This online version of the UAS academic catalog is the official catalog of the institution. Instead of a static document, this medium allows UAS to make changes as necessary. This will ensure that users have the most up-to-date information.

Changes to the academic catalog are subject to approval by the Provost and must be routed through the Provost’s Office.

All changes that are made during the course of the year will be posted on this page. Affected text (located in the body of the document) will be highlighted in yellow. Changes can be accessed two ways:

1. By clicking on the highlighted text, users will automatically be brought to the specific location on this page that explains the change, or
2. By clicking on a specific change listed on this page, users will automatically be brought to the page where the affected text is located.

Please report any problems with the online catalog to the Provost Office, (907) 796-6486.

**CHANGES 2010-2011 EDITION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Page</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/2/10</td>
<td>5</td>
<td>Mar 7-12 Spring break (campus closed Mar 11)</td>
</tr>
</tbody>
</table>
The University of Alaska Southeast offers opportunities to grow and learn in a supportive and intimate learning community amidst unparalleled natural beauty. Cutting edge undergraduate field research makes the most of our spectacular setting in the Tongass National Forest along the Inside Passage and the Juneau Ice Field.

No matter what career path you choose, UAS is designed to strengthen your problem-solving skills, enhance your ability to communicate effectively, and teach you how to work collaboratively – all things employers want. Small class sizes insure a rich educational experience with top-notch faculty who choose to live and work in a place where dramatic natural vistas inspire scientific, artistic and work force pursuits.

UAS, as a part of a statewide system, is a regional university with campuses in Juneau, Ketchikan, and Sitka.

UAS is a place to study environmental science at the only university in the U.S. with several glacial watersheds, marine biology in prime habitat for marine mammals, English literature in the footsteps of John Muir or train for careers in construction, education, or business in the nexus of Alaska state government.

UAS is a university with a proud tradition of academic and career and technical education. It is a university with a warm and friendly atmosphere where individual students receive personalized attention. It is a university set in both a cosmopolitan atmosphere and an unparalleled natural setting. We hope any questions about the University of Alaska Southeast can be answered by the information contained in this catalog. If not, we are always available to answer questions personally. Welcome to the University of Alaska Southeast. Start your life adventure. Learn. Engage. Change.
## Certification & Degree Programs

### Bachelor of Business Administration (B.B.A.)
- Accounting
- Entrepreneurship
- Human Resources Management
- Marketing

### Bachelor of Liberal Arts (B.A.)
- Biology
- Environmental Science
- Geography and Environmental Resources
- Marine Biology
- Mathematics

### Bachelor of Science (B.S.)
- Agriculture
- Anthropology
- Art
- Biology
- Business
- Computer Information & Office Systems
- Construction Technology
- Creative Writing
- English Literature
- Environmental Science
- French
- Gender Studies
- History
- Human Communication
- Legal Studies
- Mathematics
- Northwest Coast Art
- Philosophy
- Professional Communication
- Spanish
- Theatre
- Tlingit Language

### Master's Degrees
- Business Administration (M.B.A.)
- Education
- Early Childhood (M.A.T.)
- Elementary (M.A.T.)
- Secondary (M.A.T.)
- Educational Leadership (M.Ed.)
- Educational Technology (M.Ed.)
- Mathematics Education (K-8)
- Reading (M.Ed.)
- Special Education (M.Ed.)
- Public Administration (M.P.A.)

### Graduate Certificates and Certification
- Business
- Early Childhood Education
- Educational Technology
- K-8 Elementary
- Mathematics Education K-8
- Reading
- Special Education

### Certificates
- Accounting
- Automotive Technology
- Computer Information & Office Systems
- Drafting Technology
- Early Childhood Education
- Fisheries Technology
- Health Information Management
- Coding Specialist
- Healthcare Privacy and Security
- Outdoor Skills and Leadership
- Pre-Engineering
- Pre-Nursing Qualifications
- Pre-Radiologic Technology Qualifications
- Residential Building Science
- Small Business Management

### Associate of Arts Degree
- General Education

### Associate of Business Degree
- Business Administration
- Computer Information & Office Systems
- Construction Technology
- Early Childhood Education
- Fisheries Technology
- Health Information Management
- Mathematics

### Associate of Applied Science Degrees
- Apprenticeship Technology
- Business Administration
- Construction Technology
- Early Childhood Education
- Fisheries Technology
- Health Information Management
- Nursing through UAA

### Master's Degrees
- Business Administration (M.B.A.)
- Education
- Early Childhood (M.A.T.)
- Elementary (M.A.T.)
- Secondary (M.A.T.)
- Educational Leadership (M.Ed.)
- Educational Technology (M.Ed.)
- Mathematics Education (K-8)
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### Graduate Certificates and Certification
- Business
- Early Childhood Education
- Educational Technology
- K-8 Elementary
- Mathematics Education K-8
- Reading
- Special Education
### ACADEMIC CALENDAR 2010–2011

#### Summer 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 21</td>
<td>Payment due for Summer 2010; (registration after requires full payment)</td>
</tr>
<tr>
<td>May 24</td>
<td>First day of Summer 2010 instruction (courses are staggered throughout the summer)</td>
</tr>
<tr>
<td>May 24</td>
<td>Last day to apply for Summer 2010 admission</td>
</tr>
<tr>
<td>May 24</td>
<td>Web registrations/drops for Summer 2010 ends at midnight</td>
</tr>
<tr>
<td>May 31</td>
<td>Memorial Day holiday (campus closed)</td>
</tr>
<tr>
<td>Jul 1</td>
<td>Graduation application deadline for summer</td>
</tr>
<tr>
<td>Jul 5–6</td>
<td>Independence Day holiday (campus closed)</td>
</tr>
<tr>
<td>Aug 1</td>
<td>Priority deadline for Fall 2010 admissions applications</td>
</tr>
<tr>
<td>Aug 14</td>
<td>Last day of instruction for Summer instruction</td>
</tr>
<tr>
<td>Aug 17</td>
<td>Summer 2010 grades due by noon</td>
</tr>
</tbody>
</table>

#### Fall 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 26</td>
<td>Tuition and fees due for Fall 2010 (registration after requires full payment)</td>
</tr>
<tr>
<td>Aug 30</td>
<td>Housing move-in in Juneau</td>
</tr>
<tr>
<td>Aug 31–Sep 1</td>
<td>New &amp; transfer student orientation in Juneau</td>
</tr>
<tr>
<td>Sep 2</td>
<td>First day of Fall 2010 instruction</td>
</tr>
<tr>
<td>Sept 6</td>
<td>Labor Day holiday (campus closed)</td>
</tr>
<tr>
<td>Sept 9</td>
<td>Last day to drop with 100% refund for full-term classes</td>
</tr>
<tr>
<td>Sept 9</td>
<td>Web registration/drop ends at midnight</td>
</tr>
<tr>
<td>Sept 9</td>
<td>Last day to apply for Fall 2010 admission</td>
</tr>
<tr>
<td>Sept 16</td>
<td>Last day to drop with 50% refund for full-term classes</td>
</tr>
<tr>
<td>Sept 16</td>
<td>Last day to change credit or audit for full-term classes</td>
</tr>
<tr>
<td>Sept 17</td>
<td>Withdraw period begins for full-term classes – no refund</td>
</tr>
<tr>
<td>Sept 17</td>
<td>Web withdraw period begins</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Graduation application deadline for fall</td>
</tr>
<tr>
<td>Oct 25</td>
<td>Spring schedule viewable at UAOnline.alaska.edu and uas.alaska.edu/schedule</td>
</tr>
<tr>
<td>Oct 29</td>
<td>Deadline for late graduation applications</td>
</tr>
<tr>
<td>Nov 8</td>
<td>Registration opens for Spring 2011 UAS program students</td>
</tr>
<tr>
<td>Nov 22</td>
<td>Registration opens for Spring 2011 for all students</td>
</tr>
<tr>
<td>Nov 24</td>
<td>Last day to withdraw for full-term classes</td>
</tr>
<tr>
<td>Nov 24</td>
<td>Web withdraw ends for full-term classes</td>
</tr>
<tr>
<td>Nov 25–26</td>
<td>Thanksgiving break (campus closed)</td>
</tr>
<tr>
<td>Dec 1</td>
<td>Priority admission deadline for Spring 2011</td>
</tr>
<tr>
<td>Dec 13–18</td>
<td>Juneau Bookstore: Used book buy-back</td>
</tr>
<tr>
<td>Dec 13–18</td>
<td>Finals week Fall 2010</td>
</tr>
<tr>
<td>Dec 21</td>
<td>Grades due for Fall 2010 by noon</td>
</tr>
<tr>
<td>Dec 23–Jan 2</td>
<td>Semester break (campus closed)</td>
</tr>
</tbody>
</table>

This calendar represents the framework of the academic year. Specific courses or programs may start or end on different dates. Please consult a current UAS Course Schedule for more specific information.
### Academic Calendar 2010–2011

#### Spring 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 3</td>
<td>Campus open</td>
</tr>
<tr>
<td>Jan 3</td>
<td>Tuition &amp; fees due for spring semester (registration after requires full payment)</td>
</tr>
<tr>
<td>Jan 6</td>
<td>Housing move-in for new students in Juneau</td>
</tr>
<tr>
<td>Jan 7</td>
<td>New and transfer student orientation</td>
</tr>
<tr>
<td>Jan 10</td>
<td>First day of Spring 2011 instruction</td>
</tr>
<tr>
<td>Jan 17</td>
<td>Alaska Civil Rights Day holiday (campus closed)</td>
</tr>
<tr>
<td>Jan 18</td>
<td>New and transfer student orientation</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Last day to drop with 50% refund for full-term classes</td>
</tr>
<tr>
<td>Jan 26</td>
<td>Withdraw period begins for full-term classes – no refund</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Graduation application deadline for spring</td>
</tr>
<tr>
<td>Feb 7</td>
<td>Summer 2011 schedule viewable on UAOnline or at uas.alaska.edu/schedule</td>
</tr>
<tr>
<td>Feb 28</td>
<td>Summer 2011 registration opens UAS program students</td>
</tr>
<tr>
<td>Mar 1</td>
<td>Deadline for late graduation applications</td>
</tr>
<tr>
<td>Mar 7</td>
<td>Summer 2011 registration opens all students</td>
</tr>
<tr>
<td>Mar 14–19</td>
<td>Spring break (campus closed Mar 18)</td>
</tr>
<tr>
<td>Mar 28</td>
<td>Fall 2011 schedule viewable on UAOnline.alaska.edu and uas.alaska.edu/schedule</td>
</tr>
<tr>
<td>Apr 1</td>
<td>Last day to withdraw from full-term spring classes</td>
</tr>
<tr>
<td>Apr 4</td>
<td>Registration opens for Fall 2011 UAS program students</td>
</tr>
<tr>
<td>Apr 18</td>
<td>Registration opens for Fall 2011 all students</td>
</tr>
<tr>
<td>Apr 25–30</td>
<td>Spring 2011 finals week</td>
</tr>
<tr>
<td>Apr 25–30</td>
<td>Bookstore buy back</td>
</tr>
<tr>
<td>Apr 29</td>
<td>Sitka commencement</td>
</tr>
<tr>
<td>Apr 30</td>
<td>Ketchikan commencement</td>
</tr>
<tr>
<td>May 1</td>
<td>Juneau commencement</td>
</tr>
<tr>
<td>May 3</td>
<td>Spring 2011 grades due by noon</td>
</tr>
</tbody>
</table>

#### Summer 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19</td>
<td>Tuition &amp; fees due for summer semester (registration after requires full payment)</td>
</tr>
<tr>
<td>May 23</td>
<td>First day of Summer 2011 instruction</td>
</tr>
<tr>
<td>May 27</td>
<td>Last day to apply for Summer 2011 admission</td>
</tr>
<tr>
<td>May 27</td>
<td>Web registrations/drops for Summer 2011 ends at midnight</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day holiday (campus closed)</td>
</tr>
<tr>
<td>July 1</td>
<td>Graduation application deadline for summer</td>
</tr>
<tr>
<td>July 4–5</td>
<td>Independence Day holiday (campus closed)</td>
</tr>
<tr>
<td>July 19</td>
<td>Deadline for late graduation applications</td>
</tr>
<tr>
<td>Aug 13</td>
<td>Last day of Summer 2011</td>
</tr>
<tr>
<td>Aug 16</td>
<td>Summer 2011 grades due by noon</td>
</tr>
</tbody>
</table>
Policy Statement

This catalog is designed to provide current and accurate information for guidance of prospective students, for faculty and administrative officers, for students currently enrolled, and for other education or allied agencies. It is published for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Southeast.

The offering of course work and/or certificate and degree programs by the University of Alaska Southeast is governed by the availability of resources. Every effort is made to provide information that is accurate at the time the catalog is prepared. Information concerning regulations, programs, faculty, and other matters is, however, subject to change at any time during the period for which the catalog is in effect. The university reserves the right to initiate changes in any of its regulations or programs, and such changes shall become effective in relation to time periods required by applicable statutes, university regulations, or program requirements. Applicants are therefore advised to contact individual departments regarding possible changes.

Equal Education and Employment Policy Statement

It is the policy of the University to provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam-era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans’ Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC’s Sex Discrimination Guidelines, and Alaska Statutes 18.80.220 and 14.18. Inquiries regarding application of these and other regulations should be directed to the University’s Affirmative Action Director, the Office of Civil Rights (Department of Education, Washington, D.C.), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, D.C.).

For information, contact Kirk McAllister Coordinator, Section 504 and Title IX University of Alaska Southeast, Personnel Services 11120 Glacier Highway, Juneau, AK 99801–8675 Telephone: (907) 796–6473.

It is the responsibility of the individual student to become familiar with the policies and regulations printed in this catalog. The responsibility for meeting all graduation requirements rests with the student. Every effort is made to ensure the accuracy of the information contained in this catalog. However, the University of Alaska Southeast catalog is not a contract but rather a guide for the convenience of students. The University reserves the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting the student body at any time.

Affirmative Action

Through the Affirmative Action Plan, which is updated annually, the University of Alaska Southeast recognizes its responsibility to provide education and employment opportunities for all qualified individuals.
The Director of Personnel Services acts as the Affirmative Action Officer for the campus and is responsible for implementing state and federal laws, orders, decisions, and university policies to prevent illegal discrimination or institutional exclusion.

It is the policy of the University of Alaska Southeast to provide equal education and employment opportunities and to provide service and benefits (such as admission decisions, financial aid, access to academic programs, employment, and health and counseling services) to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam-era or disabled veteran.

