terms during the summer at rates that are competitive with local summer lodging costs. Short-term and long-term stays are welcome. Availability preference is given to summer students, UAS-sponsored summer programs, and academic-related functions. We host many groups from around the state of Alaska and other parts of the country on an annual basis. Students from other colleges and universities with full-summer internships are also welcome.

The length of the summer conferencing season and the availability of specific unit types may vary year-to-year. For more specific information regarding units and pricing, please visit the Summer Guest Housing section of the University’s Student Housing website.

**Whalesong Student Newspaper**

www.uas.alaska.edu/whalesong  
**Juneau Campus:** Mourant Building, Editor (907) 796-6434

The Whalesong is the official UAS campus newspaper and is published entirely by students. Opportunities for student involvement include writing articles, selling advertising, editing, and layout. For more information, call the Whalesong office at 796-6434.
Student Course Fees

UAS Juneau Campus

**Student Health Services Fee** - Juneau Health Services Fee: The Health Services Fee is $30 per semester and is mandatory for all students taking 6, or more, credits. The Health services office is located in Mourant Building and is open 25 hours per week. Preventative, educational and some outpatient services are available. Routine physical exams, diagnosis and referrals are available. Immunizations and TB tests are available and there is a self-help area for you to explore.

**UAS Alumni Association** - SAA Optional Fee: The Student Alumni Association (SAA) was developed in 2003 to provide opportunities for students to become actively involved in spirit-building activities on campus as well as promote interaction between current student and alumni. SAA members receive free admission to all sponsored events throughout the academic year as well as a SAA logo membership gift (e.g. T-shirt, water bottle, etc.) Students are asked to pay a $15 fee per year to be a member of the SAA. The fee is optional, but students who do not wish to be members must request to remove the fee from their student account. You will be billed this amount if you are taking 6 credits or more, in Fall term, and do not OPT OUT at Registration/fee payment time, but no later than the end of the second week.

**Student Publications Fee** - A $5 flat fee is assessed to all students in support of the Whalesong student newspaper. This fee supports the editorial staff, production of the newspaper and other cost associated with the publication. It is published every other week during the academic year. This non-refundable fee is mandated by the Board of Regents.

**Student Government Fee** - Juneau Student Governance Fee: UAS Student Government assesses $5 per credit hour for all students living in the Greater Juneau Borough. This fee is used towards governance, student leader salaries, the student legislative and leadership conferences, secretarial support, student use copier and fax machines, extended hours of Mourant 1st floor, scholarships, activities and clubs. This fee is mandated by the Board of Regents for the student organization and is non-refundable. Student Government meets regularly throughout the academic year. All students are welcome to attend meetings to give input on how to spend student fees. This fee is capped at 15 credits for a full-time student. Five percent of fees collected go to students clubs.

**2% Juneau Network Charge** – The network charge covers rapidly rising costs, especially in the maintenance and enhancement of our university-wide technology infrastructure. The charge will be applied at a 2% rate on a course-by-course basis to tuition, non-resident surcharges if applicable, and fees in lieu of tuition, for credit and non-credit courses. Courses with applicable fees less than the lower division credit hour rate will be exempt from the charge. All calculated fees will be rounded to the nearest dollar.

**Recreation Center Fee** - Student Recreation Center Fee: All students taking 5 or more credit hours will be assessed a $150 non-refundable, mandatory student recreation center fee that provides membership to the Recreation & Student Activities Center. Membership includes use of the gymnasium during open gym times, weight & cardio center, climbing wall, aerobics area, discounts on outdoor gear (i.e. kayaks, tents, etc.), pool tables, large screen TV, locker room showers and discounts to special events. Students taking less than 5 credits may also purchase a membership as well as student spouse and partners.

**Technology Fee** - All students are assessed a $5 per credit hour technology fee each semester as approved by the Board of Regents. The TLTR (Teaching Learning and Technology Roundtable), made up of student, faculty and staff membership determines how the fees will be spent. All computers in open
tech labs, classrooms and the Learning Center are on a rotation for replacement. This fee covers microform reader/printers, patron workstations and some databases in the library; general classroom technology such as projectors, DVD players and screens; student printers in the labs and library; mobile wireless laptop classrooms; one helpdesk position; equipment for students to check out such as digital cameras, laptops, tripods, etc; and network concentrators in computing labs & classrooms.

**Housing Parking Fee** - Student Housing residents registering a vehicle at student housing must pay a $100 per academic year registration fee. Limits are one vehicle per single resident (no boats or trailers), and two vehicles for family residents. Snow removal and parking lot maintenance are covered by the fee. Student must register by September 16 or vehicles may be removed or ticketed. This is a mandatory fee assessed to Housing students registering vehicles at UAS Housing facilities.
# Academic Calendar 2011-2012

## Fall 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong> 18</td>
<td>Last Day to Apply for Fall Admission</td>
</tr>
<tr>
<td>25</td>
<td>Tuition &amp; Fees Due – Fall Semester</td>
</tr>
<tr>
<td>29</td>
<td>Housing Move-In (Begins at 9am)</td>
</tr>
<tr>
<td>30</td>
<td>New Student Orientation</td>
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<tr>
<td>31</td>
<td>New Student Orientation</td>
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<tr>
<td><strong>September</strong> 1</td>
<td>First Day of Fall Instruction</td>
</tr>
<tr>
<td>5</td>
<td>Labor Day Holiday</td>
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<tr>
<td>8</td>
<td>Web Registration Ends</td>
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<tr>
<td>8</td>
<td>Last Day to drop at 100% refund</td>
</tr>
<tr>
<td>5</td>
<td>Last Day to drop at 50% refund</td>
</tr>
<tr>
<td>15</td>
<td>Last Day to change credit or audit for full-term classes</td>
</tr>
<tr>
<td>15</td>
<td>Last Day to Return Fall Textbooks</td>
</tr>
<tr>
<td>16</td>
<td>Withdrawal Period Begins for Full-term classes</td>
</tr>
<tr>
<td><strong>October</strong> 1</td>
<td>Graduation Application Deadline for Fall</td>
</tr>
<tr>
<td>31</td>
<td>Spring Schedule Web Search Available</td>
</tr>
<tr>
<td>31</td>
<td>Deadline for late applications for fall graduation</td>
</tr>
<tr>
<td><strong>November</strong> 14</td>
<td>Spring 2012 Priority Registration Begins</td>
</tr>
<tr>
<td>21</td>
<td>Spring 2012 Open Registration Begins</td>
</tr>
<tr>
<td>23</td>
<td>Last Day to Withdraw from full-term classes</td>
</tr>
<tr>
<td>24-27</td>
<td>Thanksgiving Closure (Campus Closed)</td>
</tr>
<tr>
<td><strong>December</strong> 12</td>
<td>Final Exam Week (12-17)</td>
</tr>
<tr>
<td>12</td>
<td>Used Book Buy-back (12-17)</td>
</tr>
<tr>
<td>24</td>
<td>Grades Due</td>
</tr>
<tr>
<td>24-3</td>
<td>Holiday Break (Campus Closed)</td>
</tr>
</tbody>
</table>
## Spring 2012

**January**
- 4 **Campus Open**
- 9 **Tuition and Fees Due - Spring Semester**
- 13 **Spring Housing Move-In (new students only)**
- 16 **New & Transfer Students Orientation**
- 13 **Spring Housing Move-In (returning students)**
- 16 **Alaska Civil Rights Day – Campus Closed**
- 17 **First Day of Spring Instruction**
- 24 **Last Day to drop at 100% refund**
- 24 **Web Registration Ends**
- 31 **Last Day to Return Spring Textbooks**
- 31 **Last Day to drop at 50% refund**
- 31 **Last Day to change credit to audit**
- 31 **Withdraw Period Begins for Full-term Courses**

**February**
- 1 **Graduation Application Deadline for Spring**
- 6 **Summer Schedule Web Search Available**
- 27 **Summer 2011 Registration Open**

**March**
- 1 **Deadline for Late Applications for Spring Graduation**
- 1 **Last Day to Apply for Graduation**
- 12 **Spring Break (12-17)**
- 16 **Campus Closed**
- 26 **Fall Schedule Web Search Available**

**April**
- 5 **Last Day to Withdraw**
- 9 **Fall 2012 Priority Registration Begins**
- 23 **Fall 2012 Registration Begins for All Students**
- 30 **Final Exam Week (30-5)**
- 30 **Used Book Buy-Back (30-5)**

**May**
- 4 **Sitka Commencement**
- 5 **Ketchikan Commencement**
- 6 **Juneau Commencement**
- 8 **Grades Due**

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Bear Safety Tips

Information was found at www.ask.com. This information was written specifically for National Parks, however it has some very useful advice while out enjoying Alaska’s Wilderness. From Darren Smith, your Guide to U.S. / Canadian Parks. Even though bear attacks at the national parks are extremely rare, here are some tips to help you to minimize risk if you are traveling in bear country.

How to tell a Black Bear from a Grizzly Bear
There are some obvious physical differences between the American Black Bear (Ursus americanus) and the Grizzly Bear (Ursus arctos horribilis). Color, however, is not a reliable identifying characteristic for either species. Not all black bears are black in color; they come in a various shades of brown and may even be blonde. Grizzly bears range from yellowish-brown to black. When looking from the side, a black bear has a straight facial profile (from the forehead to the nose). The same profile of a grizzly bear will have a dished out appearance. Also, a black bear will have a straighter shoulder-rump line, while the grizzly will have a characteristically large hump on its back above the shoulders. The black bear has claws which are shorter and more curved than those of the grizzly bear.