If students, prospective students, or employees feel they have been discriminated against, they have the right to contact the appropriate supervisor for assistance and follow the resolution process outlined in University Regulation 04.02.020. They can contact the campus Affirmative Action Officer at the regional personnel office. Information is also available from the Alaska State Commission for Human Rights, the Federal Equal Employment Opportunity Commission, the Office of Federal Contract Compliance Programs, the Department of Labor, or the Office of Civil Rights in the Federal Department of Education.

For further information on the campus level, contact Kirk McAllister in the regional personnel office.

Sexual Harassment

While the University of Alaska Southeast fully supports the free exchange of ideas, it seeks to provide a working and learning environment that is free from sexual harassment of any kind. Sexual harassment is a form of employee or student misconduct that will not be condoned or tolerated by the campus community. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title 18 of Alaska state law and is prohibited by University Regulation 04.02.020. Anyone who believes he or she has been sexually harassed should report the incident immediately to the appropriate dean, director, or supervisor or directly to the Affirmative Action Officer. There are formal and informal remedies available under University Regulation 04.02.02 to resolve sexual harassment complaints.

Regional Accreditation

The University of Alaska Southeast is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education (8060 165th Avenue NE, Suite 100, Redmond, Washington 98052; phone (425) 558-4224). www.nwccu.org.

Specialized Accreditations

Teacher Education

The School of Education at the University of Alaska Southeast is accredited by the National Council for Accreditation of Teacher Education (NCATE), a performance-based teacher accrediting body for schools, colleges, and the Federal Department of Education (2010 Massachusetts Ave., NW, suite 500, Washington, DC 20036; phone (202) 466-7496). This accreditation covers initial and advanced teacher preparation programs. NCATE is recognized by the Alaska Department of Education and Early Development, the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

Health Information Management

The Health Information Management programs are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) (www.cahiim.org).

Automotive Technician

The instruction, course of study, facilities, and equipment of this institution, have been evaluated by the National Automotive Technicians Education Foundation (NATEF) and meet the National Institute for Automotive Service Excellence Standards of Quality for the Training of Automotive Technicians in each of the following areas: brakes, engine performance, automatic transmissions and transaxles, heating and air conditioning, electrical/electronic systems, suspensions and steering, engine repair, and manual drive train and axles. www.natef.org.

Online Catalog Updates

Printing of this catalog will take place only once a year. An online version is available at www.uas.alaska.edu/catalog. Updates will be made to the on-line version as necessary. Readers are encouraged to check the on-line catalog for the most up-to-date information. It is considered the official academic catalog of the institution.
### Information Directory

#### Juneau Campus
11120 Glacier Highway  
Juneau, AK 99801-8697  
(907) 796-6000  
(877) 465-4827 toll free  
uas.info@uas.alaska.edu  

Business Office TTY:  
(907) 796-6487  
Library TTY:  
(907) 796-6360  

Ketchikan Campus  
2600 7th Avenue  
Ketchikan, AK 99901-5798  
1-888-550-6177 (Alaska only)  
(907) 225-6177  

Sitka Campus  
1332 Seward Avenue  
Sitka, AK 99835-9418  
1-800-478-6653  
(907) 747-6653  

#### Sitka Campus  
1332 Seward Avenue  
Sitka, AK 99835-9418  
1-800-478-6653  
(907) 747-6653  
student.info@uas.alaska.edu  

#### UAS Web Site  
www.uas.alaska.edu  

---

**Administration**

**UAS Chancellor**  
John R. Pugh  
796-6568  

**Provost**  
Richard Caulfield  
796-6486  

**Vice Chancellor for Administrative Services**  
Carol Griffin  
796-6426  

**Dean of Students**  
Jessie Grant  
796-6529  

**Dean of Enrollment Management**  
Joe Nelson  
796-6057  

**Dean of Arts & Sciences**  
796-6518  

**Dean of Professional & Technical Studies**  
Steven J. Krause  
796-6123  
796-6139  

**Dean of School of Education**  
Deborah Lo  
796-6551  

**Director Ketchikan Campus**  
228-4515  

**Director Sitka Campus**  
Jeffery Johnston  
747-7704  

---

**DEPARTMENTS**

**Juneau Academic Programs**

Business/Admin.  
796-6402  

Career Education  
796-6120  

Early Childhood  
796-6424  

Education  
796-6424  

Humanities  
796-6405  

Information Systems  
796-6402  

Prof. Education Ctr.  
796-6045  

Mathematics  
796-6200  

Public Administration  
796-6402  

Natural Sciences  
796-6200  

Social Sciences  
796-6163  

UAF Juneau, SFOS  
796-6441  

Ketchikan Campus  
225-6177  

Sitka Campus  
747-6653  

**Business Services**

Juneau  
796-6267  

Ketchikan  
228-4530  

Sitka  
747-7708  

**Computing Services**

Juneau  
796-6452  

**Help Desk: Technology Services**

Juneau  
796-6400  

Toll-free  
(877) 465-6400  

**Student Computer Lab**

Juneau  
796-6251  

Ketchikan  
228-4526  

Sitka  
747-7717  

**Continuing Education**

Sitka  
747-7733  

**Learning Centers & Testing Services**

Juneau  
796-6348  

Ketchikan  
228-4560  

Sitka  
747-7785  

**Workforce Development**

Ketchikan  
228-4523  

**Distance Education Information**

Juneau  
796-6000  

Ketchikan  
228-4590  

Sitka  
747-7701  

**Library Services**

Juneau & Sitka Campuses,  
Egan Library  
796-6300  

Ketchikan Library  
228-4567  

**Media Services**

Juneau  
796-6514  

**Public Information Office**

Juneau  
796-6530  

Ketchikan  
228-4555  

Sitka  
747-7767  

**Personnel/ Human Resources**

Juneau  
796-6263  

Ketchikan  
228-4509  

Sitka  
747-7706  

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*All phone numbers are area code (907) unless otherwise noted.*
University of Alaska Southeast

The University of Alaska Southeast is a regional unit of the University of Alaska statewide system of higher education. Renamed in 1987 to reflect the consolidation and regional restructure of the established campuses the former University of Alaska Juneau, Ketchikan Community College, and Islands Community College in Sitka. UAS serves the residents of southeastern Alaska with campuses in Juneau, Ketchikan, and Sitka.

Juneau Campus

History The University of Alaska Southeast’s Juneau campus is located in Alaska’s beautiful capital city with the world famous Mendenhall Glacier in clear view of the main campus. The Juneau–Douglas Community College, founded in 1956, and the Southeastern Senior College, established in 1972, were merged in 1980 forming the University of Alaska Juneau. Since restructuring in 1987 as the University of Alaska Southeast to include the Ketchikan and Sitka campuses, the Juneau campus continues to be the center for baccalaureate and graduate education for the region.

Location Juneau is on the mainland of Southeast Alaska at the heart of the Inside Passage along the Gastineau Channel. It lies 900 air miles northwest of Seattle and 600 air miles southeast of Anchorage.

Economy Juneau has a population of about 31,000. The State, City & Borough of Juneau, and federal agencies provide nearly 45% of the employment in the community. As the state capital, Juneau is home to legislators and their staff during the legislative session between January and May. Tourism is a significant contributor to the private sector economy during the summer months.

Climate Juneau has a mild, maritime climate. Average summer temperatures range from 44 to 65; winter temperatures range from 25 to 35. It is in the mildest climate zone in Alaska. Annual precipitation is 92 inches in downtown Juneau, and 54 inches ten miles north at the airport, which is near the campus. Snowfall averages 101 inches.

Ketchikan Campus

History The Ketchikan campus, the oldest campus in the region, was originally established as Ketchikan Community College in 1954. It is located in Alaska’s First City, which regards itself as the salmon capital of the world. The campus awards both certificates and associate degrees. Business and industry programs are delivered on this campus, as well as a core of technical, maritime studies and other vocational courses.

Location Ketchikan is located on the western coast of Revillagigedo Island, near the southernmost boundary of Alaska. It is 679 miles north of Seattle and 235 miles south of Juneau. The 2.2 million-acre Misty Fjords National Monument lies east of town. Ketchikan is the first Alaska port of call for northbound cruise ships and State ferries.

Economy Ketchikan, with a population of about 13,000, is an industrial center and a major port of entry in Southeast Alaska, with a diverse economy. Ketchikan is supported by tourism, a large fishing fleet, fish processing facilities, and timber and wood products manufacturing.

Climate The area lies in the maritime climate zone noted for its warm winters, cool summers, and heavy precipitation. Summer temperatures range from 51 to 65; winter temperatures range from 29 to 39. Ketchikan averages 156 inches of annual precipitation, including 32 inches of snow.

Sitka Campus

History The Sitka campus (founded as Sitka Community College in 1962) shares in Sitka’s heritage of being the former capital of Russian America. Sitka is rich in history and a popular tourist destination. Mount Edgecumbe, known as Alaska’s Mount Fuji, dominates the horizon across the water from the city. The Sitka campus awards both certificates and associate degrees.

Location Sitka is located on the west coast of Baranof Island fronting the Pacific Ocean on Sitka Sound. It is 95 air miles southwest of Juneau, and 185 miles northwest of Ketchikan. An extinct volcano, Mount Edgecumbe rises 3,200 feet above the community.

Economy Sitka, with an estimated population of 8,835, is diversified with fishing, fish processing, tourism, government, transportation, retail, and health care services. Sitka is a port of call for many cruise ships each summer. Regional health care services provide approximately 675 jobs. The U.S. Forest Service and U.S. Coast Guard are significant federal employers.

Climate January temperatures average 23 to 35; summers vary from 48 to 61. Average annual precipitation is 94 inches.
CAMPUS LOCATIONS

JUNEAU

UAS Juneau (Auke Lake) Campus

SITKA

UAS Sitka Campus

KETCHIKAN

UAS Ketchikan Campus
Undergraduate Admission

The Office of Admissions provides information about the University of Alaska Southeast to prospective students and their families. Through high school visits, campus tours and special on-campus events, prospective freshman and transfer students can have the opportunity to learn first-hand about an education at the University of Alaska Southeast.

Individual Campus Visits

Prospective students and their families are encouraged to visit our campuses. Campus visits enable students to become acquainted with on-campus living options, academics, extracurricular activities, faculty, staff, and other students. Guided campus tours, individual appointments, and visits to classes are available by request. Please refer to our toll free and online resources in order to set up a campus visit.

Toll Free and Online Resources

In addition to a campus visit or when campus visits are not possible, feel free to call us or visit our web sites for more information about UAS.

Juneau toll free 877-465-4827 www.uas.alaska.edu

Ketchikan toll free 888-550-6177 (In Alaska) www.uas.alaska.edu/ketchikan

Sitka toll free 800-478-6653 (In Alaska) www.uas.alaska.edu/sitka

How to Apply

Degree seeking students may request an application for admission from the Admissions Office or apply online at http://uaonline.alaska.edu. Students applying to either the Juneau or Sitka campus should send all materials to the Juneau campus for processing. Students applying to the Ketchikan campus forward all application materials to UAS - Ketchikan.

1. Application for Admission

The Admissions Office must receive your completed application, along with a nonrefundable application fee. Occupational Endorsement Certificates, Certificates, Associate level: $40 fee. Bachelor level: $50 fee.

2. Transcripts

High school transcripts/General Education Development (GED) Certificate: All certificate or degree seeking applicants with fewer than 30 semester credit hours must submit official high school transcripts or proof of GED transcripts. To earn a high school diploma in Alaska, you must fulfill all curriculum requirements and satisfactorily complete all three competency areas of the High School Qualifying Exam.

College transcripts: All certificate and degree-seeking applicants who have attended one or more postsecondary institutions must arrange for their official college or university transcripts to be sent directly to UAS from their original institution(s). Transcripts from all colleges or universities attended must be submitted.

3. Test Results

Students are encouraged to submit the test results from ACT or SAT I examinations.

When to Apply

Students are encouraged to apply six to nine months prior the beginning of the intended semester of enrollment. The priority deadline for Fall semester is August 1st. The priority deadline for Spring semester is December 1st; and the priority deadline for summer semester is April 1st. Completing admissions by the priority deadlines facilitates financial aid disbursement, timely credentials evaluation for transfer students, and academic advising and registration prior to the start of the semester.

Late Applicants

Students who apply after the first week of classes of the current term will be admitted under the next semester.
Admission Requirements

Admission to Occupational Endorsement
To qualify for admission to an occupational endorsement a student must submit proof of a high school diploma or GED; or at least 30 college-level semester credits; or be 18 years of age or older and have participated in the UAS Ability to Benefit process as described below.

Occupational endorsement-seeking students must submit a UAS application for admission indicating their intended educational program and their level of academic preparation. Some occupational endorsement programs have additional requirements, selective admission criteria or limited space (see an advisor). Students seeking occupational endorsements are not required to submit transcripts or test scores except as required for placement in certain courses or programs.

Certificate, Associate, and Bachelor’s Degrees
To qualify for initial admission to a certificate, associate, or bachelor’s degree program, applicants must satisfy at least one of the following:
1. Have graduated from an accredited high school or state certified home school program with a grade point average of at least 2.0 (C), or
2. Have successfully completed the GED, or
3. Have completed at least 30 college semester credits with a grade point average of at least 2.0 (C) and at least 18 years old
4. Certain programs have additional requirements. Please see program listing for specific requirements.

Admission Status
1. Applicants who submit all required paperwork for admissions and meet admissions requirements will be admitted in good standing.
2. Applicants who meet the requirements for admission but are unable to submit official documents prior to registration may be granted conditional admission status for one semester only. UAS will accept partial transcripts or grade reports for conditional admission. However, the student must submit official final transcripts within the semester of his or her conditional admission to be admitted to the degree program. Should the student not complete the admission process within one semester, the application for admission will be inactivated and the student must reapply.

Conditional admission status will facilitate transfer evaluation of previous college transcripts but will not be sufficient to release some types of financial aid. International applicants are not eligible for conditional admission status.
3. Applicants who do not meet the minimum GPA requirements for regular admission to undergraduate study but who show potential for college work may be considered for probationary admission.
4. Students not admitted to UAS but enrolled in classes are placed in a non-degree seeking status. Non-degree seeking students are not eligible for financial aid and cannot graduate with a certificate/degree without meeting regular admission requirements. Non-degree seeking students are not eligible for priority registration privileges.

Ability to Benefit
Degree seeking students who are at least 18 years old but have not earned a high school diploma, GED, or at least 30 college-level semester credits, must demonstrate that they have the ability to benefit from higher education by achieving federally determined scores on an approved exam administered by UAS Learning Centers.

After taking the exam, students must meet with an advisor to review the test results and determine an appropriate entry level of instruction. The advisor must sign and return the Ability to Benefit form to Admissions before admission can be completed. Students should contact the Student Resource Center at their local campus for schedules and appointments.

Returning Students
Degree seeking students who have enrolled in classes for at least one semester and have not attended another institution outside of the University of Alaska system may remain in their degree programs for up to two years without attending UAS. If the student attends another institution or is absent for more than two years, the student needs to reapply for admission.

Postponement
An admitted degree seeking student who did not enroll during the term admitted at UAS after admission may defer his/her enrollment term for up to one year. All students must request deferment in writing and submit request to the Admissions office before the end of the term. Those students who do not submit a written request for deferment will be inactivated and required to reapply (including paying a reapplication fee).

Students Admitted on Probation
In some circumstances, students may be admitted into degree programs on probation. This condition is for students coming in with a GPA below a 2.0. Students admitted on probation will have one semester to demonstrate their ability to succeed at UAS. To remain in a degree program the student must have a GPA above 2.0 at the end of the first semester.
Fresh Start Policy

A former University of Alaska Southeast undergraduate who returns to the University after a minimum of three years will have the opportunity to petition to begin a new cumulative (or Fresh Start) GPA as follows:

Petitions for a Fresh Start must be completed as part of the admissions process. The Fresh Start is declared provisionally at the point of admission, but not awarded permanently until the student has started and completed 12 credits of academic study with a cumulative GPA for those 12 credits of 2.5 or higher.

When the Fresh Start is permanently declared, all previous grades and credits earned more than three years prior to the current admission date at the University of Alaska Southeast are excluded from consideration for degree requirements. It is not possible to select some grades and credits to exclude while retaining others. Only University of Alaska Southeast grades and credits will be excluded.

When the Fresh Start is permanently declared, the transcript will state that the cumulative GPA shown is a Fresh Start GPA. The old grades will remain on the transcript, but are not used to calculate the cumulative GPA. Courses passed but excluded by the Fresh Start GPA may not be used to meet university graduation requirements. A student may begin a Fresh Start GPA only once. Students wishing to petition for a Fresh Start GPA should contact the Registrar’s Office to initiate the process.

Transfer Credit Policies

The following regulations apply to transfer of credit:

1. UAS will perform an official evaluation of transfer credit only after students have been admitted to undergraduate degree/certificate programs.

2. College level (100 level or above) credits earned with grades of 2.0 or higher at other regionally accredited institutions normally will be accepted for transfer. Grades of D or higher will be transferred from the University of Alaska campuses.

3. Transfer students from University of Alaska institutions having earned an A.A. degree will be deemed to have met General Education Requirements (GERs) at UAS. However, some bachelor’s degrees require specific GER courses in addition to the A.A. program requirements.

4. A minimum of 34 semester credit hours are required for the GERs in both the A.A. and the Bachelor’s degrees. Students transferring degree programs from the University of Alaska Anchorage or the University of Alaska Fairbanks should consult University of Alaska General Education Transfer Guide for comparison of courses that will fulfill the GERs at UAS.

5. Transfer courses retain the course level of upper or lower division credit established at the original college. Graduate-level coursework can only apply to undergraduate degree programs under special circumstances with prior permission.

6. Acceptance of transfer credit toward program major requirements is based upon departmental approval.

7. College credit is not awarded for completion of the General Education Development tests.

8. Life/work experience is not accepted for evaluation as academic credit; however, the student has the option of credit by exam.

9. Credits may be awarded for Military Experience (MOS) according to American Council on Education (ACE) recommendations. Please contact the Registrar’s Office for specific details regarding official transcripts/documents required. Copies of military personnel records can be requested from National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132.

10. The maximum number of semester hours awarded for military training and experience and applicable to degrees is equal to 8 semester hours for
undergraduate certificates, 15 semester hours toward the associate degree, and 30 semester hours toward the bachelor’s degree.

12. Students who have attended foreign institutions and plan to transfer these credits to UAS must provide an official statement of educational equivalency (official transcript evaluation in English). See International Admissions Requirements for more information.

Transfer within Southeast Campuses

Students admitted to one of the UAS campuses (Juneau, Sitka, or Ketchikan) may transfer to another UAS campus to attain their degrees without reapplying for admission. However, admissions requirements for the new program must be met in full. Formal notification of the transfer must be submitted to the Admissions Department where the student is enrolled by completing a Change of Degree form.

Transfer within the UA System

In order to serve students who transfer between UAS, UAA, and UAF, the three main institutions have identified common transferable general education requirements for their baccalaureate degrees. These include:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication Skills</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts/Humanities/Social Science</td>
<td>15</td>
</tr>
<tr>
<td>Quantitative Skills/Natural Sciences</td>
<td>10</td>
</tr>
<tr>
<td><strong>Minimum</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

Credit for coursework successfully completed at one University of Alaska (UA) institution toward fulfillment of the general education requirements at that institution shall transfer toward fulfillment of the same categories at all other University of Alaska institutions. This applies even if there is no directly matching coursework at the institution to which the student transfers. Courses taken at other UA campuses (other than Sitka and Ketchikan) do not count toward residency credit for a UAS degree.

NOTE: Students who are admitted to UAS may enroll in courses at any of the other University of Alaska campuses without applying for admission to the other campus.

International Student Admission Requirements

International students must meet all requirements for admission to the university and their selected degree program. In addition, international students must possess a sufficient command of English to meet the requirements for their field. To verify competency in English, all international students for whom English is not their first language must have their TOEFL (Test of English as Foreign Language) scores submitted as part of their application. UAS requires a minimum of 80 on the internet based TOEFL, 550 for the paper test, and 213 for the computer test. In addition we accept a minimum of 6.5 out of 8 for the IELTS test.

International students who are already inside the U.S. or who have studied English abroad and are applying for admission into a degree program will also have to meet specific requirements for English proficiency. TOEFL, UAS placement test scores, high school or college grades, or a combination of these may be considered.

The UAS Designated School Official (DSO) will send the international student I-20-A-B forms (required for entrance into the U.S.) once the student has been formally admitted. To issue the I-20-A-B form that is necessary to obtain an F-1 student visa, courses taken at other UA campuses (other than Sitka and Ketchikan) do not count toward residency credit for a UAS degree. The University must certify to the Immigration and Naturalization Service that the prospective student has been accepted for full-time enrollment and has sufficient funds to meet estimated expenses for the full period of study. Therefore, all international students must provide a detailed statement of documented sources of sufficient funds to pay all expenses while attending UAS. All international students must have the ability to pay for the return trip home in the event of an emergency or at the termination of enrollment.

NOTE: F1 students are not eligible for distance programs such as the Bachelor of Business Administration and Bachelor of Arts in Education.

The current minimum cost of living in university housing at the Juneau or Sitka campus for one calendar year and attending the University of Alaska Southeast as a full-time student for two semesters and the summer session is approximately $23,916 for both undergraduate and graduate students. This amount includes university tuition and fees, a reasonable estimate for room and board, local transportation, required health insurance, and personal expenses. Estimated costs do not include transportation to and from the United States from the international student’s home country.

Foreign student applications are evaluated on an individual basis. Admission or denial will be based on the total evidence indicating the student’s potential for success in an academic program at UAS and financial capability.
Students are encouraged to apply six to nine months prior to the beginning of the intended semester of enrollment to ensure adequate time for processing documents. Students who have attended foreign institutions and plan to transfer these credits to UAS will need to provide an official statement of educational equivalency written as well as course descriptions in English. Below is a list of addresses for credential evaluation services. It is the responsibility of the student to arrange and pay for the evaluation. The fee depends upon the type and complexity of the evaluation.

**International Education Research Foundation, Inc.**
Credentials Evaluation Service
P.O. Box 66940,
Los Angeles, CA 90066
TEL (310) 390-6276 • FAX (310) 397–7686

**Educational Credential Evaluators, Inc.**
P.O. Box 92970
Milwaukee, WI 53202–0970
TEL (414) 289–3400 • FAX (414) 289–3411

**International Consultants of Delaware, Inc.**
109 Barksdale Professional Center
Newark, DE 19711
TEL (302) 737-8715 • FAX (302) 737–8756

**Foundation for International Services**
Queen Anne Square, Suite 503
200 West Mercer Street
Seattle, WA 98102-3875
TEL (206) 298–0171 • FAX (206) 298–0173

**World Education Services, Inc.**
P.O. Box 745, Old Chelsea Station
New York, NY 10113-0745
TEL (212) 966–6311 • FAX (212) 966–6395

### Dual Enrollment

**Dual Enrollment Program**

Qualified high school students 16 years of age and older may enroll in one or two UAS courses per semester while still in high school. Students are not required to apply for admission. To enroll, students must submit the following:

1. Signature of approval from a high school representative (high school counselor or registrar). A signature form will be provided by UAS upon request.
2. UAS course registration form with parental and UAS Dual Enrollment Advisor signature.
3. Official high school transcript (showing a 3.0 GPA or higher).
4. Placement test results from the UAS Learning Center for English, mathematics and/or computer courses.

Students may continue to take UAS courses as long as high school and college grades are satisfactory (3.0 high school and 2.0 UAS) and with the above stated permissions each semester. Compliance with the UAS Underage Enrollment policy is expected.

Select high school (and rare middle school) students under the age of 16 may enroll in courses at UAS by providing the above documentation and with approval from the listed representatives from the academic department (Instructor, Dean/Campus Director, and Department Chair). The student will be required to meet with all representatives and obtain their signatures before registering for the course.

All documentation must be on file at UAS before the registration can occur. Web registration is not in compliance with the dual enrollment program. No exceptions can be made. Due to the rigor and potential adult themes of university level work, UAS reserves the right to deny or discontinue the enrollment of a high school student in a course or courses if the university determines that the student lacks the maturity or the legal or intellectual ability to participate on an equal footing with other students, or it is otherwise not in the legitimate interest of the university for the student to participate. A list of reasons for denial or discontinuation of enrollment is available through Student Services.

Questions regarding the program should be directed to the Dual Enrollment Advisor.

### Tech Prep

The Tech Prep Program is a partnership between UAS and a local school district. The majority of secondary districts in Southeast Alaska are current partners. The purpose of the Tech Prep Program is to offer students in a technical field of study an opportunity to receive lower-division college credit toward a UAS certificate or undergraduate degree. Tech Prep Program articulation agreements use the university’s curriculum standards and measures for articulating course work from secondary school districts and other partnerships into UAS credit. Motivated, able learners will greatly benefit from this outcomes-based program. Students who complete coursework through the Tech Prep Program will be better prepared to:

1. Go directly to work or into a training program requiring an entry-level technical base,
2. Continue to work toward a university certificate or degree while using technical skills in the workplace,
3. Attend UAS with a head start toward a certificate or degree, or transfer credits from UAS to another university or college.

   As part of a university-wide Tech Prep Program, call (907) 796-6120 for further information.

**The College Connection**

The Juneau School District (JSD) sponsors the College Connection Scholarship portion. Students must meet all eligibility requirements including the application deadline. See a program advisor at JDHS, (907) 523-1624 for application or E-mail: coenraaf@jsd.k12.ak.us for more information.

**Ketchikan’s Dual Enrollment Program**

The Ketchikan campus offers dual enrollment options for students under 18 years of age. Compliance with the University’s Underage Enrollment policy is expected. For more information contact the Ketchikan campus at (907) 228-4508 or (907) 228-4505.

**Sitka’s Dual Enrollment Program**

The Sitka campus offers dual enrollment options at the Sitka campus and throughout Southeast Alaska. For more information contact the Sitka campus at (907) 747-7703.

**College Connection–Other School Districts**

UAS also offers a dual-enrollment option for qualified students from some other districts. In general, UAS procedures for these other districts are similar to those for the JSD College Connection. For information, call Galena (789–6106) or Nenana (832–5464) school systems. These districts often pay for tuition, fees, and books of identified students. To register for UAS courses, all dual-enrollment students must have the signed approval of the College Connection advisor (907) 796–6000.
Financial Aid

Financial aid helps make college affordable. It can help pay for tuition and fees, books and supplies, and living expenses. The Financial Aid Office assists students in applying for funds, if necessary, to attend any of the UAS campuses. State and federal governments, the University, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student’s financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Type and amount of financial aid varies according to state and federal guidelines, student need, and availability of funds. All applications for financial aid for students at all UAS campuses are processed in Juneau.

Types of Available Aid

Grants

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

AlaskAdvantage Education Grant: The AlaskAdvantage Education Grant is a need-based program, with awards ranging from a minimum of $500 to a maximum of $2,000 per academic year for students who have qualifying unmet financial need. All Alaska residents who complete the Free Application for Federal Student Aid (FAFSA) by April 15th of each year, and who list at least one qualifying Alaska institution of higher education, will be considered as having applied for the grant program. Qualifying applications are prioritized based on financial need by the Alaska Student Loan Corporation (ASLC). Those students with the highest financial need ASLC then awards in order of need until funds are exhausted. All applicants must complete a new FAFSA each year. Qualifying criteria is available on the UAS financial aid Web site: www.uas.alaska.edu/financial_aid.

Bureau of Indian Affairs (BIA): The Bureau of Indian Affairs makes grants available to eligible full-time students who are Alaska Native or American Indian. For further information and application materials, contact the local BIA area office or your regional Native Regional Corporation.

Federal Pell Grant: The Federal Pell Grant program funds eligible students with financial need as determined by the Free Application for Federal Student Aid (FAFSA). To receive a Pell Grant, a student must be working toward his or her first bachelor’s degree and may be attending on less than half-time basis.

Federal Supplemental Educational Opportunity Grant (FSEOG): The Federal Supplemental Educational Opportunity Grant (FSEOG) program is similar to the Pell Grant program and can provide additional assistance to students with financial need. A student must be working toward his or her first bachelor’s degree, may be attending on less than half-time basis, and must have financial need as determined by the Free Application for Federal Student Aid (FAFSA). Funds for the FSEOG program are limited. The priority deadline is April 15 for the next school year. Applications received after that date may be considered throughout the school year if funding is available.

Academic Competitiveness Grant: The Federal Academic Competitiveness Grant is available for first-year students who graduated from high school after January 1, 2006, and for second-year students who graduated from high school after January 1, 2005. This grant is in addition to the student’s Federal Pell Grant. Qualifying criteria is available on the UAS financial aid Web site: www.uas.alaska.edu/financial_aid.

National SMART Grant: The National SMART Grant is available during the third and fourth years of undergraduate study to full-time students who are eligible for the Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security. The student must also have maintained a cumulative GPA of at least 3.0 in coursework required for the major. This grant is in addition to the student’s Federal Pell Grant award. Qualifying criteria is available on the UAS financial aid Web site: www.uas.alaska.edu/financial_aid.