Precautions in Campgrounds and Picnic Areas
• Do not cook or store food in or near your tent.
• Keep a clean campsite by properly disposing of garbage, washing your dishes, and wiping down table tops.
• Hang food and anything with strong odors (toothpaste, bug repellent, soap, etc.) out of the reach of bears, if possible (at least ten feet above the ground and five feet from the tree trunk). If no trees are available, store your food in airtight or specially designed bear-proof containers.
• Avoid taking odorous foods (they attract bears) and keep food smells off your clothing.
• Burn garbage completely in a hot fire and pack trash out (don’t bury it). Food and garbage are equally attractive to a bear so treat them with equal care.

On the Trail or in the Backcountry:
• Avoid surprising bears at close range. If you are hiking through bear country, make your presence known, particularly where the terrain or vegetation makes it hard to see. Make noise, sing, talk loudly, or wear a bell. If possible, travel with a group. Groups are noisier and easier for bears to detect.
• Bears may be active at any time of the day or night, but they tend to be more active at dawn and dusk. Plan your hikes accordingly and stay on established trails.
• There are several indicators that may alert a backcountry traveler that a bear is in the area. Some of the most easily identifiable clues include rub trees, diggings, scat, and tracks. Identifying these clues may help to prevent an encounter.
• One myth is that bears are attracted to the scent of a menstruating woman. Bear experts say that is rumor, not fact.
• Leave your dog at home. Pets and bears don’t mix.
• Learn and obey the rules and regulations of the wilderness and other areas you’re hiking in.

If you Encounter a Bear:
• Remain calm and avoid sudden movements.
• Give the bear plenty of room, allowing it to continue its activities undisturbed. Every bear has a zone of danger or personal space — that is, the distance within which a bear feels threatened. If it changes its natural behavior (feeding, foraging or movement) because of your presence, you are too close. If you stay
within that comfort zone, a bear may react aggressively in the form of a bluff charge, bodily contact, or even an outright attack.

- If you spot a bear and the bear is unaware of you, detour quickly and quietly away.
- If spotted by a bear, try to get its attention while it is a good distance away. Help the bear to recognize that you are human, by talking to it in a normal voice or waving your arms. If a bear cannot tell what you are, it may come closer or stand on its hind legs to get a better look or smell. A standing bear is usually curious, not threatening.
- Some bears will bluff their way out of a threatening situation by charging, then veering off or stopping abruptly at the last second. Bear experts generally recommend standing still until the bear stops and then slowly backing away.
- Never run from a bear. Running may elicit a chase from an otherwise non-aggressive bear, and since they can run faster than 30 mph, you have no chance of outrunning them.
- Never feed or toss food to a bear.
- Climbing a tree to avoid bears is popular advice but not very practical in many circumstances. All black bears, all grizzly cubs, and some adult grizzlies can climb trees. Running to a tree may provoke an otherwise uncertain bear to chase you.
- Throw something onto the ground (like a camera) if the bear pursues you, as it may be distracted by this and allow you to escape.
- If you carry pepper spray, be sure that you have trained with it before trusting it during an attack.

Black bears and grizzly bears are very different animals, with grizzlies being responsible for most bear-attack fatalities. In the extreme case that a grizzly bear makes contact with you, play dead. Lie face down on the ground and place your hands around the back of your neck. Stay silent and don’t move. Try to keep your legs spread apart to prevent the bear from rolling you over. If possible, leave your pack on to protect your back. Typically a grizzly bear will break off its attack once it feels the threat has been eliminated. Remain quiet and motionless for as long as possible. Bears will often watch from a distance and return at the first sign of movement.

Black bears attack very rarely, but when they do it is most likely a predatory attack (i.e. looking for a meal). Even though a normal black bear does not view people as food, a starving or injured bear might. Playing dead or climbing a tree will not stop these kinds of attacks, so your best recourse is to act aggressively and try to intimidate the bear by yelling and waving your arms and if necessary, fight back using any objects available. When the bear no longer feels threatened, it will usually leave the area. Do not move or make noise until you are sure the bear is gone. For further information: International Association for Bear Research and Management (www.bearbiology.com) - a non-profit volunteer organization dedicated to the conservation of all species of bears.
UAS REC Center Policy

The UAS Student Recreation Center exists primarily to enhance the recreational and educational opportunities available on the Juneau campus. The REC prides itself on a fun approach to health and wellness, individual and team-oriented recreation for the entire UAS community. We also offer a variety of cultural and social events throughout the year at the Student Activity Center (SAC), located within the Recreation Center.

ENTRY PROCEDURES
Facility users must present a current UAS Whale Card ID for admission into the building. Anyone without ID desiring access to the REC must proceed to the Cashier on the second floor of the Novatney Building to acquire an ID card or pay a $3 day-use fee.

Any attempt to enter the facility with an unauthorized ID card will result in the card being confiscated. The Recreation Manager will make a decision regarding the individual’s eligibility for future use of the facility.

RECREATION & ACTIVITY AREAS

Climbing Wall
All climbers are required to complete a climbing orientation and sign a release of liability waiver before using the climbing gym. Climbing orientations are offered on a regular basis for individuals and small groups.

Gymnasium
There is a multi-purpose basketball, volleyball, and badminton court in the main gym. The gym is available for use by members, student groups, clubs, and UAS-sponsored groups. A variety of open gym activities are offered during the academic year as well. Cardiovascular Equipment Located upstairs on the far end of the running track is treadmills, stair-master machines, lifecycles, elliptical machines, and rowing cross-trainers for patron use.

Weight Room
The weight room is equipped with a variety of free weights and Paramount weight-training equipment. This portion of the facility is off-limits to anyone under 18 years of age. Weight room orientations are offered on a regular basis during the academic year.

Running/Walking Track
The indoor running track is located on the second floor, above the main gym. The track is a composite surface with banked turns. There are three running lanes, 16 laps equals one mile in the middle lane.

Fitness Studio
Aerobics, yoga, and dance classes are held daily in the fitness / dance studio. This space is also available for use by student groups, clubs, and for UAS-sponsored activities. One wall is entirely mirrored and supports a ballet bar along its full length. A variety of training equipment is available in this room including dumbbells, jump ropes, balance balls, striking pads and gloves, weighed balls, and mats.

FACILITY USE REGULATIONS
The UAS Student Recreation Center is for primary use by UAS Students, Staff, Faculty, Alumni and members of the National Guard. Juneau community members may use the REC Center during allocated times only by purchasing a guest pass to use for the day. Community use is restricted to certain areas of the facility on a limited-use basis.
Your participation at the Student Recreation Center is voluntary. You must assume all risks of physical injury and loss of possessions incurred during participation.

Appropriate athletic attire is required at all times for recreational purposes. Sandals are not considered appropriate footwear and shoes that mark the gym or fitness room floor are not allowed.

Abusive language and/or behavior will not be tolerated.

Smoking & tobacco products are not allowed in the building. There is NO SMOKING allowed within 50 feet of the building.

Alcohol is not permitted in or around the premises.

All food and drinks need to be kept in designated areas. No glass water bottles are allowed in the gym.

Workout towels may be checked out with an ID at the Front Desk. Shower towels may be rented for $0.50 or deducted from a towel punch card.

Children under 14 years of age are not allowed in the facility except during designated hours. They must be directly supervised by their parent/guardian at all times.

Children between 14 - 17 years of age may use the facility if accompanied by a parent/guardian member. No drop-offs allowed.

Failure to comply with these policies may lead to the revocation of your REC Center privileges.

The use of the Student Activities Center (SAC) by children is not allowed unless accompanied and supervised by a UAS student during designated hours only.

Lockers may be rented for daily use or for the entire year. Personal belongings may not be left in any activity area, behind the help desk, or in the Student Activity Center. Please use locker rooms both to change and to store personal belongings.

Bicycles are not allowed in the building. Racks are located at the front of the facility for lock-up.

Animals are not allowed in the building. Animal Control will be called if any animal is left tied up in front of the building and unattended for any length of time.

Weight room machine use:

• The use of spotters is required when lifting heavy weights.
• Belts are strongly recommended with exercises involving lumbar spine.
• Check clearance to other lifters and equipment before starting repetitions.
• Towels are recommended for use as covers on seats and benches.
• Wipe down equipment after use with provided cleaning supplies and towels.
• Weights must be returned to weight racks when not in use.
• Do not lean weights against the walls, windows, or against any other equipment.
• Users must wear proper attire at all times, including shirt and shoes. Users age 14—17 must be accompanied and closely supervised by a parent/guardian or have a liability waiver form on file at
the Front Desk.

- Children under age 14 are NOT allowed to use the weight room at anytime.

Fee Information
Full-time Students enrolled in 5 or more credit hours are assessed a Student Recreation Center fee at registration that covers facility use of the Student Recreation Center.

Part-time Students taking 4 credits or less may buy a Student Recreation Center membership for $150 per semester. Valid UAS Student ID is required and fee must be paid at the Recreation Center front desk.

Student spouses or partners have the unique opportunity to purchase a Student Recreation Center membership for $75 per semester. Annual membership begins 8-20 and ends 8-19 the following year. A pro-rated fee schedule is available for those joining after the 8-20 enrollment date. The UAS student affiliate must be present with their UAS ID as verification for spouse or partner membership.