Scholarships

Scholarships are awarded for academic achievement, leadership potential, extracurricular involvement, and/or financial need. Students interested in applying for scholarships should contact the Campus Financial Aid Office for guidelines and applications. In Sitka and Ketchikan applications are available through the Student Services Office. When open for applications, the University of Alaska Scholarship application may be accessed on www.uaonline.alaska.edu
UA Scholars Program

The purpose of the University of Alaska Scholars Program is to give Alaska’s middle and high school students an incentive to achieve excellence, to nourish efforts by the school district to provide high quality education and to encourage Alaska’s top high school graduates to stay in Alaska for college.

The UA Scholars Award is a four-year scholarship to the University of Alaska. The Board of Regents sets the award amount. Award recipients will receive $1,375 per semester for eight semesters, a total value of $11,000.

The UA Scholars Award is offered to students in the top 10 percent of their graduating class as determined by qualifying high schools. The determination is based on the student’s class standing at the end of his/her junior year. Each qualified school is allowed to set its own selection criteria. For more information about the UA Scholars Program call the Program Administrator at 1-877-257-2465 (toll free), or send the program a message via E-mail at: scholars@alaska.edu.

Loans

Loans for college costs are monies that must be repaid. Educational loans generally have long-term repayment schedules, offer low interest rates, and often have provisions for deferring payments. Some loans are based on financial need. Prior to applying for a loan, students should consult with the Financial Aid Office regarding interest rates, repayment requirements and incentives, and payback periods.

Stafford Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need as determined by the analysis of the Free Application for Federal Student Aid (FAFSA). Interest is not charged until the borrower enters repayment or during authorized periods of deferment. Eligibility for an unsubsidized loan is not related to financial need. Interest on unsubsidized loans is charged from the time the loan is disbursed until it is paid in full (the borrower may elect to accumulate and capitalize the interest while s/he is in school). A student may be eligible to receive both a subsidized and an unsubsidized loan for the same enrollment period. Students interested in obtaining a Stafford loan should contact the Financial Aid Office on the Juneau campus for information on eligibility requirements, interest rates, deducted fees, and payback requirements. Additional information can also be obtained from the Federal Student Aid program’s website at: http://studentaid.ed.gov and on the UAS Financial Aid Web site: www.uas.alaska.edu/financial_aid.

An “entrance interview” is required for all Federal loan recipients. Students may fulfill this requirement by accessing one of the following websites: http://mapping-your-future.org/student or https://www.dl.ed.gov/borrower (if the student is borrowing from the Direct Loan Program and completing the on-line entrance counseling session.

Alaska Supplemental Education Loan (ASEL): The Alaska Supplemental Education Loan is a higher-cost alternative loans available to students. To be eligible for an Alaska Supplemental Education Loan, a student must be either an Alaska resident or a resident of any state attending school in Alaska, must be a US citizen or eligible non-citizen, must be admitted to a degree or certificate program enrolled in courses on at least a half-time basis and maintain satisfactory academic progress (SAP). In addition, the student must have good credit, an apparent ability to repay the loan, no previous defaults and no Child Support Enforcement Division holds for past due child support payments. This alternative loan can be used toward tuition and fees, room and board, books and supplies (including computer), transportation, child care and other approved costs. This loan is unsubsidized, though the interest can be deferred and capitalized at the end of the six-month grace period, and has a higher interest rate than do the Federal Stafford Loan programs. Applications and details are available from the Financial Aid Office or from the Alaska Commission on Postsecondary Education (ACPE): http://alaskaadvantage.state.ak.us.

A.W. “Winn” Brindle Memorial Scholarship Loan: This loan may be used to pursue a certificate or degree program in fisheries, fishery science, fishery management, seafood processing, food technology, or closely related fields. Applicants must be at least one-year residents of Alaska, enrolled full-time, and may be pursuing either undergraduate or graduate study. Recipients have up to 15 years to repay and are eligible for up to 50% forgiveness conditioned upon graduation, return to Alaska and employment in fishery-related fields. Applications and details are available from the Financial Aid Office or from the Alaska Commission on Postsecondary Education (ACPE): www.state.ak.us/acpe.

Alaska Teacher Scholarship/Loan Program: This program is intended to encourage Alaska high school graduates to pursue teaching careers and to teach in rural elementary and secondary schools in the state. Applicants must have graduated from an Alaska high school and must be nominated by a rural Alaska school board. Recipients are eligible for up to 50% forgiveness conditioned upon graduation and employment in a rural Alaska school district. For more information, contact a rural Alaska school board or the Special Programs Division of the Alaska Commission on Postsecondary Education (ACPE) at 907-465-6741.

PLUS Loans (loans for parents or graduate students): PLUS loans enable parents with good credit histories to borrow to pay the educational expenses of each child.
who is a dependent undergraduate student enrolled at least half time; graduate students may also borrow from this loan program to help fund their education. Parents interested in obtaining a PLUS loan should contact the Financial Aid Office on the Juneau campus for information on eligibility requirements, interest rates, deducted fees, and payback requirements. Additional information can also be obtained from the Federal Student Aid program’s Web site at: http://studentaid.ed.gov.

Alaska Family Education Loan Program: A full-time admitted student in good academic standing whose parent or guardian has been a resident of Alaska for the one year prior to applying may be eligible to receive assistance through the Alaska Family Education Loan program. The parent is responsible for repayment of the loan, which begins within 45 days of each loan disbursement. Applications and details are available from the Financial Aid Office or from the Alaska Commission on Postsecondary Education (ACPE): http://alaskaadvantage.state.ak.us.

Student Employment

Federal Work Study Program: The Federal Work Study (FWS) program provides a limited number of jobs for eligible students as determined by the application for Federal Student Aid (FAFSA). Most of the FWS opportunities are on campus and in the local elementary schools, where UAS has a large number of community service Reader Buddy and math tutor positions available. Students may work up to twenty (20) hours per week during the semester and up to forty (40) hours per week during semester break periods. Wages depend on the job responsibilities and the student’s qualifications. Eligible applicants should contact the Financial Aid Office on each campus for information on available FWS positions.

Part–Time Employment: Students who are not eligible for the Federal Work Study program may still find part-time employment on or off campus. Information on position openings is available through the Personnel Office, the Financial Aid Office, and the Career Counseling Office on the Juneau campus, and through the Student Services Offices on the Ketchikan and Sitka campuses.

Veterans Assistance

The University of Alaska Southeast is approved to provide training to veterans, eligible dependents, and service personnel who are using Veterans Administration (VA) educational benefits and who are attending the Juneau, Ketchikan or Sitka campus of UAS.

Before registering for courses, students eligible for VA educational benefits must apply for formal admission into a VA approved degree program. In addition, federal law requires that schools approved for veterans training report attendance and progress of all students who receive benefits. Required VA forms and information on all VA programs are available online at www.GIBill.va.gov.

The following requirements must be met by all students receiving benefits from the Veterans Administration:

Satisfactory Academic Progress: Students may receive VA benefits only for courses that are required for completion of their degree program. In addition, students must maintain a grade point average (GPA) of at least 2.0 in each semester in which they are receiving benefits. Failure to do so is reported to the Veterans Administration and may terminate educational benefits.

Adds, Drops and Other Changes: Students must inform the VA Certifying Official in the Financial Aid Office whenever they add or drop courses, withdraw from the university, change address or dependents, or make other status changes. Students who drop or withdraw may be required by the VA to reimburse a portion of their veterans benefits.

Eligibility

To be considered for financial aid, including Federal grants and loans, Alaska Student Loans, and institutional grants and scholarships, a student must:

1. Have graduated from high school or earned a GED or demonstrate the Ability to Benefit.
2. Be unconditionally admitted to a program leading to a degree or certificate at UAS
3. If applying for federal need–based assistance, demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA)
4. Maintain satisfactory academic progress in his/her course of study
5. Not be in default on any federal Title IV loan (Stafford, FSLS or Perkins) or owe a refund on any federal Title IV grant or loan (Pell, FSEOG, SSIG or Perkins)

Deadlines

UAS Scholarships: February 15
UA Foundation Scholarships: February 15
AlaskAdvantage Education Grant: April 15
FSEOG Priority Deadline: April 15
Bureau of Indian Affairs Funding: Check with agency
Federal Pell Grant and Federal Loans: Anytime during the academic year
Application Procedures

Students must apply each year for financial aid. Students should contact the Financial Aid Office for a UAS Financial Aid information packet and application materials. Send requests for information to 11120 Glacier Hwy, Juneau, AK 99801–8680, or phone (907) 796–6255 or (877) 465–4827 (toll–free). Application deadlines vary, so apply early.

Specific procedures are as follows:

1. All students must be unconditionally admitted to a degree or certificate program at the University of Alaska Southeast before most types of financial aid can be disbursed (refer to the “Admission” sections of this catalog for information on procedures and deadlines). Graduate and Credential students who are admitted “conditionally” may be eligible to receive aid only if their admission status is the result of departmental provisions.

2. All students should complete the Free Application for Federal Student Aid (FAFSA), listing the University of Alaska Southeast, code # 001065, in the school section. For the 2010-2011 academic year, the FAFSA must be received by the Federal processor by June 30, 2011, or by the end of the term in which the student is enrolled, whichever is earlier. Students are encouraged to complete the FAFSA on the Web (www.fafsa.ed.gov).

3. The student will receive a Student Aid Report (SAR) acknowledgment letter two to four weeks after the FAFSA has been submitted, and the Financial Aid Office on the Juneau campus will receive an Institutional Student Information Record (ISIR) within approximately three days of processing the FAFSA. All students should review the SAR acknowledgment letter, or the ISIR, confirm that all information is correct, and submit it to the Financial Aid Office on the Juneau Campus. Note: Students may be required to provide additional information and documents (refer to the “Verification of Information” section).

4. Students who wish to apply for UAS or UA Foundation scholarships may obtain the application packet from the financial aid representative on each campus or from the Financial Aid Office’s website. Please note that the deadline for applications for UAS and UA Foundation Scholarships is the February preceding the academic year (e.g., February 15, 2011 for the 2011-2012 academic year for UAS scholarships).

5. Students who wish to apply for other scholarships may request applications, if available, from the financial aid representative on each campus.

6. Students who wish to apply for the AlaskAdvantage Education Grant must submit their FAFSA by April 15 in the preceding the academic year.

7. Students interested in the Stafford, the Alaska Supplemental Education Loan program or other alternative loan programs are encouraged to apply on-line (please refer to the Financial Aid Office’s website for links to lender’s on-line applications).

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

Verification of Information

The U.S. Department of Education reviews financial aid applications to determine that information has been reported accurately and that aid is distributed fairly. The Financial Aid Office also verifies information on selected applications before students can receive financial aid awards. Copies of the following documents may be requested:

1. Income tax returns
2. Verification of untaxed income
3. Verification of household size
4. Verification of child support payments
5. Verification of number of family members in college
6. Verification of dependency status
7. Verification of non-citizen status
8. Verification of social security number
9. Verification of registration status with the Selective Service
10. Verification of status of defaulted student loans
11. If military, copies of Leave/Earning Statements (preferably all 12 months) for previous tax year

If documentation is requested by the UAS Financial Aid Office and is not received within 14 days of the date of the request, the student will lose his or her application priority date. If changes have occurred in any of the information (other than marital status) supplied on the FAFSA, students must correct the SAR or ISIR and resubmit it for reprocessing. For more information about the Federal Student Aid programs and the application procedures, visit their website at: http://studentaid.ed.gov.
Satisfactory Academic Progress Statement

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

Federal regulations found in 34 CFR 668.16 (e) require, as a condition to participation in federal student aid program, that the University have a satisfactory academic progress (SAP) policy that monitors

Quality—this is monitored by the cumulative grade point average (GPA). To maintain eligibility for financial aid students must stay in good academic standing by maintaining a 2.0 cumulative GPA. Since this is monitored by the Registrar’s office, it will not be monitored separately by the financial aid office.

Quantity—this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 75%. Passing grades for this purpose are letter grades of A, B, C, D, or P. This is an ongoing average, and not a semester or annual percentage.

Maximum Timeframe—The final component requires that students complete their degree program within 150% of the required credits of the program. For example, if you are in a Bachelor Program that requires 120 credits to graduate, you may receive funding for the first 180 credits attempted.

Academic progress will be reviewed at the end of each spring semester to ensure that the student has completed 75% of attempted credits at the University of Alaska.

In addition to the annual evaluation, some students may be evaluated on a semester basis. These include but are not limited to students who are on an approved appeal, students who have exceeded 150% time frame and been granted an extension, students in a probationary status, and those who do either an official or unofficial total withdrawal.

If a student’s ineligibility is based on academic performance at the University of Alaska that is more than five academic years in the past, then the student will be placed on probation for their first term of re-attendance. If the student is unable to bring the overall percentage to a satisfactory level within one semester the student may continue on probation provided that they complete at least 75% of the credits in each semester.

Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress will be allowed as satisfactory for one year only. Failure of a student to satisfactorily complete the required number of credits during the academic year will result in the suspension of most types of financial aid.

First-time freshmen and transfer students with no prior academic history within the University of Alaska system are considered to be making satisfactory academic progress for the first semester of enrollment.

Satisfactory academic progress must be maintained even during terms in which aid is not received.

Withdrawal from all courses for any semester will result in suspension of financial aid. Total withdrawal is defined as earning no credits in that semester. This can be either from official withdrawal or unofficial withdrawal which is earning no credits and receiving grades of AU, F, W, NB, NC or NP. Receiving grades of I or DF will not be considered as total withdrawal.

Academic Disqualification, Dismissal or Removal from Program will result in immediate loss of aid.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the incomplete with a passing grade.

Repeat Courses: Repeated courses that are required for a student’s degree program count toward the minimum credit hour load required for aid during a given semester.

Remedial Coursework: Students who enroll in remedial coursework (less than 100 level) may receive financial aid.

Telecourses and Distance Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student’s degree program. Note: Students are still required to complete these classes within the term that they enroll (year-long correspondence courses are NOT eligible for financial aid).

Challenge courses and 500-level courses: These courses are NOT fundable by any type of financial aid.

Withdrawals: Students who totally withdraw from the university, after receiving financial aid, will be suspended from receiving future financial aid and may be liable for refunds and/or return of Title IV funds (refer to the Financial Aid section of your campus’s course catalog for information on refunds and return of Title IV funds).

Institutional Funds: Students receiving scholarships, grants, or tuition waivers from UA are expected to meet


the satisfactory academic progress requirements listed in this document. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt; requirements for scholarships will be stipulated in the UA scholarship information packet.

**Other Sources of Aid:** Students receiving scholarships or financial aid from such sources as BIA, regional and village corporations, civic groups, and private organizations are expected to meet the satisfactory academic progress requirements of UA unless the agency or group instructs the Financial Aid Office, in writing, to waive our requirements for these specific funds.

**Notification:** Notifications regarding satisfactory academic progress and appeal decisions will typically be emailed to the University assigned email address.

**Financial Aid Probation:** A student in good standing who falls below the minimum percentage of cumulative credits will be placed on probation if, in the most recent semester, he or she has completed at least 75% of the credits attempted. Students on probation will be monitored every semester until they are back in good standing.

**Financial Aid Suspension:** Financial aid suspension will result from:

1. Failure to complete the minimum percentage of credits required. Academic Disqualification, Dismissal, or removed from program as defined by the catalog.
2. Exceeding the maximum number of credits allowed for the student’s program prior to graduation.
3. Failure to meet the requirements of an appeal approval. A student, who is suspended again after failing to meet these requirements, MUST attend on his/her own without financial aid and earn the required cumulative GPA in order to regain eligibility (see **Reinstatement** below). **Subsequent appeals may be considered if a student has experienced unusual, extenuating circumstances.**

**Appeals:** A student whose financial aid has been suspended may appeal that decision. Appeals should be directed to the Financial Aid Office. Appeal forms are available in the Financial Aid Office or under the “Forms” section on each campus’s web page. Written documentation is required for appeals for financial aid reinstatement. The Financial Aid Office will review all appeals to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation and evaluated each semester. Continued funding will be based on passing 75% of the credits attempted each semester or regaining eligibility under the policy.

Reinstatement: A student who does not wish to appeal or whose appeal has been denied may regain eligibility by attending course(s) without financial aid. The student will be reinstated once the 75% cumulative completion rate has been reached and the student is in good academic standing with the University.

Disbursements: Funds cannot be disbursed for prior semesters when a student had failed to maintain satisfactory academic progress. Approval of appeals is for the semester of the appeal only and not for a preceding term.

**Concurrent Enrollment**

If a student plans to enroll at UAS and at another branch of the University of Alaska during the same semester, it may be possible to consider the credits together when determining a student’s status for financial aid funding. Aid cannot be received at both institutions simultaneously. The institution at which the student is admitted is the institution that must disburse the student’s aid. At this time the University of Alaska Southeast does not have consortium agreements with any institution outside the University of Alaska system.

**Disbursement of Funds**

All financial aid is received at the Financial Aid Office and released to students through their respective campus student accounts office. Disbursement is usually in equal amounts, one-half of total award at the beginning of each semester. Proceeds of any financial aid will be used to pay tuition, fees, and all other amounts due UAS. Any remaining balance will be issued to the student in the form of a refund check. The amounts of financial aid fund disbursed may be adjusted if students make changes to their schedules during the add/drop period.

The Financial Aid Office requests that funds be disbursed 10 days prior to the start of each term to facilitate refund checks; however the actual receipt of aid is dependent on the completeness of each student’s financial aid application. The Student Accounts Office will release refund checks no earlier than the first day of class each term. Refund checks may be picked up at the Student Accounts Office, or will be direct deposited if the student has signed up for this option.

**Tax Issues**

According to the Tax Reform Act of 1986, all scholarships, fellowships, and federal financial aid grants are counted as taxable income to the extent that these awards, either individually or together, exceed the cost of tuition, fees, required books, and supplies. It is the student’s responsibility to report all such aid on his or her tax return.
**Tax Credits:** The Hope Scholarship Credit is a credit against tax liability that may be claimed only for amounts spent on qualified tuition and expenses at an eligible institution that are not covered by other assistance. It is available only for the first two years of post-secondary education if the student is enrolled at least half-time in a program leading to a degree or certificate and if the taxpayer’s adjusted gross income is below a specified amount.

The Lifetime Learning Credit is also a credit against tax liability that may be claimed only for amounts spent on qualified tuition and expenses at an eligible institution that are not covered by other assistance. However, to receive this credit students are not required to be enrolled at least half-time in one of the first two years of post-secondary education, and there is no limit on the number of years in which the credit may be claimed for each student. The Lifetime Learning Credit is available for students taking only one course and for graduate level education. Unlike the Hope Scholarship Credit, the Lifetime Learning Credit is calculated on a per-family, rather than a per-student, basis. More than one family member’s expenses may apply, but the credit is capped at a per-family limit based on family income. For additional information, consult a tax advisor or contact the IRS.

**Return of Title IV Funds Policy**

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

1. This policy applies to all students who withdraw, drop out, are expelled from the University of Alaska Southeast, or otherwise fail to complete the period of enrollment for which they were charged, and who receive financial aid from Title IV funds:

   a. The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford Loans, Subsidized Staff- ford Loans, Federal PLUS Loans, Federal Pell Grants, and Federal SEOG Grants.

   b. A student’s withdrawal date is:

      i. the date the student completed the course withdrawal form, or the date the student officially notified the Financial Aid Office or the Student Resource Center on the Juneau campus or the Student Services Coordinator on the Ketchikan or Sitka campus of his or her intent to withdraw (This notification may take place via e-mail, letter, phone or personal contact); or

      ii. the midpoint of the period for a student who leaves without notifying the institution; or

      iii. the student’s last date of attendance at a documented academically related activity.

   c. The term “period of enrollment” includes every day, including weekends that the student is enrolled, excluding breaks of at least five consecutive days (The length of the break is determined by counting the first day of the break through the last day before classes resume.)

2. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.

   a. The percentage of Title IV aid earned shall be calculated as follows: Number of days completed by student divided by total number of days in term completed. The total number of days in term excludes any scheduled breaks of more than five days.

   b. The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percentage earned.

   c. UAS will return unearned aid first from the student’s account. Unearned aid is calculated as follows: Total institutional charges X percent of unearned aid = amount returned to program(s). Unearned Title IV aid shall be returned to the following programs in the following order: Unsubsidized Stafford Loan; Subsidized Stafford Loan; Parent Loans to Undergraduate Students (PLUS); Federal Pell Grant; Federal SEOG; other Title IV grant programs. No program can receive a refund if the student did not receive aid from that program.

   d. When the total amount of unearned aid is greater than the amount returned by UAS from the student’s account, the student is responsible for returning unearned aid to the appropri-
ate program(s) as follows: Unsubsidized Stafford Loan*, Subsidized Stafford Loan*, Parent Loans to Undergraduate Students (PLUS)*, Federal Pell Grant**, Federal SEOG, other Title IV grant programs.

* Loan amounts are returned according to the terms of the promissory note. **Students are not required to return the 50 percent of the grant assistance that is their responsibility to repay.

e. If a withdrawing student is determined to have earned more aid than was actually disbursed by the official withdrawal date, UAS may apply “post-withdrawal disbursements” to current year charges and to minor (less than $100) prior year charges that the student owes without specific permission of the withdrawing student, providing the student would have otherwise been fully eligible for the disbursement on the date of withdrawal.

f. If amounts earned but not disbursed remain after a “post-withdrawal disbursement” is applied to outstanding eligible institutional charges, withdrawing students (or their respective PLUS borrower) will be offered, in writing, a post-withdrawal disbursement of the remaining balance within 30 days of the date of UAS’ determination that the student withdrew. The withdrawing student or his/her parent must accept the offer of the balance of the post-withdrawal disbursement within 14 days of being notified. If the student or parent accepts the offer of the balance of a post-withdrawal disbursement within the time frame, UAS must provide the funds within 90 days of the date on which UAS became aware of the withdrawal. If the student or parent does not respond within the 14-day window, UAS is not required to make the disbursement, but may do so at its discretion.

g. Written offers of post-withdrawal disbursements, refunds and adjusted bills will be sent to the student’s home address on file in the Registrar’s Office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

3. A student may rescind his/her official notification of withdrawal by filing a written statement with the Registrar’s Office that he/she is continuing to participate in academically related activities and intends to complete the period of enrollment. If the student subsequently ceases to attend UAS prior to the end of the period of enrollment, the student’s rescission is negated and the withdrawal date is the student’s original date or the student’s documented last date of attendance at an academically related activity.

4. UAS’s responsibilities concerning the return of Title IV funds include:

   a. providing each student with the information given in this policy;
   b. identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students; and
   c. returning any Title IV funds that are due the Title IV programs.

5. The student’s responsibilities in regard to the return of Title IV funds include:

   a. becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid; and
   b. returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

6. The procedures and policies listed above supersede those published previously and are subject to change at any time.

7. Refunds of institutional charges for students who do not totally withdraw will be calculated using the UAS refund policy published in the UAS Class Schedule and Academic Catalog.

Students who would like more information on the Refund policy or the Return of Title IV Funds policy may contact the Financial Aid Office.
**Technology Fees**

**Campus Technology Fee**
$5 per credit hour, capped at $60 per semester. The technology fee funds improvements to instructional technology and services at each campus. Examples include computers in open labs, digitized library materials, staffing for labs and support services. Each campus consults with representatives of the student body as well as staff and faculty in prioritizing the use of the fee.

**Network Access Fee**
The purpose of the network charge is to cover 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 tuition rate ($147 for Academic Year 2010–2011) will be exempt for the charge. All calculated fees will be rounded to the nearest dollar.

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**Student Fees**

All students residing within the City and Borough of Juneau will be assessed all applicable fees based on the number of credits.

**Whalesong Publishing Fee**
1 credit and up $5
(Juneau only, non-refundable)

**Student Governance Fees**

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>Juneau</td>
<td>$5 per credit, capped at $75</td>
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<tr>
<td>Ketchikan</td>
<td>$1 per credit</td>
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<tr>
<td>Sitka</td>
<td>$1 per credit</td>
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</table>

Student Governance Fees are non-refundable unless classes are cancelled by the University.

**Student Health Fee**
6 credits or more: $30
(Juneau only, non-refundable)

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**Student Recreation Facility Fee**

- Spring, Fall & Summer, 5 credits or more: $150 (Juneau only, mandatory and non-refundable)
- 1–4 credits: Students must pay a fee to use facility.

**Student Alumni Fee**
6 credits or more: $15 (Juneau fall term only, optional)

**Other Fees**

- Occupational Endorsement, Certificate and Associate Level Admission Processing Fee: $40, remit with application ($10 fee to change from Associate-level to Bachelor-level admission prior to completion of the lower level program.)
- Bachelor Level Admission Processing Fee: $50
- Graduate Level Admission Processing Fee: $60, remit with application
- Graduation Fee:
  - Occupational Endorsements: $10
  - Graduate Certificates: $10
  - Undergraduate/Graduate Degree: $50
- Late application fee: $25
  (payment due with application)
- Housing Parking Fee: $50
  per car each semester (Juneau)

**Transcript Requests**

- Regular Processing: $7 each transcript (7-14 business days to process)
- Priority processing: add one $5 fee to entire order. (1-3 business days to process)

In order to process a transcript request, the following information must be provided: name(s), signature, social security number, and dates of attendance. Fax requests with signature will be accepted.

**Credit–by–Examination Fees**: $45 per credit

**Music Private Lesson**: $65 per credit; or higher for master lessons

**Distance Fee**

- Lower division: $40 per course
- Upper division & Graduate: $75 per course

**Student Health Insurance**
Rates vary according to coverage selected. Note: All international students must carry health insurance or prove personal coverage.

**Lab/Material Fees**

A lab/material fee, in addition to the normal credit-hour charge, may be charged for certain courses that require the use of special materials, supplies, or services. Amounts are noted in class schedules.
### UAS Academic Year 2010-2011 Fee Schedule

<table>
<thead>
<tr>
<th>Refund</th>
<th>Fee</th>
<th>Amount</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonrefundable</td>
<td>Whalesong Publishing*</td>
<td>$5 per semester</td>
<td>fall &amp; spring terms</td>
</tr>
<tr>
<td>Nonrefundable</td>
<td>Student Rec Center*</td>
<td>$150 per semester (5 or more credits)</td>
<td>all terms</td>
</tr>
<tr>
<td>Nonrefundable</td>
<td>Health Services*</td>
<td>$30 per semester (6 or more credits)</td>
<td>fall &amp; spring terms</td>
</tr>
<tr>
<td>Refundable**</td>
<td>Student Alumni*</td>
<td>$15 flat fee</td>
<td>fall term</td>
</tr>
<tr>
<td>Refundable**</td>
<td>Campus Network Charge</td>
<td>Lower Division: $3 per credit</td>
<td>all terms</td>
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<tr>
<td></td>
<td></td>
<td>Upper Division: $3 per credit</td>
<td>all terms</td>
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<tr>
<td></td>
<td></td>
<td>Graduate School: $6 per credit</td>
<td>all terms</td>
</tr>
<tr>
<td>Refundable**</td>
<td>Campus Technology Fee</td>
<td>$5 per credit, $60 maximum</td>
<td>all terms</td>
</tr>
</tbody>
</table>

* Juneau classes only

** Fee is refundable if student requests to opt out by the last day to drop classes with 100% refund. (See Academic Calendar on page 6 100% refund dates.)

### Tuition Schedule 2010-2011

The Tuition Schedule is subject to change.

#### Resident Tuition

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Lower Division (000-299)</th>
<th>Upper Division (300-499)</th>
<th>Graduate (600-699)</th>
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<tr>
<td>1</td>
<td>$147</td>
<td>$170</td>
<td>$338</td>
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<tr>
<td>2</td>
<td>294</td>
<td>340</td>
<td>676</td>
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<td>3</td>
<td>441</td>
<td>510</td>
<td>1,014</td>
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<tr>
<td>4</td>
<td>588</td>
<td>680</td>
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<td>1,870</td>
<td>3,718</td>
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<td>2,040</td>
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<tr>
<td>14</td>
<td>2,058</td>
<td>2,380</td>
<td>4,732</td>
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Additional credits are assessed at $147 per credit for lower division, $170 for upper division, and $338 for graduate credits. WUE is 150% of residential tuition.

#### Nonresident Tuition

<table>
<thead>
<tr>
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<th>Lower Division (000-299)</th>
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<th>Graduate (600-699)</th>
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Additional credits for non-residents are assessed at $500 per credit for lower division, $523 for upper division, and $691 for graduate credits. Non-residents may take up to 4 credits per semester at the resident rate; however, additional credits will cause all credits, including the first four, to be reassessed at the non-resident rate.
Fees and Fee Changes

All fees are approved by the University of Alaska Board of Regents. The University reserves the right to change or add to its fees at any time. Fee assessments are subject to audit and correction, and any such adjustments will be made within 30 days following the close of late registration. Students will be notified by mail of any such adjustments.

Nonacademic Course Fees

Fees for nonacademic, vocational/technical and special courses vary with individual programs and communities.

Community Education and Self Support Course Fees

Tuition waivers do not apply to these sponsored, community education, or special interest courses. There are no refunds unless the University cancels the course, or unless the student officially drops the course 7 days in advance.