Alumni Association Members must show proof of the $100 platinum Alumni Association membership upon purchase of a REC membership at an annual rate of $450.

Punch Cards are sold for $40 with a valid UAS ID for 20 entries into the facility during open hours. The card is non-refundable, non-transferable, and non-replaceable.

Day Passes may be purchased with a valid UAS ID or for guests accompanied by UAS affiliate at a rate of $3.00 per day for a REC event, workout, climbing competition, intramural activity or Open Gym.

Lockers are available for rent at the help desk for $10.00 per semester.

UAS Policies & Procedures
Juneau Policies for Clubs

ARTICLE VI – CLUBS

Clause One: USUAS-JC members may organize, establish and conduct UAS Juneau Campus student clubs.

Clause Two: Only those student clubs recognized as official UAS Juneau Campus student clubs are eligible for using certain University facilities at no charge, able to recruit members on campus, allowed to post club information on University bulletin boards and to seek funding from USUAS-JC.

Clause Three: The Director of Student Services is the formal authority for USUAS-JC clubs.

Clause Four: Student clubs may be officially recognized by the UAS Student Activities Office or USUAS-JC (majority vote of the Student Senate and signature approval of the President.)

Clause Five: The senate shall annually provide a club fund to be administered by the Student Government Administrative Assistant. Unless otherwise acted upon, the transfer shall be five percent (5%) of the projected governance receipts. Each year at the beginning of the fall semester the Student
Government President and the Director of Student Services will decide how many clubs that the Student Government would like to support and how much clubs would get from the fund. Each club created for the rest of the school year will receive this amount up to the maximum number of clubs that the fund can support.

Clause Six: Requests for additional funding by student clubs must be submitted to the Student Government Administrative Assistant in budget form and will receive a response from the senate within three (3) weeks.

Clause Seven: Student clubs must submit request for use of funds each time a club wishes to access funds (This is additional to original budget approval.)

Clause Eight: Student Clubs’ deposits must be submitted to Student Government Administrative Assistant with the correct form.

Clause Nine: Any reusable equipment that clubs wish to purchase must be approved by the Director of Student Services. Equipment purchased thus must be returned to USUAS-JC when club is inactive. An inactive club being defined as: a club that has been ruled as inactive by the Club Liaison or the Director of Student Services in accordance with Clause 11.

Clause Ten: To be eligible for recognition as an official UAS Juneau Campus student club, a prospective club must:

1. Have at least five (5) currently registered members of the USUAS-JC Student Body;
2. Have a club constitution with a mission statement, list of goals for the year and a written procedure for selecting club officers;
3. Have a prospective budget;
4. Have an advisor who is a current UA faculty or staff member or a community member approved by the USUAS-JC Assembly;
5. Be open to all club branches to membership from any USUAS-JC member regardless of gender, race, national origin, age, creed, appearance, handicap, social status, economic background, Religious affiliation, political affiliation, sexual orientation and/or lifestyle.

Sub-Clause One: All clubs shall submit to the USUAS-JC office information providing compliance with all of this clause, a phone number and address for a student contact in the club no later than six weeks after the first day of the fall and spring semester.

Clause Eleven: Each student club must demonstrate monthly activity. Monthly activity is defined as: club meeting(s) and/or club activity that lasts no less than thirty (30) minutes at least once a month. Each club must schedule a short informal meeting with the Club Liaison or Student Activities/Housing once a month to discuss club activities. They must also submit an in-person monthly report that includes activities of the club in the previous month and planned activities for the following month. These requirements must be done by the end of the business day for Student Activities/Housing on the last day of the month.

Clause Twelve: The meeting time and location must be unique for each club. [For example, clubs cannot meet at the same time and the same place and be considered different club meeting’s.] It is up to the discretion of student government and student activities/housing to interpret if there is a reasonable concern about the authenticity of a club meetings or club activity. If a reasonable concern is found, student Government and student activities/housing will conduct an investigation into the authenticity of the club’s activity, after which disciplinary action may be taken.
Clause Thirteen: Failure to meet the requirements set in above Clauses (7, 8, 10, 11, and 12) may result in disciplinary action at the discretion of the Club Liaison or the Director of Student Services. Disciplinary actions may include freezing of the clubs accounts, and/or the removal of the club as an active student club.

All clubs have the right to reserve rooms.

Ketchikan Policies for Clubs

USUAS-KC members may organize, establish, and conduct UAS Ketchikan Campus student clubs. Only those student clubs recognized as official UAS Ketchikan Campus student clubs are eligible for using certain University facilities at no charge, able to recruit membership on campus, qualified to seek funding from USUAS-KC, and allowed to post club information on University bulletin boards. Students interested in forming a Ketchikan campus club should contact Chris Hoyt at (907)228-4505.

To be eligible for recognition as an official UAS Ketchikan Campus student club, a prospective club must fully complete the club packet.

Juneau Bulletin Board Policy
Public Postings Policy

All on-campus posters must include contact information, a name (first name, university issued email or department), and an expiration date (or date of event). Posters may only be placed inside buildings and in places designated for such posters. Posters which announce activities to be held at the University or of special interest to the university community shall be posted. Limited space will be allocated for off-campus advertisements and the designated areas identified. Posters are limited in size to 14”x22” before needed additional approval by Activities Office. Posting and removal are the responsibility of the contact person or department.

On-campus posters with appropriate contact info may be posted on the following bulletin board areas without prior approval. They must be limited to one per bulletin board and must be taken down within two weeks of posting or within 2 days of the event ending. Student Housing and the REC Center control their own bulletin boards. Postings may be left in the Activities office to be delivered to those sites and they will be posted at the discretion of the management. The hanging of banners must be site approved by St Activities before placement. Chalking may be used outside if the rain can wash away the area. Chalkers must register with the St Activities office in lieu of chalking contact information. Student Election materials must follow the USUAS-JC guidelines and be in compliance with this policy.

Off campus posters must get stamped approval from the St Activities Office, 128 Mourant. This date stamp must be present on all posters to remain on Public area bulletin boards. Political and campaign posters are not allowed unless event specific.

Staples and thumbtacks should not be used, pushpins or tape only. No self adhesive stickers, labels or signs are allowed. Unauthorized locations include exterior walls, building entries, outside columns, walls along stairs, glass entry and exit doors, fences, trashcans or bathroom stalls, without prior approval. There can be no unofficial usage of the university logo in advertising. There can be no usage of alcohol logos or mastheads.
Violations of the poster policy will result in the posters being removed and discarded. It would be polite to use the contact information and inform the owners as to why it is being removed. Posters that abide by the policy should not be written on, removed, destroyed, or made unreadable. If it is suspected that this has happened to a poster, the UAS Judicial Officer should be contacted. If you have a problem with the content you should use the contact information to inform the owner of the poster your concerns. St Activities will hire a bulletin board monitor and be checking for compliance twice weekly.

University posting areas for On-Campus departmental events and notices:

Mourant-
- 1st floor landing
- Wellness 2nd floor by Windows
- St Govt & UAS: Café 2nd floor- wall near elevator
- Mourant Café Electronic-2nd floor

Novatney-
- 1st floor central area and entry vestibule
- Financial Aid has a designated board 2nd floor

Whitehead-
- 2nd floor-Computer Lab

Soboleff-
- 1st floor- (1 designated glass covered for Art Dept) 1 general
- 2nd floor (6 glass enclosed designated for Art Dept, UAS in the news), south entrance area, by Dean’s office

Hendrickson-
- 1st Floor- 1 general, (1 designated Environmental Science Dept)
- 2nd Floor Hendrickson Annex entry

Egan-
- Library 1st, 2nd and 3rd floor
- Spikes Signboard- new free stand in café area, 2nd floor
- Spike’s Electronic

Anderson-
- 2nd floor

Bill Ray Center-downtown-
- 1st floor

REC Center-
- 1st floor entry

Housing Lodge-
- 2nd floor entry
- Housing Lodge Electronic

Public posting designated bulletin boards (along with on-campus postings) for approved posters:

Mourant-
- Café 2nd floor – wall near elevator
- Stairwell landing

Novatney-
- 1st floor entry and central floor

Whitehead-
- 2nd floor Computer Lab

Soboleff-
- 1st and 2nd floor

Hendrickson-
- 1st floor

Hendrickson Annex-
- entry

Egan Library-
- 1st, 2nd and 3rd floors
- Spike’s Café signboard 2nd floor

Anderson-
- 2nd floor

Bill Ray Center-downtown-
- 1st floor

Tech. Education Center-downtown-
- 1st floor
Ketchikan Posting Policy

Submit all postings to the Administrative & Recruitment Specialist (upper campus, Ziegler Building, Room #116B) or the Technical Center Administrative Secretary (RH Technical Center, Front Desk) for approval and posting. Postings by UAS faculty or staff for university related business is the only exception. Any posting without this approval will be removed.

- All postings must include, when appropriate, name of sponsoring organization and date of event. Flyers may not be libelous or obscene.
- Posted material should not cover or obstruct other notices.
- All postings will be dated and will be automatically removed after 1 month or the end of the month.
- No postings from for-profit organizations are allowed.
- Postings are limited to bulletin boards and strips. Tape and push pins are not allowed on painted surfaces!
- Postings must be placed on appropriate bulletin boards only.
- Elevators are reserved for campus postings only.
- All postings not following the above guidelines will be removed.