Senior Citizen Tuition Waiver

The University of Alaska Board of Regents has approved a waiver of tuition only for Alaska residents 65 years and older. A resident is any person who has been physically present in Alaska for one year, excepting only vacations or other absence for temporary purposes with the intent to return. Such students may receive tuition waivers to enroll in any classes offered by UAS for which they are qualified, except those classes in which student work spaces may not be available and except for self-support classes. Self-support courses include Community Education and certain other identified classes.

Senior citizens using tuition waivers must register on or after the first day of the semester for semester-based classes, or on or after the first day of the class for non-semester-based classes. Senior citizens who register before these times are not eligible for the tuition waiver. Also, senior citizens who paid normal tuition to register early will not be allowed to drop and later re-add the class to take advantage of the waiver. The waiver is for tuition only and does not cover lab or material fees, the general technology fee, or the Student Governance fee.

Refunds

Students who drop courses must process drop forms through the Registrar’s Office or the UAOonline.alaska.edu website. Student fees are non-refundable. Any debts owed to the University (any campus) by the student will be subtracted from the refund before issuance of a check or direct deposit to the student or the source of financial aid. Full or partial refund of tuition and fees will be made according to the schedule on this page.

Non-Credit Course Refunds

All non-credit courses are self-support; minimum enrollment is required. To be eligible for a refund, students must drop seven days prior to the course start date.

Refund Schedule

<table>
<thead>
<tr>
<th>Course Length</th>
<th>100% Refund Tuition &amp; Fees</th>
<th>50% Refund Tuition Only</th>
<th>No Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester-length courses</td>
<td>Prior to and during the first 5 days of instruction for the semester</td>
<td>6th through 10th days of instruction for the semester</td>
<td>On or after the 11th day of instruction for the semester</td>
</tr>
<tr>
<td>Credit courses meeting 12 or more times but less than a semester</td>
<td>Prior to the day of the 3rd class meeting</td>
<td>Prior to the day of the 5th class meeting</td>
<td>On or after the day of the 5th class meeting</td>
</tr>
<tr>
<td>Credit courses meeting 6-11 times</td>
<td>Prior to the day of the 2nd class meeting</td>
<td>Prior to the day of the 3rd class meeting</td>
<td>On or after the day of the 3rd class meeting</td>
</tr>
<tr>
<td>Credit courses meeting less than 6 times</td>
<td>On or before the first day of the course</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Web courses with no designated class meetings, to be determined by campus</td>
<td>Within 7 calendar days from the later of student's registration date or the first day of instruction for the semester.</td>
<td>7 to 14 calendar days from the later of student's registration date or the first day of instruction for the semester</td>
<td></td>
</tr>
</tbody>
</table>
**Student Financial Assistance (SFA) Refunds**

The Financial Aid Office requests that funds be disbursed 10 days prior to the start of each term to facilitate refund checks; however, the actual receipt of aid is dependent on the completeness of each student’s financial aid application. The Student Accounts Office will release refund checks no earlier than the first day of class each term. Refund checks may be picked up at the Student Accounts Office, or will be direct deposited if the student has signed up for this option.

Federal regulations stipulate that UAS students who are receiving Federal Student Financial Assistance (SFA) and who totally withdraw may be eligible to receive a refund of tuition and fees, which is to be repaid to the appropriate SFA program(s). Consult the Financial Aid or Business Office for details.

Self-support courses, correspondence courses, and sponsored courses offered primarily by the Professional Education Center may have different refund policies than those indicated here. Please check with the Professional Education Center at (907) 796-6045 for information concerning refund policies for these classes.

The first day of instruction for semester-length courses is the first day of instruction listed in the official academic calendar.

1. If the courses registered for are cancelled by UAS, tuition and fees will be refunded in full.
2. The date of the drop transaction determines eligibility for a refund.
3. If registration is cancelled as a result of disciplinary action, students forfeit all rights to a refund of any portion of tuition and fees.
4. Vocational/technical course fees are subject to this refund schedule.
5. In case the operations of UAS are adversely affected by war, riot, natural act, action of civil authority, strike or other emergency or condition, the University reserves the right to take action to curtail part of all of its operations, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by UAS, the University’s liability is limited to (at most) a refund of tuition and fees paid.
6. There is an abbreviated version of the Refund Schedule published in the summer schedule to accommodate summer term’s shorter class lengths.
7. Housing refunds: See Student Services section in this catalog or contact Student Activities.

**Refund Petitions**

The UAS Business Office may grant exceptions to financial obligations. The Business Office considers petitions only when a student has been medically disabled, has experienced a death in the family, or has a change in employment hours or location beyond the student’s control.

- Written documentation of these conditions is required.
- Petitions are not reviewed unless documentation of circumstances is provided.
- Petitions are not reviewed unless the student has officially dropped or withdrawn from course(s).
- Exceptions are not considered for a student’s failure to comply with published deadlines, or changes in employment under the student’s control.
- Petitions will not be considered for semesters beyond one year.

Refund processing begins after the first day of class and takes ten working days. Students who paid by credit card will have their card credited. If the student paid by cash or check, a refund check will be mailed to the address of record. Refunds will not be issued for amount of less than $1. For general information please call 796-6267.

**Resident and Non-Resident Tuition**

Students who qualify for resident status should file an application for residency for the term they plan to attend, with required documentation at the appropriate university office prior to the published end of the add/drop period for regular semester-length courses.

The following is a summary of the Board of Regents policy to determine whether you are eligible for resident tuition. Students eligible for Alaska resident tuition must be United States citizens or eligible non-citizens and include those who:

- Received or have been qualified to receive an Alaska Permanent Fund Dividend within the last 12 months.
- Have graduated in the last 12 months from a qualified Alaska high school.
- Have been physically present in Alaska for the past two years.
- Are active-duty military personnel or members of the National Guard, or their spouses or dependent children.
• Are students from foreign cities and provinces that have established sister city or sister province relationships with the state of Alaska or Alaska municipalities, and have been approved by the president.

• Are participants in the UA Scholars program.

• Are participants in the University of Alaska College Savings Plan program who meet eligibility criteria as established by the Education Trust of Alaska.

• Are dependent children of a person who holds an associate, baccalaureate, or graduate degree from the University of Alaska.

• Are dependent children of an Alaska resident, as evidenced by the most current federal income tax return filed within the past 16 months.

• Are participating in the Western Interstate Commission on Higher Education (WICHE) or Western Regional Graduate Program (WRGP).

• Are enrolled in four or fewer credit hours within the UA system.

• United States veterans eligible for a Veterans Administration education benefit, and their spouse and dependent children. Students qualifying under this exemption must move to and remain domiciled in the state of Alaska during their course of study;

Students will be considered “non-resident” if, within two years prior to applying for residency, they:

• Carried out any act inconsistent with Alaska residency, such as claiming residency in another state or voting as a resident in another state.

• Were claimed as dependent children of a non-resident of Alaska for federal income tax purposes during the most recent tax year.

• Paid resident tuition at an educational institution in another state during the past two years.

• Paid the Western Undergraduate Exchange (WUE) program rate to the University of Alaska.

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

**Western Undergraduate Exchange (WUE)**

Alaska is one of twelve participating western states in the Western Undergraduate Exchange (WUE) program. The following states participate in WUE: Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah and Wyoming. In addition, Washington, Arizona and California are treated like WUE states by Board of Regents policy. Residents of the 14 states listed above pay at 150% of the in-state credit hour rate.

To be admitted as a WUE student, an eligible applicant must attach a written statement to his or her application for admission requesting to be admitted under the WUE program. Programs available to WUE students on a space-available basis:

**UAS Programs**

**Associate of Arts**

- Associate of Applied Sciences
- Business Administration
- Computer Information and Office Systems
- Construction Technology
- Early Childhood Education
- Fisheries Technology
- Health Information Management
- Health Science
- Power Technology

**Associate of Business**

- Bachelor of Art in Art
- Bachelor of Art in Biology
- Bachelor of Art in Elementary Education
- Bachelor of Art in English
- Bachelor of Art in Geography and Environmental Studies
- Bachelor of Art in Social Science
- Bachelor of Liberal Arts
- Bachelor of Business Administration
- Bachelor of Science in Biology
- Bachelor of Science in Environmental Science
- Bachelor of Science in Geography and Environmental Resources
- Bachelor of Science in Marine Biology
- Bachelor of Science in Mathematics

**Payment Plan Option (Juneau, Ketchikan, and Sitka)**

The University of Alaska Southeast offers Tuition Management Systems’ Interest-Free Monthly Payment Option as a way to spread your education expenses over time instead of one large semester payment. For a one time enrollment fee, you will be billed monthly or automatic monthly deductions from checking or savings are available at no additional cost. For more information, or to enroll, call 1-800-722-4867 and speak with an education payment counselor or go to www. afford.com/uas.

The plans offered include 3 or 4 payments for a single term or 8, 9 or 10 payments for the whole academic year. Monthly payments are based on estimated expenses divided by the number of payments to be made. Once the account has been activated, the student will be billed for monthly payments as they become due. Students enrolling after the term has started will need
to make up the back payments to bring the account current.

Tuition Managements Systems will work with families to understand all the options available and provided financial counseling to determine the best payment solution for each student.

**Student Expenses**

Because student living arrangements and personal spending habits vary widely, there is no single figure that can be used to represent the cost of attending UAS. Therefore, the following estimated costs are offered only as a guide in budget planning.

**Tuition and Fees:** These costs vary with the student’s educational level (graduate or undergraduate), enrollment status (full or part-time) and residency (instate or out-of-state). Refer to the fee schedule.

**Books and Supplies:** These costs average $1,222 per year for a full–time student but can vary with student course load.

**Food:** An allowance of about $3,880 seems to be sufficient for most students for two semesters.

**Campus Housing:** In Juneau, cost range is from $1,985 per person for a double occupancy study/bedroom, to $5,040 per family for family housing.

**Off-Campus Housing:** The average cost of an off-campus apartment is approximately $890 per month per person.

**Campus Recreation:** $150 per semester

**Transportation:** An allowance of about $1,440 is sufficient to meet most needs for two semesters; cost depends on how close a student lives to campus and whether there are car expenses. Students should also allow for airfare if they plan to return to their hometown during the school year.

**Personal Expenses:** A student should budget for clothing, laundry, medical and dental expenses, recreation, personal supplies, and other items. An allowance of $1,974 per academic year is usually sufficient.

**Debts to the University**

Deferred payment agreements of any type and debts arising from contractual agreements such as housing contracts are legal obligations to UAS. It is important to read any contract thoroughly and to ask any questions before signing any form.

It is the student’s responsibility to make payments by the date due. Debts arising from a contractual agreement such as cleaning and repairs under a housing contract are immediately due unless otherwise stated in the contract. Statements will be emailed to student’s official UA e-mail account. Students who do not repay amounts by the designated due date will receive one additional notice. If the payment is not received by the date specified on the notice, collection proceedings which may include garnishment of student’s Alaska PFD, will be instituted to collect the debt.

A fee of $30 will be collected from each person who has given the university a check that has been dishonored. Students who do not repay such checks will receive notice. If payment is not made by the date specified, collection proceedings will be instituted. Note: Grades, diplomas, and transcripts will not be released until all debts to the University (any campus) are paid.
### Alaska Resident: Fall 2010/Spring 2011 Estimated Expenses

**Students without dependents**  
Living at home with parents  
Living in on-campus housing  

**All other students:**  
* without dependents living away from parents  
* with dependents in ANY housing

#### Undergraduate

*Based on 12 credit hours/semester*

<table>
<thead>
<tr>
<th></th>
<th>Students without dependents</th>
<th>All other students:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Living at home with parents</td>
<td>Living in on-campus housing</td>
</tr>
<tr>
<td><strong>Room</strong></td>
<td>$0</td>
<td>$4,285</td>
</tr>
<tr>
<td><strong>Board</strong></td>
<td>3,880</td>
<td>3,880</td>
</tr>
<tr>
<td><strong>Undergraduate Tuition</strong></td>
<td>(1) 3,816</td>
<td>(1) 3,816</td>
</tr>
<tr>
<td><strong>2% Network Fee</strong></td>
<td>76</td>
<td>76</td>
</tr>
<tr>
<td><strong>Student/Course Fees</strong></td>
<td>653</td>
<td>653</td>
</tr>
<tr>
<td><strong>Books &amp; Supplies</strong></td>
<td>1,122</td>
<td>1,122</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>1,440</td>
<td>225</td>
</tr>
<tr>
<td><strong>Misc. Living Expenses</strong></td>
<td>1,974</td>
<td>1,974</td>
</tr>
<tr>
<td><strong>Resident undergraduate COA</strong></td>
<td>$12,961</td>
<td>$16,031</td>
</tr>
</tbody>
</table>

#### Graduate

*Based on 9 credit hours/semester*

<table>
<thead>
<tr>
<th></th>
<th>Students without dependents</th>
<th>All other students:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Room</strong></td>
<td>—</td>
<td>$4,568</td>
</tr>
<tr>
<td><strong>Board</strong></td>
<td>—</td>
<td>3,880</td>
</tr>
<tr>
<td><strong>Graduate Tuition</strong></td>
<td>—</td>
<td>(2) 6,084</td>
</tr>
<tr>
<td><strong>2% Network Fee</strong></td>
<td>—</td>
<td>122</td>
</tr>
<tr>
<td><strong>Student/Course Fees</strong></td>
<td>—</td>
<td>593</td>
</tr>
<tr>
<td><strong>Books &amp; Supplies</strong></td>
<td>—</td>
<td>842</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>—</td>
<td>1,080</td>
</tr>
<tr>
<td><strong>Misc. Living Expenses</strong></td>
<td>—</td>
<td>1,070</td>
</tr>
<tr>
<td><strong>Resident graduate COA</strong></td>
<td>—</td>
<td>$18,239</td>
</tr>
</tbody>
</table>

---

1) The budget allowance for undergraduate tuition is based on an average cost of $159.00/credit. The allowance may be increased if the total tuition charge exceeds this allowance.

2) The budget allowance for graduate tuition is based on an average cost of $338/credit. The allowance may be increased if the total tuition charge exceeds this allowance.