Other UAS Policies
Emergency situations

Juneau Campus: Health and Safety Manager – Dan Garcia (907) 796-6077

The university reserves the right to summon emergency medical services to any situation that might involve a person’s health concern exhibited on any campus property. Any medical costs incurred will be the responsibility of the patient and may include ambulance, emergency room charges, medivac, or hospitalization.

Official University Correspondence via Email
Email is an important tool and is considered an official form of communication at UAS. University-sponsored email accounts are provided to all student, faculty and staff and are recognizable by the address@uas.alaska.edu. The UAS IT Helpdesk can provide you with assistance accessing your email through the web or with University provided email software.

If you wish to have your email redirected to another email address (e.g. MSN, AOL, or Hotmail), you may do so, but at your own risk. UAS faculty and staff expect that you will check their email regularly and take responsibility to assure that you receive and read time-critical University communication.

The UAS IT staff work hard to ensure that the UAS email system is secure and reliable. The UAS email server is protected by anti-spam software which screens out most junk mail and fraudulent messages. The UA system, however, has many email systems. In order to protect your privacy, you should be highly suspicious of any correspondence which does not originate from a @uas.alaska.edu address. If you have any doubts about the authenticity of a message, please forward it to the IT Helpdesk immediately.
*WORDS CAN HURT!!*

We’ve all been hurt at one time or another by the derogatory, demeaning, or discriminatory remarks of others. Whether the pain inflicted was intentional or accidental, it does not matter. Words do HURT!

All of us at the University of Alaska Southeast want you to succeed in the classroom, the laboratory, and in the office; to do well academically, professionally, and socially; and to feel at home within our university. This notice is designed to assist all members of the UAS campus community. It is important to understand the basic values which underlie the educational goals of the university. Intellectual honesty, mutual respect, and freedom from discrimination, intimidation, harassment and violence against persons or property are central to our mission. Acts of intolerance and abusive behaviors which violate these basic values will not go unchallenged within our academic community.

UAS is committed to standards promoting speech and expression that fosters the maximum exchange of ideas and opinions. Ideally, discourse is open, candid, and characterized by mutual respect and dignity.

It is the goal of the University to foster a campus climate which promotes the ideals of civility and appreciation for the uniqueness of each member of our academic community. It is the expectation of our Chancellor and members of our community that each person and group will demonstrate a tangible commitment to helping UAS achieve this goal.

**Protest/Demonstrations**

"Free speech" is central to the life of a university. Great care must be taken not to inhibit open discussion, debate, and expression of personal opinion and differences of opinion—particularly in the classroom.

UAS is committed to free speech. Nothing in this publication should be considered in any way limiting or restricting the existing legal right to speak freely and openly.

Ideas that may seem offensive or controversial, even to the majority, are permitted if they are expressed in accordance with legal principles. The University will apply the norms of “time, place, and manner” in governing the expression of ideas and sharing of information that is the very life of the University.

No matter how basic or widely accepted, the concept of rights and freedoms, carries with it corresponding responsibilities. All members of the University community enjoy the same constitutional and civil rights guaranteed to 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 strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. Use of amplification devices (microphones/speakers) must be arranged in advance through the Student Activities Office so not to disrupt the classroom and work environment (796-6528).

To this end, certain basic regulations and policies have been developed to govern behavior of University community members.

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 the law, would constitute such a violation."

MORE IS BETTER
As students, faculty, and staff, we can use “more speech” to prevent and respond to offensive speech and behavior. We can:

- Promptly and clearly speak out against such words and actions when they occur.
- Be models of the type of civilized and respectful behavior that is expected of all persons at UAS.
- Resolve disputes in an open, mature manner through discourse, mediation, and education.
- Actively work to promote a campus climate and work environment that is open to and welcomes all persons.

WHAT IS HARASSMENT?
One form of harassment, criminal harassment, as defined by Alaska statute (Sec.11.61.120) occurs when:

- A person insults, taunts, or challenges another person in a manner likely to provoke an immediate
- Violent response

Other forms of harassment, as defined by the UAS Student Code of Conduct, include:

- Physical or verbal abuse
- Sexual harassment
- Intimidation

Other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

Forms of sexual harassment, as defined by University of Alaska Board of Regents Policy (04.02.01), include, but are not limited to:

- Verbal abuse of a sexual nature
- Graphic verbal commentaries about an individual’s body
- Sexually degrading words used to describe an individual

These and other kinds of harassment that are against laws of the nation, the State of Alaska, and the local community are not acceptable at UAS.

ASSISTANCE
The Office of Human Resources, (907) 796-6473, handles informal complaints about sexual harassment and discrimination complaints based on race, color, religion, national origin, age, sex, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood.

Other resources for faculty and staff:
Faculty and staff may also meet with their supervisors, department chairs, directors, deans or staff from Human Resource Services, (907) 796-6263.

Other resources for students:
Students may also contact the Student Resource Center (Advising and Counseling), (907) 796-6000, Dean of Students Office (907) 796-6528, Residence Life, (907) 796-6443, their club or academic advisors or appropriate chair, director or dean to assist them.
UAS Pet Policy

1. Pets may be brought on University property provided that the animal is:
   a. confined in the owner's automobile (with consideration for weather conditions and ventilation); and
   b. on a leash and accompanied at all times by an individual capable of controlling the animal.

2. Anyone who brings a pet on University property must:
   a. comply with CBJ ordinance requirements for sanitary disposal (08.40.040);
   b. assume all financial responsibility for any damage to property or injury to individuals caused by the animal.

3. Pets may not be tethered to University buildings, structures, motor vehicles, trees, railings, light poles, benches, posts, or other structures.

4. Pets may not be taken into a University building except as listed below:
   a. housing facilities where pets are specifically allowed:
   b. animals maintained on campus in non-residence areas for research and laboratory purposes, with the approval of teaching, research, or service departments;
   c. those animals specifically trained and in control of disabled individuals, including seeing-eye dogs and hearing-ear dogs, and so on.

5. Animals found tethered to University property or wandering loose on campus may be impounded or reported to the local enforcement agency.

6. Repeat offenses or serious violations will lead to referral to the appropriate University authorities and/or the local enforcement agency for further action.
Campus Safety and Security and Crime Statistical Reporting

At UAS, we care about your safety. While the campus has been a relatively safe environment in which to study and socialize, it is the responsibility of all students to be aware of and avoid potentially unsafe situations. Faculty, staff and students are encouraged to report any crime or suspicious activity to a university official or local law enforcement. Visit the campus safety page for more information to include the Campus Crime Awareness and Campus Security Act information.

The UAS campus crime statistics are compiled from an in-house database and with cooperation from the local law enforcement office. We use both systems as a check and balance for the crime stats generated for the Clery Act.

The crime statistics are based on a calendar year (January through December) not an academic year. These statistics are published and distributed each Fall Semester. The statistics are also entered in to the Department of Education web site. This is a federal requirement and is a means for the government to track compliance.

The Clery Act requires that all staff, faculty and students have access to these crime statistics. The statistics are published in the Academic Catalog and sent to the students at the beginning of the Fall semester. For printed copies, please contact the Dean of Students Office at 796-6528.
## Safety Statistics
### Juneau Campus Crime Stats (2008-2010)

#### Criminal Offenses On Campus

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<th>2008</th>
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#### Criminal Offenses On Campus Residence Halls

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Safety Statistics
Ketchikan Campus Crime Stats (2008-2010)

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<td>Murder/Non-Negligent Manslaughter</td>
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</tr>
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<td>Negligent manslaughter</td>
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<td>Motor vehicle theft</td>
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<tr>
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### Hate Crimes On Campus Residence Halls

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### Hate Crimes Public Property

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### Arrests

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### Arrests on Campus Residence Halls

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### Arrests Non Campus Buildings

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<th>HEOA</th>
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<tr>
<td>Robbery</td>
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UAS Student Code of Conduct

Cheating, Plagiarism, or Other Academic Dishonesty
Examples include students who:

1. Use material sources not authorized by the faculty member during an examination or assignment;
2. Utilize devices that are not authorized by the faculty member during an examination or assignment;
3. Provide assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
4. Present as their own the ideas or works of another person without proper acknowledgment of sources;
5. Knowingly permit their works to be submitted by another person without the faculty member’s permission;
6. Act as a substitute or utilize a substitute in any examination or assignment;
7. Fabricate data in support of laboratory or field work;
8. Possess, buy, sell, obtain, or use a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
9. Alter grade records of their own or another student’s work; or
10. Offer a monetary payment or other remuneration in exchange for a grade.

Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property
Examples include:

1. 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;
2. Misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies or resources;
3. Falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the University; or
4. Trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the University.

Damage or Destruction of Property
Examples include:

1. Damage or destruction to property owned or controlled by the University;
2. Damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g.:
3. the action occurred during an event authorized by the University;
4. 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
5. the property not owned or controlled by the University was located on University property.

Theft of Property or Services
Examples include:

1. 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
2. Theft or unauthorized use of University services or unauthorized presence at University activities without appropriate payment for admission.
Harassment
Examples include:

1. Physical or verbal abuse;
2. Sexual harassment;
3. Intimidation; or
4. Other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

Endangerment, Assault, or Infliction of Physical Harm
Examples include:

1. Physical assault;
2. Sexual misconduct and assault;
3. Terrorist threats;
4. Hazing or coercion that endangers or threatens the health or safety of any person, including oneself; or
5. Conduct which causes personal injury.

Disruptive or Obstructive Actions
Examples include:

1. Obstructing of disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the University;
2. 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
3. Taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the University.