3) An independent student’s budget may be increased by the cost of school related child care.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance Budgets.
### Alaska Non-Resident: Fall 2010/Spring 2011 Estimated Expenses

<table>
<thead>
<tr>
<th></th>
<th>Students without dependents</th>
<th>All other students:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Living at home</td>
<td>Living in on-campus</td>
</tr>
<tr>
<td></td>
<td>with parents</td>
<td>housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>with dependents in ANY housing</em></td>
</tr>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Based on 12 credit hours/semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>$0</td>
<td>$4,285</td>
</tr>
<tr>
<td>Board</td>
<td>3,880</td>
<td>3,880</td>
</tr>
<tr>
<td>Undergraduate Tuition</td>
<td>(1) 12,288</td>
<td>(1) 12,288</td>
</tr>
<tr>
<td>2% Network Fee</td>
<td>246</td>
<td>246</td>
</tr>
<tr>
<td>Student/Course Fees</td>
<td>653</td>
<td>653</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,122</td>
<td>1,122</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,440</td>
<td>1,253</td>
</tr>
<tr>
<td>Misc. Living Expenses</td>
<td>1,974</td>
<td>1,974</td>
</tr>
<tr>
<td>Non-Resident undergraduate COA</td>
<td>$21,603</td>
<td>$25,701</td>
</tr>
</tbody>
</table>

### Graduate

Based on 9 credit hours/semester

|                       |                     |                     |
| Room                  | —                   | $4,568              | $8,010               |
| Board                 | —                   | 3,880               | 3,880                |
| Graduate Tuition      | —                   | (2) 12,438          | (2) 12,438           |
| 2% Network Fee        | —                   | 249                 | 249                  |
| Student/Course Fees   | —                   | 593                 | 593                  |
| Books & Supplies      | —                   | 842                 | 842                  |
| Transportation        | —                   | 1,080               | 1,080                |
| Misc. Living Expenses | —                   | 1,070               | 1,070                |
| Non-Resident graduate COA | —       | $24,293             | (3) $28,162          |

1) The budget allowance for undergraduate tuition is based on an average cost of $500/credit. The allowance may be increased if the total tuition charge exceeds this allowance.

2) The budget allowance for graduate tuition is based on an average cost of $691/credit. The allowance may be increased if the total tuition charge exceeds this allowance.

3) An independent student's budget may be increased by the cost of school related child care.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance budgets.
Western Undergraduate Exchange (WUE):
Fall 2010/Spring 2011 Estimated Expenses

<table>
<thead>
<tr>
<th>Students without dependents</th>
<th>All other students:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Living at home</td>
<td>Living in on-campus housing</td>
</tr>
<tr>
<td></td>
<td>with parents</td>
<td></td>
</tr>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Based on 12 credit hours/semester</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>$0</td>
<td>$4,285</td>
</tr>
<tr>
<td>Board</td>
<td>3,880</td>
<td>3,880</td>
</tr>
<tr>
<td>Undergraduate Tuition</td>
<td>(1) 5,568</td>
<td>(1) 5,568</td>
</tr>
<tr>
<td>2% Network Fee</td>
<td>111</td>
<td>111</td>
</tr>
<tr>
<td>Student/Course Fees</td>
<td>653</td>
<td>653</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>1,122</td>
<td>1,122</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,440</td>
<td>1,253</td>
</tr>
<tr>
<td>Misc. Living Expenses</td>
<td>1,974</td>
<td>1,974</td>
</tr>
<tr>
<td>WUE undergraduate COA</td>
<td>$14,748</td>
<td>$18,846</td>
</tr>
</tbody>
</table>

*Western Undergraduate Exchange program: residents of Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming and are eligible to pay the resident tuition rate plus $74/credit at UAS if they apply and are accepted for admission under the WUE program.

1) The budget allowance for undergraduate tuition is based on an average cost of $232/credit. The allowance may be increased if the total tuition charge exceeds this allowance.

2) An independent student's budget may be increased by the cost of school related child care.

NOTE: Please contact the Financial Aid Office if you would like an explanation of the assumptions made in determining these Cost of Attendance budgets.
Housing

Choosing a college is a very important decision, but deciding whether to live on or off campus can be just as important. College experiences can be greatly enhanced by living on campus. But it is not just about living. It is about living and learning, about being a part of a community that can foster close friendships and academic achievement not found in off campus living situations. UAS offers residence hall, apartment-style housing, single rooms, substance-free environments, and deemed living-learning communities.

JUNEAU CAMPUS HOUSING

Eligibility

Students residing in on-campus housing must maintain full time enrollment (12 credits) and a minimum 2.0 GPA and show record of current immunizations. Students may petition to the Residence Life Manager to have fewer credits.

Housing Details

Banfield Hall: First time freshmen under the age of 21 enrolling at the Juneau campus will live in Banfield Hall. This coed residence hall has 42 rooms with two students assigned to each room. Two rooms are joined into a suite, which allows four same-sex students to share a common entry area and bathroom. The entry contains a small refrigerator and microwave and each room has phone and data lines.

Banfield Hall also has two lounges with full-length windows overlooking the forest. There’s also a computer room with 24-hour access, laundry facilities, kitchen television lounge, and study lounge.

Students assigned to Banfield (or first-time freshmen placed in apartments) will be required to purchase a full meal plan.

Apartment Living: Modern apartment-style units, for both single students and students with families, are available. Six apartment buildings provide housing for 200. Single-room apartments consist of four single-occupant bedrooms and double room apartments contain two double-occupancy rooms for four students. These two-bedroom units may be designated as family apartments. Common areas include a full kitchen, living room, dining room and bathroom. Each apartment also has a shared storage room and one phone line, which can be used for local calls. Internet access is available if your computer has wireless capability. You will need to provide your own wireless card.

All students living in the apartments are required to purchase a reduced meal plan.

Location: The housing facilities are located within a short 10-minute walk to campus.

Staffing: The student housing complex is staffed by a live-in manager, a residence life coordinator, a student wellness coordinator, as well as student community advisors (CA) and peer advocates (PA). The CAs and PAs act as peer advisors to help residents adjust to the everyday tasks and experiences associated with pursuing a university education.

Community Facilities: Residents of the student housing complex share the Student Housing Lodge, the community center. The facility provides a commons area with a fireplace, classroom, residence life offices, television lounge and game room in addition to a laundry facility and secured gun storage area. The Whale Mart convenience store is located on the lower level. The Lodge is the site for many social and educational activities. A barbecue shelter, basketball court, and a children’s play area located outside of the Lodge. Parking is available. Single students are allowed one car, and families are allowed two cars. There is a $50 parking fee per semester per car.

Application Procedure

Applications may be picked up from the Student Housing Office, located in the Mourant Building at the Juneau campus or by writing to the University of Alaska Southeast Housing Office, 11120 Glacier Highway, Juneau, AK 99801. The housing application and information is also available upon request by e-mail to housing.activities@uas.alaska.edu or download housing application.pdf from www.uas.alaska.edu/housing.

Applications for fall should be completed by April 1 for priority consideration. Applications for spring are due by December 1. Students are encouraged to apply early, as housing facilities fill quickly. An application is not considered complete until the $200 deposit is received, signed housing agreement is returned, proof of immunization has been verified, and Student Housing Placement Profile provided.
Assignments
Assignments to student housing are made prior to the start of each semester. Students will be informed, in writing, of the details of their assignment before they arrive. Priority is given on a first come, first serve basis once an application and deposit have been received. Assignments will not be made unless an application is complete. This means that a signed housing agreement and proof of current immunizations have been received. All efforts will be made to honor special housing requests such as roommate preferences; however, staff may not be able to accommodate requests of last-minute applications.

2010-2011 Housing Rates
Banfield Residence Hall
Double Room (shared room) $1,985
Single $2,685
Meal Plan $1,400

*Single rooms are only available if the residence hall is not full. These rooms cannot be guaranteed until after the first week of classes.

Apartment Style
Single occupant room $2,284
(D Single room in 4-person apartment)
Double occupant room $2,158
(Shared room in 4-person apartment)
Meal Plan $350

Family Style
Two-bedroom $5,040
(Up to four occupants total)
Meal Plan $350
(May be shared by all household members)

All utilities, except cable television, are included in the rental charge. Single student rent is due in advance for each semester upon or before moving in; family residents may pay in four equal installments, unless receiving financial aid. Any balance due after financial aid is applied can be paid in four equal parts. Rental rates and fees are subject to change.

Penalties
Students may not check out of the apartments mid-semester without incurring a substantial financial penalty. The Housing agreement is for a full academic year and includes the meal plan for Banfield Hall students.

KETCHIKAN CAMPUS HOUSING
At this time, UAS-Ketchikan does not offer student housing. For housing information, contact the Student Services Manager, (907) 228-4508 or toll free 1-888-550-6177.

SITKA CAMPUS HOUSING
At this time, UAS Sitka does not offer student housing. Please address all questions to: the Advising Assistant, (907) 747-7703 or 1-800-478-6653.

Food Service
UAS Dining Services is available only on the Juneau campus. The Mourant Café is located in the Mourant Building, with meal service available Monday-Friday. Coffee, snacks, breakfast, lunch and dinner (except Friday) are available. Vending machines, grab and go meals are also available. Spike’s Espresso Bar is located in the Egan Classroom building. A $1,400 declining balance meal plan is mandatory for Banfield Hall residents. A $350 declining meal plan balance is required for residents in apartments. Housing students can use their declining balance meal plan at the Mourant Cafeteria as well as at the Student Housing Lodge Bear’s Pantry. For students, faculty, and staff who do not have a meal plan, a declining balance convenience card, called Whalebucks is available. See Student Accounts.
Registration

The University of Alaska Southeast is an open enrollment institution. In addition to providing courses for degree-seeking students, UAS offers a variety of special interest courses for personal enrichment.

Preparing to Register

Placement Testing: Most English and mathematics classes have specific prerequisites. Newly admitted students and those who have not previously met those requirements will need to take placement tests. Placement testing is available through the Learning Center. Placement tests can be administered to distance students. Placement tests may also be required for certain computer classes. Non-degree-seeking students wishing to take mathematics and English classes must also meet prerequisites, which require completion of the UAS placement tests. Test results are shared with the advisors in Student Resource Center or Advising Center after the tests are completed.

Testing Policy: The University of Alaska Southeast requires that all new students who are degree seeking or planning to enroll in six credits or more take our placement assessments before enrolling in any UAS course work. The testing requirement will be waived for transfer students who provide transcripts from their previous college work. Placement results will indicate the starting level for students and may require specific course(s) as a prerequisite to college level work.

Academic Advising: In order to determine placement, course options and applicability of courses to degree programs, students are encouraged to meet regularly with their academic advisor. Academic advisors are assigned at the point of admissions. Non-degree seeking students are invited to meet with general academic advisors in the Student Resource Center or Advising Center.

Undecided Major: Bachelor degree-seeking students applying to the Juneau campus who are unsure of which bachelor’s degree program they would like to pursue should choose the Bachelor intended option at the point of admission. The Student Resource Center advisors will help to transition Undecided students into a formal degree program prior to graduation.

Advisor Signatures: All degree-seeking students are encouraged to meet regularly with their academic advisor. Students not in good academic standing must obtain an advisor’s signature prior to registering for classes. Non-degree seeking students may register for courses without seeing an academic advisor.

General Registration Information: Registration and payment or payment arrangement of tuition and fees are required to attend class and earn credit. Degree-seeking students are encouraged to register early, once registration opens for each semester. Registration for special programs, short courses, seminars and other classes that are not part of the semester academic offerings will be announced prior to the beginning of the start dates.

Course Prerequisites

Prerequisites indicate the preparation students must have to enter a course. Instructors may drop students from a course who have not met the course prerequisites. Students must have achieved upper division standing to take courses at the 300 and 400 level. Prerequisites may be waived with an instructor’s approval signature.

Study Load, Fall and Spring Semesters

Typical undergraduate students register for 15 credits each semester. Students registering for 19 or more semester credit hours need approval from the student’s academic advisor and campus director or Registrar. The typical course load for graduate students is nine graduate semester credit hours.

Study Load, Summer Session

During summer sessions, students may not exceed a total of 12 credits for any combination of summer sessions without prior approval of the student’s advisor and campus director or Registrar. For sessions of one week, students may not exceed one credit hour.

Registration Options

Credit/No Credit

The credit/no-credit option is for undergraduates only, and encourages degree-seeking students to explore areas of interest not related to their academic major. One elective may be taken under this option each semester. Major or minor requirements as well as general education courses are not allowed under this option. The instructor will not be informed if the student has chosen this option. The student will be given credit toward graduation if the student performs at a level of C (2.00) or above. If performance falls below that level, the course will not be recorded on the student’s transcript.
In either case, the course will not be included in any grade point calculation. A passing grade will appear as CR on the transcript. If the student changes majors and the course subsequently becomes a requirement, the course will be accepted in the new major.

The student may change from credit/no-credit to regular status or from regular to credit/no-credit status during the first two weeks of any regular semester course or for a prorated length of time for short courses or summer session.

Auditing
A student who meets the course prerequisites and wishes to “sit in on a class” but not be graded or receive credit may do so by registering as an audit student. Auditors must formally register during the designated registration dates and pay normal tuition and fees. Auditors are not graded by instructors, do not receive credit, and are not required to take exams; nor are instructors required to grade auditors’ papers or exams. An “AU” is designated on the transcript at the end of the course. Audited courses do not apply toward degree requirements, nor will they transfer to other institutions.

A student may change registration status from “audit” to “credit” or from “credit” to “audit” up through the second week of classes in any regular semester course or for a prorated length of time in the summer session or short course. Credit by examination for an audited course can only take place after one year has passed.

Credit by Examination
UAS offers and accepts a number of credit-by-exam options. These exams are accepted or offered based upon academic policy and accreditation standards. A maximum of 30 semester credit hours taken through standardized exams will be accepted by UAS toward a bachelor’s degree, 15 semester credit hours will be accepted toward an associate’s degree, and 9 semester credit hours will be accepted toward an undergraduate certificate and 3 credits toward Occupational Endorsement Certificates. There is a $45 per credit fee.

Advanced Placement Credit through College Entrance Examination Board (CEEB): The University of Alaska grants transfer credit for satisfactory performance (a grade of 3 or higher) on the College Board Advanced Placement Tests. Students who normally complete this test during their senior year in high school. An individual wanting CEEB advanced placement credit must request an official report of scores obtained on the exam to be sent to the Office of Admissions. Upon admission, appropriate credit will be awarded. Individuals may receive credit for more than one examination.