Repeated violations of standard laboratory safety rules and safe procedures as outlined by the instructor at the beginning of a UAS laboratory-based course.

1. First offense: A verbal warning with a written record kept of the warning in the laboratory manager’s office. Should the student not violate the rules and procedures again the written record will be removed from the file at the conclusion of the semester.
2. Second offense: a written warning with the rule reviewed and a statement signed by both the student and the instructor stating that the rule is understood and will be followed.
3. Third offense: a temporary restriction from attending the lab until a conference is held with the student, the laboratory manager, the safety committee chairperson, and the instructor. The student will decide whether he or she will sign an agreement to consistently adhere to the rules and procedures for that point forward. Should the student refuse to sign the agreement, the temporary restriction from being in the laboratory will continue and the student will be referred to the Dean of Students for formal university disciplinary action for violation of the UAS Student Code of Conduct, which may include permanent removal from the course.
4. Fourth offense: Should the student sign the agreement upon the third offense and fail to strictly adhere to the rules and procedures, the student will be temporarily restricted from being in the laboratory and referred to the Dean of Students for formal university disciplinary action for violation of the UAS Student Code of Conduct, which may include permanent removal from the course. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals Example: 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 UAS rules and procedures.

Failure to Comply with University Directives
Examples include:

1. Failure to comply with the directions of law enforcement officers or University officials acting in the performance of their duties;
2. Failure to identify oneself to University officials when requested; or
3. Failure to comply with disciplinary sanctions imposed by the University.

Misuse of Alcohol or Other Intoxicants or Drugs
Examples include:

1. 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 UAS rules and procedures; or
2. 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 UAS rules and procedures.

REGENTS’ POLICY

PART IX – STUDENT AFFAIRS

Chapter 09.01 - Student Affairs; General Provisions

R09.01.050. Student Notification Regarding Regents' Policy, University Regulation, and MAU Rules and Procedures
Each chancellor will be responsible for making information generally available to students regarding current regents’ policy, university regulation, and MAU rules and procedures that apply to students. It will be each student's responsibility to become familiar with such regents’ policy, university regulation, and procedures.

R09.01.080. Student Identification
A. A student will have one identification code in university databases and files.
B. Students may be required to present photographic identification and provide their university identification code in order to receive university services, or at other times as requested by a university official.

Chapter 09.02 - Student Rights and Responsibilities

P09.02.010. General Statement: Student Rights and Responsibilities.
A. The university will maintain an academic environment in which the freedom to teach, conduct research, learn, and administer the university is protected. Students will enjoy maximum benefit
from this environment by accepting responsibilities commensurate with their role in the academic community. The principles found herein are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the university community.

B. Students will have the right:
   1. to pursue an education free from illegal discrimination and to be judged on the basis of relevant abilities, qualifications, and performance;
   2. to fair and impartial academic evaluation and a means of recourse through orderly procedures to challenge action contrary to such standard;
   3. to free inquiry and expression;
   4. to access their own personnel and education records and to have the university maintain and protect the confidential status of such records, as required by appropriate legal authority;
   5. through student representatives, to participate in formulating and evaluating institutional policies;
   6. to organize and join associations to promote their common and lawful interests;
   7. to be able to protest on university premises in a manner which does not obstruct or disrupt teaching, research, administration, or other activities authorized by the university;
   8. to an academic environment conducive to intellectual freedom;
   9. to a fair and orderly disciplinary process; and
   10. to have access to accurate information regarding tuition, fees and charges, course availability, general requirements for establishing and maintaining acceptable academic standing, and graduation requirements.

C. Students will be expected to balance these rights with the responsibility to respect the learning environment for others and for themselves and to make their best effort to meet academic challenges undertaken. Students will be responsible for compliance with the University of Alaska Student Code of Conduct.

D. Information regarding student rights and responsibilities will be set forth in student handbooks and made available in libraries, student affairs offices, and/or electronically. Students will be expected to make a good faith effort to become knowledgeable about their rights and responsibilities as students.

P09.02.020. Student Code of Conduct.

A. 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 described in this section and in university regulation and MAU rules and procedures, collectively referred to as the Student Code of Conduct, or code. Students and student organizations will be responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized by the university.

B. 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 prohibited forms of conduct:
   1. cheating, plagiarism, or other forms of academic dishonesty;
   2. forgery, falsification, alteration, or misuse of documents, funds, or property;
   3. damage or destruction of property;
   4. theft of property or services;
   5. harassment;
   6. endangerment, assault, or infliction of physical harm;
   7. disruptive or obstructive actions;
8. misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals;
9. failure to comply with university directives;
10. misuse of alcohol or other intoxicants or drugs;
11. violation of published regents’ policy, university regulation, rules, or procedures; or
12. any other actions that result in unreasonable interference with the learning environment or the rights of others.

C. Examples of actions that constitute these prohibitions will be described in the university regulation and MAU rules and procedures.

D. This policy and university regulation and MAU rules and procedures 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.

(11-20-98)

P09.02.030. Scope of University Authority for Violations of the Student Code of Conduct.
A. Violations of the Student Code of Conduct that 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.

B. A student who has been charged with a violation of the code and refuses to participate in the judicial process may be prohibited from re-enrolling in the university until the charges are resolved to the satisfaction of the university.

(11-20-98)

P09.02.040. University Judicial Procedures.
Procedures for code violations will be set forth in university regulation and MAU rules and procedures and will provide for appropriate process. Failure to adhere to these procedures provides no basis for relief outside the university unless the failure seriously impairs substantive rights and violates minimum due process rights of the party.

(11-20-98)

P09.02.050. Disciplinary Sanctions and Reinstatement of University Benefits.
A. In accordance with AS 14.40.240, the president is authorized to delegate the president’s authority to suspend, expel, and reinstate a student.

B. The president or designee is authorized to revoke a degree that has been conferred by the board if a student has been found to have committed academic misconduct in pursuit of that degree.

C. Other sanctions for misconduct, and designation of the authority to impose these sanctions, may be established by the president in university regulation.

D. Sanctions may be imposed on individual students who violate the code. Sanctions may also be imposed on a student organization when the organization violates the code or when a member’s misconduct is attributable to the organization. Disciplinary sanctions imposed on a student by one MAU will be effective throughout the university system.

E. A summary restriction is an immediate and temporary limitation on a student's access to the university or university services or functions pending the outcome of the university judicial process. A summary restriction may be imposed on a student prior to a judicial review or hearing if the chancellor or designee determines that the student poses a clear and present threat to the
student's safety or to the safety of other members of the university community, or is obstructing or disrupting teaching, research, administration, or other activities authorized by the university.

Accused students will be notified in writing of decisions or sanctions resulting from university judicial proceedings affecting them, in accordance with university regulation and MAU rules and procedures. Such notification will be accompanied by information regarding any additional review process.

P09.02.070. Records and Confidentiality Regarding Conduct Violations.
The management of student records pertaining to the violation of the Code, and the confidentiality accorded these records, will be set forth in regents’ policy, university regulation, and MAU rules and procedures regarding education records.

P09.02.080. Final University Decision.
A final university decision is one for which there is no further review within the university. The university will inform the student in writing and in accordance with university regulation when a decision constitutes the university’s final decision. Where applicable, the notification of final decision will also state that further redress of a final decision may be had only by filing an appeal with the Superior Court of Alaska in accordance with Alaska Appellate Rule 602(a)(2) within thirty (30) days from the date of the final decision.

UNIVERSITY REGULATION

PART IX – STUDENT AFFAIRS

Chapter 09.02 - Student Rights and Responsibilities

R09.02.010. General Statement: Student Rights and Responsibilities
The purpose of this regulation is to further define the University of Alaska’s Student Code of Conduct, or Code, and to establish a framework for the enforcement of the Code. These procedures, and their elaboration in MAU rules and procedures, will allow for fact-finding and decision-making in the context of an educational community, encourage students to accept responsibility for their actions, and provide procedural safeguards to protect the rights of students and the interests of the university. These procedures are applicable to all students and student organizations.

R09.02.020. Student Code of Conduct
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.

A. Cheating, Plagiarism, or Other Forms of Academic Dishonesty
Examples include:
   1. using material sources not authorized by the faculty member during an examination or assignment;
   2. utilizing devices that are not authorized by the faculty member during an examination or
assignment;
3. 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;
4. presenting as their own the ideas or works of another person without proper acknowledgment of sources;
5. knowingly permitting their works to be submitted by another person without the faculty member’s permission;
6. acting as a substitute or utilizing a substitute in any examination or assignment;
7. fabricating data in support of laboratory or field work;
8. 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;
9. altering grade records of their own or another student’s work; or
10. offering a monetary payment or other remuneration in exchange for a grade.

B. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property

Examples include:
1. 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;
2. misuse or unauthorized use of university identification cards, keys, funds, property, equipment, supplies or resources;
3. falsely representing oneself as an agent of the university, incurring debts or entering into contracts on behalf of the university; or
4. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the university;

C. Damage or Destruction of Property

Examples include:
1. damage or destruction to property owned or controlled by the university;
2. damage or destruction of property not owned or controlled by the university if the action constitutes violation of the Code, e.g.:
   a. the action occurred during an event authorized by the university;
   b. 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
   c. the property not owned or controlled by the university was located on university property.

D. Theft of Property or Services

Examples include:
1. 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
2. theft or unauthorized use of university services or unauthorized presence at university activities without appropriate payment for admission.

E. Harassment

Examples include:
1. physical or verbal abuse;
2. sexual harassment;
3. intimidation; or
4. other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

F. Endangerment, Assault, or Infliction of Physical Harm

Examples include:
1. physical assault;
2. sexual misconduct and assault;
3. terrorist threats;
4. hazing or coercion that endangers or threatens the health or safety of any person, including oneself; or
5. conduct which causes personal injury.

G. Disruptive or Obstructive Actions
Examples include:
1. obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the university;
2. 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
3. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the university.

H. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals
Examples include:
1. 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 MAU rules and procedures.

I. Failure to Comply with University Directives
Examples include:
1. failure to comply with the directions of law enforcement officers or university officials acting in the performance of their duties;
2. failure to identify oneself to university officials when requested; or
3. failure to comply with disciplinary sanctions imposed by the university.

J. Misuse of Alcohol or Other Intoxicants or Drugs
Examples include:
1. use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the university, except as expressly permitted by law, Regents’ Policy, University Regulation, or MAU rules and procedures; or
2. 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 MAU rules and procedures.

R09.02.040. University Judicial Procedures
A. Authority and Responsibilities of Judicial Officers
Each chancellor will appoint a judicial officer experienced in student disciplinary proceedings who will supervise and implement a judicial review process for student disciplinary matters for the MAU. The judicial officer will consult with extended site directors prior to delegating student disciplinary responsibilities to staff located on extended sites. Judicial officers or designees have authority over disciplinary proceedings and are responsible for:
1. serving as, or designating, a review officer to conduct administrative reviews or judicial board hearings;
2. presenting, or designating a person to present, the university’s case before a judicial board;
3. assembling the members of judicial boards; and
4. modifying timelines associated with judicial proceedings in order to accommodate the academic calendar and for other reasons deemed appropriate by the officer.

B. Students Living on Campus
The chancellor may establish in MAU rules and procedures a judicial process specifically designed for students living on campus for matters relating to residence life. Such processes must comply with Regulation 09.02.01.
C. Rights Afforded Students in Judicial Proceedings
   1. The university will afford each student subject to judicial proceedings due process appropriate to the alleged violation and the magnitude of the potential sanction(s).
   2. If an accused student chooses to remain silent or does not participate in a judicial proceeding, decisions will be based on available information.
   3. A student may be accompanied by an advisor, who may be an attorney, during judicial proceedings. The advisor’s role will be determined by the rules governing the proceedings.
   4. Students may have copies of the records of their judicial proceedings at their own expense.
   5. Students may appeal decisions to impose minor sanctions and/or the severity of the sanction to the senior student services officer or designee. Students will be afforded an opportunity to provide comments to the senior student services officer on recommendations to impose major sanctions.

D. Rights Afforded Injured Parties During the Judicial Process
   1. The university will consider the needs and circumstances of injured parties, especially victims of personal injury and/or sexual assault. The university will take such measures as it deems reasonable to prevent the unnecessary exposure of victims of personal injury and/or sexual assault.
   2. An alleged victim of personal injury or sexual assault will be provided such information regarding the judicial process and the university’s responses as is required by law.

E. Overview of University Judicial Review Procedures
   1. Definitions
      Judicial Procedure
      a. 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.
      b. Major Sanction
         Major sanctions include suspension, expulsion, revocation of a degree, and other sanctions specified by MAU rules and procedures as being major sanctions.
      c. Minor Sanction
         Minor sanctions are those other than ones specified as major sanctions.
   2. After an allegation of misconduct is made, judicial review procedures will commence with a preliminary investigation, at the conclusion of which the judicial officer or designee will determine:
      a. whether to dismiss the charges; or
      b. whether the allegations, if true, would likely result in imposition of a minor sanction, in which case the matter continues with an administrative review; or
      c. whether the allegations, if true, would likely result in imposition of a major sanction, in which case the student is provided the opportunity to choose between a judicial board hearing or an administrative review.
   3. A judicial board hearing is only available to students deemed subject to imposition of a major sanction. In a judicial board hearing the matter is reviewed by a panel of students and faculty and students are afforded the opportunity to be represented by legal counsel.
   4. An administrative review is conducted by the judicial officer or designee and is intended to be an expedited process for examination of information and decision making. An administrative review is the only review process for matters involving imposition of a minor sanction. A student charged with infractions of the Code which would be subject to a major sanction may choose to have the matter investigated by an administrative review, but in so doing will be required to waive certain processes otherwise available under the judicial board hearing.
   5. An imposition of a minor sanction following a judicial board hearing or administrative review may be appealed to the senior student services officer, whose decision on the matter constitutes the final decision for the university.
6. Findings, conclusions, and recommendations from either the judicial board or administrative review process to impose a major sanction proceed to the chancellor after review by the senior student services officer. Opportunity will be provided to the student to comment on the administrative review or judicial board hearing. The decision of the chancellor is the final decision for the university.

F. Initiation of a Judicial Review

1. Any university student, faculty or staff member may initiate a disciplinary action against a student for violation of the Code. Allegations of Code violations must be in writing, signed by the complaining party, and submitted to the judicial officer or designee in accordance with MAU rules and procedures.

2. The judicial officer or designee will review the allegations and conduct an appropriate preliminary investigation to determine:
   a. whether to dismiss the matter because insufficient information exists to support the accusation; or
   b. whether sufficient information exists to warrant further judicial proceeding, and, if so,
   c. whether the charges, if substantiated, will subject the student to a major or a minor sanction.

3. The judicial officer or designee will send the student written notification:
   a. of the allegations of misconduct and the provisions of the Code which allegedly have been violated;
   b. of the judicial officer’s or designee’s name, telephone number, and office location; and
   c. of whether a major or minor sanction is likely to be imposed should the charges be substantiated, and
   (1) if a minor sanction is likely, that the matter will be pursued with an administrative review; or if a major sanction is likely, that the student has a choice between an administrative review or a judicial board hearing; and
   d. that, should the student fail to schedule a meeting, the meeting will be scheduled by the judicial officer or designee.

4. Should a student fail to schedule a meeting within the time period specified in the notification of charges, the judicial officer or designee will schedule the meeting and notify the student in writing at least three class days in advance of the scheduled meeting that, should the student fail to respond or appear, the judicial officer or designee will schedule an administrative review and that the student will have waived the opportunity for review by a judicial board hearing.

5. A student under review for matters which could result in the imposition of a major sanction will be provided a written explanation of the differences between an administrative review and a judicial board hearing. The student's choice of procedure must be stated in writing.
   a. If the student chooses an administrative review, the student must also waive, in writing, rights to procedures in the judicial board hearing which are not included in an administrative review.
   b. If the student chooses a judicial board hearing, the student will be notified in writing that:
      (1) the names of witnesses, copies of any witnesses’ written statements, or other documents on which the university will rely will be made available to the student for review at least three class days prior to the hearing;
      (2) the student must submit to the judicial officer or designee at least three class days prior to the hearing the names of witnesses, copies of any witnesses’ written statements, or other documents on which the student will rely; and
      (3) the student is to have no contact with any judicial board members or alleged victims.
involved in the matter, and, where appropriate, limited contact with other individuals involved with the hearing.

G. General Rules and Procedures for Administrative Reviews and Judicial Board Hearings
1. The university judicial system is not a court of law and is not held to standards applied in criminal proceedings. Formal rules of evidence will not apply. Testimony containing hearsay may be heard, taking into account the reliability of the information. Findings and conclusions will be based upon information presented during the review or hearing.
2. Reviews and hearings will ordinarily be scheduled between three and fifteen class days after written notice has been sent to the student, at times determined by the judicial officer or designee.
3. The judicial officer or designee will conduct an administrative review or chair a review by the judicial board.
4. Should a student fail to appear for an administrative review or judicial board hearing, the judicial officer or designee may determine to proceed with the review or hearing without the student.
5. Reviews or hearings may be conducted by audio conference or at an off-campus location, if directed by the judicial officer or designee.
6. The judicial officer or designee will establish reasonable rules for the conduct of the review or hearing, and will make them available to all parties.
7. Students may select an advisor for assistance during the proceedings. Should the student choose an attorney for an advisor, the student is responsible for the attorney's fees and legal costs regardless of the outcome of the review or hearing.
8. An administrative review or judicial board hearing will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:
   a. Charges are dismissed.
   b. A minor sanction is imposed.
   If a minor sanction is imposed, the judicial officer or designee will send the student written notification of the decision and appeal rights within 10 class days of the conclusion of an administrative review or judicial board hearing.
   c. A major sanction is recommended.
   If a major sanction is recommended, the judicial officer or designee will, within ten class days of the conclusion of an administrative review or judicial board hearing:
      (1) send the student written notification of the decision and of the right to provide comment to the senior student services officer; and
      (2) forward the record of the administrative review or judicial board hearing to the senior student services officer.

H. Rules and Procedures Specific to an Administrative Review
1. At the scheduled meeting the review officer will review the allegations and available information regarding the matter. The student, if present, will be given the opportunity to present information, explanations, and/or mitigating factors for the alleged violation.
2. Administrative reviews will be closed proceedings unless otherwise authorized by the judicial officer or designee.
3. An advisor for the student may be present during the hearing, but may not represent the student in the proceedings, nor speak or ask questions on the student's behalf unless authorized by the judicial officer or designee.
   If, during an administrative review for a charge originally determined to be subject to imposition of a minor sanction, new information is presented that could make the student subject to a major sanction, the student must be offered, in writing, the opportunity for review by a hearing board or for continuing with the administrative review. The student’s choice must be indicated in writing. If the student chooses to continue with the administrative review, the
student must also waive, in writing, rights to the processes in the judicial board hearing which are not included in an administrative review.

I. Rules and Procedures Specific for Conducting a Judicial Board Hearing

1. Judicial Board Composition
   Two currently enrolled students in good academic and disciplinary standing and three university faculty and/or staff members will be appointed in accordance with MAU rules and procedures to serve on a judicial board. The members of the board must be unbiased and may be selected from another campus or site.

2. The accused student will be notified, in writing, at least five class days prior to the judicial board hearing of the names of potential judicial board members. The student may object to a member on the basis of bias, provided the student notifies the judicial officer or designee in writing at least three class days prior to the scheduled hearing and states reasons for believing the board member is biased. The judicial officer or designee will have discretion to either uphold the appointment or have the board member replaced.

3. The accused student may choose between an open or closed hearing to the extent that such choices are permitted by state and federal laws. A hearing will be closed unless the student makes a written request at least one day in advance of the hearing to the judicial officer or designee for an open hearing. In order to protect privacy or other rights of individuals involved in a proceeding, however, the judicial officer or designee may determine that all or portions of the hearing will be closed. Witnesses may attend the hearing only during their testimony.

4. An advisor for a student may be present and may represent the student during the hearing.

5. The accused student will have the opportunity to question and hear all witnesses relied upon by the university.

6. The accused student will have the opportunity to present a defense, including introduction of relevant exhibits, affidavits, or witnesses, in addition to any information, explanations, and/or mitigating factors presented during the preliminary investigation of charges. Admission of and restrictions on exhibits and other evidence will be at the discretion of the judicial officer or designee.

7. The judicial board will deliberate in closed session and make its determination within five class days of the conclusion of the hearing, unless an extension is provided by the judicial officer or designee.

J. Appeal Procedure for Minor Sanctions
   An accused student may appeal a decision to impose a minor sanction to the senior student services officer or designee

1. Appeals may be made on the basis that:
   a. a material procedural error was made during the process which would have changed the outcome of the matter;
   b. the sanction imposed was clearly excessive for the violation committed;
   c. newly discovered information exists which the student could not reasonably have been expected to know of or discover through diligence prior to the conclusion of the matter and which information, if known, would clearly have affected the outcome of the matter; or
   d. the decision is not supported by substantial information.

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

3. The senior student services officer or designee will conduct a review of the record and will ordinarily render a decision within seven class days of receipt of the appeal. The senior student services officer may:
   a. affirm a decision and/or sanction;
   b. dismiss the case;
   c. lessen a sanction;
d. refer the matter back for further review;
e. authorize a new administrative review or judicial board hearing; or
f. take such other action as the senior student service officer or designee deems appropriate
4. The decision of the senior student services officer or designee constitutes the university’s final decision on the matter. Notification to the student must be made in writing and in accordance with Regents’ Policy and University Regulation.

K. Review Procedures for Major Sanctions

A recommendation to impose a major sanction from an administrative review or judicial board hearing is automatically forwarded to the senior student services officer or designee for review.
1. The accused student will be given an opportunity to comment upon the findings, conclusions, and recommendation of the administrative review or judicial board hearing. Comments must be submitted in writing within seven class days of the day the findings, conclusions, and recommendation are sent to the student, and in accordance with MAU rules and procedures.
2. The senior student services officer or designee will conduct a review of the record within 14 class days and may:
   a. affirm or modify the recommendation for a major sanction and forward the recommendation to the chancellor;
   b. dismiss the case;
   c. lessen the sanction;
   d. refer the matter back for further review;
   e. authorize a new administrative review or judicial board hearing; or
   f. take such other action as the senior student service officer or designee deems appropriate.
3. If the senior services officer has recommended a major sanction, the chancellor will review the record and, ordinarily, render a decision within seven class days of receipt of the recommendation. The chancellor may dismiss the charges, impose a major or minor sanction, or take such other action as the chancellor deems appropriate.
4. The decision of the chancellor constitutes the university’s final decision on the matter. Notification to the student must be made in writing and in accordance with Regents’ Policy and University Regulation.

R09.02.050. Disciplinary Sanctions and Reinstatement of University Benefits

Except where otherwise noted in Regents’ Policy or University Regulation, the authority to impose sanctions or summary restrictions may be delegated as provided by MAU rules and procedures.

A. Summary Restriction
   Summary restrictions may be issued in writing by the chancellor or designee.

B. Sanctions
   In determining appropriate sanctions a student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the prohibited behavior, and other factors relevant to the matter will be considered. The following list of sanctions is illustrative rather than exhaustive. The university reserves the right to create other reasonable sanctions or combine sanctions as it deems appropriate.
   1. Warning
      A warning is notice that the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.
   2. Probation
Probation is a written warning which includes the probability of more severe disciplinary sanctions if the student is found to be violating the Code during a specified period of time (the probationary period).

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

4. Restitution
A student may be required to reimburse the university or other victims related to the misconduct for damage to or misappropriation of property, or for reasonable expenses incurred.

5. Discretionary Sanction
Discretionary sanctions include community service work or other uncompensated labor, educational classes, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given matter. Costs incurred by the student in fulfilling a discretionary sanction will be the responsibility of the student.

6. Restricted Access
A student may be restricted from entering certain designated areas and/or facilities or from using specific equipment for a specified period of time.

7. Suspension
Suspension is the separation of the student from the university for a specified period of time, after which the student may be eligible to return. Conditions under which the suspension may be removed and for re-enrollment will be included in the notification of suspension. During the period of suspension, the student may be prohibited from participation in any activity authorized by the university and may be barred from all property owned or controlled by the university, except as stated on the notification. The authority to suspend a student is, by this regulation, delegated to the chancellors. Chancellors may not re-delegate this authority.

8. Expulsion
Expulsion is considered to be the permanent separation of the student from the university. The student may be prohibited from participation in any activity authorized by the university and may be barred from property owned or controlled by the university except as stated on the notice of expulsion. The authority to expel a student is, by this regulation, delegated to the chancellors. Chancellors may not re-delegate this authority.

9. Revocation of a Degree
Any degree previously conferred by the university may be revoked if the student is found to have committed academic misconduct in pursuit of that degree. The authority to revoke a degree is, by this regulation, delegated to the chancellors. Chancellors may not re-delegate this authority.

C. Group Sanctions
Student groups or organizations found to have violated provisions of the Code may be put on probation or sanctioned, which may include loss of university-related benefits and access to university facilities and university-held funds.

D. Reinstatement of University Benefits
The conditions, if any, for re-enrollment and reinstatement of university benefits lost through imposition of a sanction will depend upon the disciplinary sanctions imposed and will be specified in the notification of sanction. Before a university benefit lost by sanction at one MAU may be reinstated at another, the senior student services officer at the former MAU must be consulted.

The authority to reinstate a student following suspension or expulsion is hereby delegated to the chancellors by the president of the university. Chancellors may not re-delegate this authority. Any student who is reinstated will be on university disciplinary probation for one year from the date of re-enrollment.
R09.02.080. Final University Decision

The university will inform a student in writing when a decision constitutes the university’s final decision in any review procedure. Where applicable, the notification of final decision will also state that further redress on the issue may be had only by filing an appeal with the Superior Court of Alaska; that, in accordance with Alaska Appellate Rule 602(a)(2) regarding appeals from administrative agencies, the student has thirty (30) calendar days after the university has mailed or otherwise distributed the final decision to file an appeal; and that failure to file an appeal constitutes acceptance of the decision and a waiver of any further legal rights.

REGENTS’ POLICY

PART II - ADMINISTRATION

Chapter 02.09 - Public Safety

P02.09.010. Public Safety Department; University of Alaska Police.

A. There is hereby established the University of Alaska Department of Public Safety, which shall be known as the University of Alaska Police Department. Pursuant to AS 14.40.043, the department shall enforce state and local laws in connection with offenses committed on the property of the university. In this section, “department” means the University of Alaska Police Department.

B. The department shall have units located on the University of Alaska Anchorage campus, the University of Alaska Fairbanks campus, and at such other university sites as the president may designate.

C. The department may be comprised of commissioned and noncommissioned personnel. Only personnel certified by the Alaska Police Standards Council and commissioned by the president may be appointed to the positions of university public safety officer or university police officer and exercise police authority. For purposes of this subsection, "personnel certified by the Alaska Police Standards Council" includes persons who:
   1. are eligible for, have applied for, and are awaiting notification of APSC certification;
   2. have received prior APSC certification that has not been revoked; or
   3. are exempt from certification under AS 18.65.280.

D. The department shall operate in accordance with university regulation.

P02.09.020. Possession of Weapons.

A. The carrying of a concealed handgun is prohibited on the property of the university, in a university office or classroom in a building not on university property or at a university sponsored activity or meeting not on university property provided appropriate notice is posted in the manner provided by law. This section shall not apply to a concealed handgun carried by a duly commissioned law enforcement officer in relation to the officer's law enforcement function or by a person expressly authorized by the president or appropriate chancellor in extraordinary circumstances.

B. The possession of firearms, explosives or prohibited weapons shall be governed by university regulation.
REGENTS’ POLICY

PART IX – STUDENT AFFAIRS

Chapter 09.03 - Student Dispute Resolution

P09.03.010. General Statement: Student Dispute Resolution.
The university will provide fair and expeditious procedures for students to contest actions or decisions that adversely affect them. These procedures will be published in student catalogs or handbooks. Students may direct a complaint to the MAU senior student services officer, the chief academic officer, the chief administrative services officer, or designee. This official will initiate action to resolve the complaint or will inform the student of the appropriate procedure, if any, for review of the action or decision in dispute. Actions or decisions of the board or the substance of regents’ policy, university regulation, and MAU rules and procedures are not subject to review pursuant to the provisions of this policy.

(11-20-98)

P09.03.020. Informal Dispute Resolution Procedures.
Unless specified to the contrary, the first step for a student to challenge a university action or decision will be to seek an informal resolution with the person responsible for the decision or action, or with the person’s immediate supervisor.

(11-20-98)

P09.03.022. Formal Review Procedures.
If the matter is not resolved informally, a student may submit a written statement to initiate one of the following formal review procedures. A request for formal dispute resolution may not be filed under more than one procedure, or more than once on an issue. Each procedure will include at least one level of review prior to the final decision, and will provide due process appropriate to the issue.

(11-20-98)

P09.03.023. Review of Student Employment Decisions or Actions.
Issues related to student employment will be reviewed in accordance with the grievance procedure specified in regents’ policy on human resources, except as specifically modified by regents’ policy on employment of students.

(11-20-98)

P09.03.024. Review of Academic Decisions or Actions.
Challenges to academic decisions or actions of the faculty or academic administration will be reviewed in accordance with the procedures set forth in the accompanying university regulation and in MAU rules and procedures. Appropriate issues for this procedure include such things as alleged arbitrary or capricious dismissal from or denial of admission to an academic program based upon academic considerations, or assignment of final grades. Only the course instructor or a review body, which will be composed of faculty and a non-voting student representative, may authorize a change in the assignment of a final grade.

(11-20-98)

P09.03.025. Review of University Judicial Decisions or Disciplinary Sanctions.
Challenges of university judicial decisions or disciplinary sanctions related to behavioral or academic misconduct will be reviewed in accordance with procedures set forth in university regulation on student rights and responsibilities and in MAU rules and procedures.

(11-20-98)

P09.03.026. Review of Administrative Decisions or Actions.
Chancellors will be responsible for providing and promulgating MAU rules and procedures that provide a mechanism for students to challenge certain administrative decisions or actions not otherwise covered in this policy. Not all administrative decisions and actions will be subject to challenge.

(11-20-98)
P09.03.028. Final Decision.
At the end of the review proceedings the university will issue a written decision, identified as the "final decision," after which point the matter under dispute will not be reviewed further by the university. Notification of the final decision will be made in accordance with regents’ policy on student rights and responsibilities regarding seeking further redress in the court system to university decisions and actions. Where applicable, the notification of final decision will also state that further redress of a final decision may be had only by filing an appeal with the Superior Court of Alaska in accordance with Alaska Appellate Rule 602(a)(2) within thirty (30) days from the date of the final decision. See also P09.02.080. (11-20-98)

R09.03.029. Eligibility for Services Pending Final Decision in the Review Process
Eligibility for services pending a final decision in the review process is contained in university regulation. (11-20-98)

P09.03.030. Confidentiality.
A. Access to files pertaining to student disputes will be governed by state and federal laws and regulations, regents’ policy, university regulation, and MAU rules and procedures and may vary with the issue under review and the review process.
B. The university cannot guarantee confidentiality but will make a reasonable effort to preserve the legitimate privacy interests of the persons involved. In order to preserve the legitimate privacy interests of the persons involved, all participants in the proceedings will be expected to maintain confidentiality.
C. The person in charge of the review procedure may release information if appropriate permission from the parties is provided or if other applicable legal requirements are met. (11-20-98)

REGENTS’ REGULATION

PART IX – STUDENT AFFAIRS

Chapter 09.04 – Education Records

R09.04.020. Education Records Definitions.
The president may establish definitions applicable to this policy in university regulation. (02-20-98)

A. Education records are those records directly related to a student and maintained by the university. Education records may be located in several different offices, depending upon the type of record. Education records include, but are not limited to:
1. academic evaluations, including student examination papers, transcripts, test scores and other academic records;
2. general advising records;
3. disciplinary records;
4. financial aid records, including student loan collection records; and
5. employment records of students whose employment is contingent on their status as students, for example, work-study.
B. Documents and materials not considered part of the education record will be established by the president in university regulation. (06-10-04)
R09.04.040. Annual Notification of Rights.
Students enrolled in or registered with the university will be informed annually of their rights under FERPA. The president will establish in university regulation the content of the notification, such means and timing of distribution as are reasonably likely to inform students of their rights, and the procedures for exercising such rights. (02-20-98)

R09.04.050. Inspection and Review of Education Records by Students
A. Except as otherwise provided, students will be permitted to inspect and review their education records. The right of inspection and review includes:
   1. the right to an explanation and interpretation of the record; and
   2. the right to a copy of the education record in accordance with the fee schedule established by each chancellor for the MAU.
B. The right of inspection and review does not apply to records accumulated by the university that pertain to a student’s application for admission to a program until such time as the student has been admitted to the program. Thus, an individual who is currently or has been enrolled in a university program and who applies for admission to another program at the same or another MAU has no right to inspect the records accumulated by the program into which admission is sought until the individual is enrolled therein.
C. No fees will be assessed for searching for or retrieving an education record. Fees for copies may be assessed as long as the fee does not prohibit a student from inspecting and reviewing the student’s education record. The president will establish procedures for the inspection and review of education records in university regulation. (02-20-98)

R09.04.060. Disclosure of Personally Identifiable Information.
Personally identifiable information will not be released from an education record without the written consent of the student except for permissible disclosure of public information and except as otherwise permitted by FERPA or by university regulation. Such written consent must:
   A. specify the records to be released;
   B. state the purpose of the disclosure;
   C. identify the party or class of parties to whom disclosure may be made; and
   D. be signed and dated by the student. (02-20-98)

R09.04.070. Records Regarding Requests for Access to and Disclosures of Education Records
Each MAU will maintain a record of each request for access to education records and of each disclosure, in accordance with FERPA and as established by the president in university regulation. (02-20-98)

R09.04.080. Amending Education Records.
A student may request that the content of the student’s record be amended on the grounds that the information contained in the record is inaccurate, misleading, or in violation of the privacy or other rights of that student. The president will establish procedures for challenging and amending the content of a record in university regulation. (02-20-98)
UNIVERSITY REGULATION
PART II – ADMINISTRATION

Chapter 02.09 – Public Safety

R02.09.010. Public Safety Department: University of Alaska Police
A. There is hereby established the University of Alaska Department of Public Safety, which shall be known as the University of Alaska Police Department. Pursuant to AS 14.40.043, the department shall enforce state and local laws in connection with offenses committed on the property of the university. In this section, “department” means the University of Alaska Police Department.
B. The department shall have units located on the University of Alaska Anchorage campus, the University of Alaska Fairbanks campus, and at such other university sites as the president may designate.
C. The department may be comprised of commissioned and noncommissioned personnel. Only personnel certified by the Alaska Police Standards Council and commissioned by the president may be appointed to the positions of university public safety officer or university police officer and exercise police authority. For purposes of this subsection, "personnel certified by the Alaska Police Standards Council" includes persons who:
1. are eligible for, have applied for, and are awaiting notification of APSC certification;
2. have received prior APSC certification that has not been revoked; or
3. are exempt from certification under AS 18.65.280.
D. The department shall operate in accordance with university regulation.

R02.09.020. Possession of Weapons
A. Regents' Policy and University Regulation regulating possession and storage of firearms shall not be construed to prohibit an individual from possessing a firearm while that individual is within a motor vehicle, or to prohibit an individual from storing a firearm that is locked in the individual's motor vehicle while the motor vehicle is otherwise legally parked in or on university, state or municipal property or another person's property. This applies only to possession of a firearm by an individual who may legally possess a firearm under state and federal law.
B. Activities involving firearms, explosives and/or reloading activities may be carried on at the University only under supervised educational, recreational, professional or research programs where such activities are expressly authorized in advance by the appropriate chancellor or chancellor's designee.
C. Loaded or unloaded firearms may not be carried or stored on University property, or in University buildings, without the prior written permission of the appropriate chancellor or chancellor’s designee, except for the following:
1. firearms being transported directly to or from an activity authorized under Section B. above;
2. firearms being transported directly to or from student or faculty and staff housing as authorized under Section D. below;
3. firearms carried by licensed security guards in uniform while performing services for the University;
4. firearms carried by commissioned law enforcement officers in relation to their law enforcement function; or
5. on undeveloped and uninhabited investment property.
D. In order to balance the individual resident’s right to bear arms with the University’s compelling interest in providing a safe environment conducive to learning and the open exchange of ideas,
the University permits the possession of firearms in residences subject to the following limitations:

1. Students bringing firearms into residential units are required to store their firearms in a central storeroom under the supervision of a designated University employee. Firearms, explosives and reloading activities are not permitted in resident rooms or apartments or in any common area.

2. Faculty and staff residing on University property may possess firearms within the confines of their private residences. Firearms, explosives and reloading activities are not permitted on residential grounds or in any common areas.

E. The chancellor of each campus may adopt additional local provisions for implementation of this Regulation.

F. Nothing in this Regulation should be construed as authorizing the use of firearms, explosives or ammunition in violation of state or federal laws or regulations.