<table>
<thead>
<tr>
<th>Exams Accepted</th>
<th>UAS Course</th>
<th>Credits</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History</td>
<td>ART S261 &amp; S262</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Art: Drawing</td>
<td>ART S105</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL S105 &amp; S106</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM S105 &amp; S106</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Classics: Latin Lyric</td>
<td>LANG Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Classics: Virgil (Level 3)</td>
<td>LANG Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Government &amp; Politics</td>
<td>GOVT S202</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CIOS Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CIOS Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>ECON S201</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics-Micro</td>
<td>ECON S202</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>ENGL S111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>ENGL S111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>ENVS S101</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>HIST Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>French Language</td>
<td>FREN S101 &amp; S102</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>French Language</td>
<td>FREN Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>German Language</td>
<td>LANG GER</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>German Literature</td>
<td>LANG Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Math: Calculus AB</td>
<td>MATH S200</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Math: Calculus BC</td>
<td>MATH S200 &amp; S201</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Music: Listening &amp; Literature</td>
<td>MUS S123</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Music Theory</td>
<td>MUS Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHYS S103 &amp; S104</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>PHYS S211</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics C: Electricity &amp; Magnetism</td>
<td>PHYS S212</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY S101</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN S101 &amp; S102</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>SPAN Elective</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>STAT S273</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government &amp; Politics</td>
<td>GOVT S101</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History</td>
<td>HIST S131 &amp; S132</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>HIST S105 &amp; S106</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

Placement for ACT (English) or SAT (Verbal): Students who pass the ACT or SAT exam will have the opportunity to waive English S111. Test scores will be evaluated upon admission to UAS. Student’s test results must reflect one of the following:
- ACT English score of 30 or higher (English Competent)
- SAT Critical Reading Score of 680 or higher

**College-Level Examination Program (CLEP):** The College Level Examination Program (CLEP) provides an opportunity for students admitted to UAS degree programs to test out of coursework in fine arts, humanities, social science, foreign language, English, mathematics, and natural science. With the 2001 transition from paper-and-pencil exams to a computer-delivered system, ACE (American Council on Education) recommends that a minimum score of “50” must be attained to earn college credit.

Students who take the CLEP English Composition with Essay and score 500 points or higher will receive 3 semester hours of credit for English 111. **NOTE:** The CLEP General Exam in English Composition without Essay will be transferred as elective credit only. **Students cannot challenge English 211 or 212.**

Contact: CLEP, P.O. Box 660. Princeton, NJ 08541-6600 Ph: 1-800-257-9558

**CLEP Exams Currently Accepted**

<table>
<thead>
<tr>
<th>Test Name</th>
<th>UAS Course</th>
<th>Credits</th>
<th>Min. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra (College)</td>
<td>MATH S107</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Pre-Calculus (College)</td>
<td>MATH S107 &amp; S108</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>American Government</td>
<td>GOVT S101</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Biology, General</td>
<td>BIOL S105 &amp; S106</td>
<td>8</td>
<td>50</td>
</tr>
<tr>
<td>Business Law (Introduction)</td>
<td>Level 2 Elective</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Calculus with Elementary Functions</td>
<td>MATH S200</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Chemistry, General</td>
<td>CHEM S105 &amp; S106</td>
<td>8</td>
<td>50</td>
</tr>
<tr>
<td>College Composition</td>
<td>ENGL S111</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>College, Mathematics</td>
<td>MATH S105</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>ACCT 101</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>French (College Level)*</td>
<td>FREN S101 &amp; S102</td>
<td>8</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>FREN S201 &amp; S202</td>
<td>8</td>
<td>59</td>
</tr>
<tr>
<td>German (College Level)*</td>
<td>LANG 1GER</td>
<td>8</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>LANG 2 ELEC</td>
<td>8</td>
<td>60</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>HIST S131</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>History of the U.S. II</td>
<td>HIST S132</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>PSY S250</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM Elective</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>SCI Elective</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>MATH 1GER</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>Level 2 Elective</td>
<td>3</td>
<td>50</td>
</tr>
</tbody>
</table>

**Principles of Macroeconomics** | ECON S201 | 3 | 50 |
**Principles of Microeconomics** | ECON S202 | 3 | 50 |
**Psychology (Introductory)** | PSY S101 | 3 | 50 |
**Social Sciences/History** | SOC/HIST Elective | 6 | 50 |
**Sociology (Introductory)** | SOC S101 | 3 | 50 |
**Spanish (College Level)*** | SPAN S101 & S102 | 8 | 50 |
| | SPAN S 201 & S202 | 8 | 63 |
**Trigonometry** | MATH S108 | 4 | 50 |
**Western Civilization I** | HIST GER | 3 | 50 |
**Western Civilization II** | HIST GER | 3 | 50 |

*Two to four language semesters approved. Total score determines credit award.

**DANTES Subject Standardized Tests:** Credit for non-traditional education can be earned through the DANTES Subject Standardized Tests program (DSST). Credits will be awarded only if students are admitted to degree and certificate programs and have taken courses at UAS. American Council on Education (ACE) recommendations for minimum test scores will be accepted. Exams may be repeated after an interval of one year. Auditing a course does not preclude obtaining credit for the course by taking the DSST subject standardized test. Credit will not be given for any course for which credit has previously been earned.

**Credit by Examination-UAS:** Students admitted to a degree program and currently enrolled at UAS are eligible to request credit by examination. The first step is to check with the instructor of the course that an individual would like to challenge, or with the chair of the department under which the course is offered. Final approval to challenge a course comes from the appropriate Academic Dean or Campus Director. **Students may not receive credit by examination for a course that is a prerequisite to another course in which they are currently enrolled or have completed.** A course challenged for credit must not duplicate a course for which credit has already been given. If a student has audited or previously enrolled in a class, he or she may not request credit via departmental examination for the class until the subsequent academic year. Departmental exams will be graded pass/fail and do not carry grade points. Exams may not be repeated earlier than one year from the previous test date. Cost is $45 per semester credit.
International Baccalaureate Diploma

The International Baccalaureate Diploma Program is a two-year curriculum for students aged 16-19 and is similar to the final year of secondary school in Europe. UAS awards credit for IB higher-level exams on which students have earned a score of 4 or better. Students should submit an official record of their IB certificate(s) or diploma for review by UAS.

Registration Actions

Adding a Class

Courses may be added based on the published dates for that semester. Instructor/advisor signatures may be required. If a class is filled, students may add their name to a wait list. This does not assure a space in class; students should make an alternative selection.

Dropping a Class

Students may drop full semester classes through the second week of the semester. Classes less than a full semester in length have prorated drop dates, available at the Registrar’s Office. Refer to www.uas.alaska.edu/schedule. Dropped courses do not appear on academic transcripts.

Withdrawing From a Course

The withdrawal period starts after the second week of class for full semester courses (prorated for courses less than a semester in length). A grade of “W” will appear on transcripts. This grade will not affect the Grade Point Average (GPA). No withdrawals from full semester courses are permitted after the 12th week of each semester.

Refer to the academic calendar located in the catalog for specific dates. Degree-seeking students are highly encouraged to speak with their academic advisor before withdrawing from any class, as it may affect financial aid eligibility as well as the length of time it may take to complete the degree. International students may not drop below full-time without speaking with the international student coordinator.

Faculty Initiated Withdrawals

A faculty member may initiate a drop/withdrawal for students or auditors who fail to meet specified course attendance requirements; however, the faculty member is under no obligation to do so.

At the beginning of the semester, faculty may initiate a drop for students who fail to attend class by the 7th calendar day of the semester. Faculty-initiated drops/withdrawals may also be initiated for students or auditors who enroll in courses without the required prerequisites.

Faculty must follow the same drop/withdrawal deadlines specified for students in either full semester courses or courses of less than a full semester in length.

Use of Social Security Numbers

To protect your privacy, the University of Alaska will assign you a student ID (SID) number that is different from your social security number (SSN). Your SID, rather than your SSN, will be used to identify your educational records.

However, UA is required to obtain your SSN for federal financial aid and tax reporting purposes. Privacy Act Notice, Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. For more information please refer to IRS code 6050S.

To use the secure web admissions application your SSN is required. (This will assist us in avoiding duplication of student records.) If you do not wish to provide your SSN using the web application, you may download, complete, and mail in an undergraduate or graduate student application.

UAS Communication Via E-mail

Student E-mail Account

UAS now uses e-mail to communicate with students on many important matters including all official communication regarding student account statements and direct deposit notices. The university automatically assigns each student an official UAS e-mail account after the student registers for class. You are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to your official UAS e-mail account. If you want to receive university communication at a different e-mail address, you must forward e-mail from your assigned UAS account to the e-mail address of your choice. To access or forward your UAS assigned e-mail address please visit the following Web site for instructions: www.uas.alaska.edu/helpdesk/email.

Information Release

Access to Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designed to protect the privacy of educational records, to establish the right to inspect and review academic records, and to provide guidelines for the correction of inaccurate or misleading data within academic records. Those wishing to review academic records at UAS should make an appointment with the UAS Registrar for review. Records must be reviewed in the Registrar’s office with the Registrar
present. Records cannot be reviewed without a prior appointment.

Under FERPA, you are entitled, as a University of Alaska student, to review your education records. Except for directory information, no personally identifiable information is disclosed to agencies outside the university without the written permission of the student or as otherwise permitted under FERPA.

Within the university, records are made available to school officials with a legitimate educational interest. A school official is any individual designated by the university to perform an assigned function on behalf of the university, including faculty, administrators, staff, other students serving on official university committees or assisting a university official in performing his or her duties, and third parties with whom the university has contracted, such as attorneys, auditors and collection agents. School officials have a legitimate educational interest if they need information from a student’s education records to perform work appropriate to their position.

No other information from a student’s education record will be disclosed to anyone outside the university without the written consent of the student except to officials of other institutions in which a student seeks to enroll, in connection with financial aid which the student has applied for or has received, in compliance with a judicial order or subpoena, to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

Directory Information

Directory information may be disclosed on a routine basis to the public unless the student requests that such information not be released. The following is considered directory information:

1. Name
2. E-mail
3. Home city and state
4. Dates of attendance at UAS
5. Program/major field(s) of study
6. Degrees and certificates received, including dates
7. Participation in officially recognized university activities
8. Chancellor’s List and Dean’s List recognition
9. Academic and co-curricular honors, awards, and scholarships, including dates received.

Transcripts (UAS)

Official transcripts are available for a fee. Regular processing (allow 7–10 days) is $7 per copy. Priority processing, available at the Record’s office only, (allow 1 to 3 days) is an additional $5 fee. Students who have taken classes at other University of Alaska institutions may obtain those transcripts as well at no additional charge by indicating their attendance when requesting official transcripts.

Students may request a copy of their transcript via the internet at: www.getmytranscript.com.

Enrolled students may obtain unofficial copies of transcripts at www.uaonline.alaska.edu.

1. Login to the Secured Area
2. Enter your User ID (student ID number 3XXX XXXX) and your PIN.
3. Click on Student Services & Account Information
4. Click on Student Records
5. Click on Academic Transcript
6. Select a Transcript Level (undergraduate, graduate, all levels, etc.)
7. Select Transcript Type (WEB Unofficial, etc.) and click Submit

*Please note: if you have multiple levels you will need to repeat Step 7 for each level.
Graduation

Students are responsible for meeting all requirements for graduation. It is important that students meet regularly with their academic advisor to review degree status and anticipated graduation date.

Application for Graduation

1. A student must be admitted to a degree program before he or she can apply for graduation. Students cannot graduate the same term they apply for admissions. If the student is a bachelor’s degree student intending to graduate with an associate’s degree prior to graduation with a bachelor’s degree, he or she should check with the advisor to be admitted to the selected associate degree.

2. Once a student has clarified admissions status, he or she must formally apply for graduation and pay a $50 fee. The application for graduation must be filed with the Registrar’s office on the campus attended during the semester in which he or she plans to graduate.

   Fall completion deadline, October 1
   Spring completion deadline, February 1.
   Summer completion deadline, July 1.

   Applications submitted after the deadline will be charged an additional $25 late application fee. The last date to be considered for spring graduation is March 1, for summer is July 19, and fall October 31. Applications received subsequent to the late application deadline will be moved to the following term.

3. If a student would like to graduate with a minor in a four-year degree program, he or she must declare the minor by the graduation application deadline. Minors will not be awarded after a degree is posted to the transcript. The Registrar will not award a minor without a formal request in writing on the application for graduation.

4. The request for graduation will be processed and the student will receive written notification from the Registrar’s Office regarding graduation status.

NOTE: If program requirements are not completed the semester for which the student has applied for graduation, the Registrar will roll the application for up to one year. However, it is the student’s responsibility to notify the Registrar when completion is expected, and meet their deadlines.

Diplomas and Commencement

UAS issues diplomas three times yearly: in late September following the summer session, in February following the fall semester and in June following the spring semester. Commencement ceremonies are only held once a year, in May. Students who complete degree requirements during the academic year are invited to participate in the May ceremony.

Graduation with Honors

Students earning associate or baccalaureate degrees who obtain a cumulative grade point average of 3.5 will graduate cum laude, 3.8 magna cum laude and 4.0 summa cum laude. In addition to the general residency requirements, students must have been in attendance at UAS for at least 24 credit hours for an associate degree and 42–48 credit hours for a bachelor’s degree to graduate with honors. All college work attempted, including that attempted at other institutions and grades earned from repeated courses, is considered in the determination of a student’s eligibility for graduation with honors. Honors are not awarded to occupational endorsement certificates, certificate and graduate degree students.

For transfer students to be considered for graduation with honors they must have a 3.5 cumulative GPA in all attempted UAS credits and 24 resident credits for an associate and 48 resident credits for a bachelors.

Occupational Endorsement Completion

Occupational Endorsement candidates must formally apply for completion. A $10 fee is required. The application must be filed with the Registrar’s Office by October 1 for fall, February 1 for spring and July 1 for summer completion. Students completing Occupational Endorsements are not eligible for honors or to participate in the commencement ceremony.

4-Year Average Student Right-to-Know Rates

<table>
<thead>
<tr>
<th>Starting Cohort Year</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
<th>4-yr Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation within 150%</td>
<td>20%</td>
<td>16%</td>
<td>14%</td>
<td>19%</td>
<td>17%</td>
</tr>
<tr>
<td>Transfer-out</td>
<td>31%</td>
<td>19%</td>
<td>11%</td>
<td>20%</td>
<td>20%</td>
</tr>
</tbody>
</table>
Student Activities

UAS offers a variety of social, cultural, and recreation-al activities to students in Juneau, Ketchikan and Sitka. These communities are rich in opportunities for extra curricular participation. UAS prides itself in listening to students’ suggestions for both indoor and outdoor activities and then designing programs to meet those wishes.

In addition to outdoor activities such as hiking, cross country and downhill skiing, kayaking, canoeing, camping and fishing, UAS provides a wide variety of student events each semester. Traditions include the Polar Bear Plunge, Banff Festival of Mountain Films and the Welcome Picnic.

In Juneau:
Student Activities Office
(907) 796-6528
housing.activities@uas.alaska.edu

In Ketchikan:
Student Services Coordinator
(907) 228-4508 or (907) 228-4505
ketch.info@uas.alaska.edu

In Sitka:
Student Services Manager
(907) 747-7705
student.info@uas.alaska.edu

Bookstores

The Juneau and Ketchikan bookstore carries school supplies, study aids, reference books, insignia gift items, and clothing. Only the Juneau bookstore carries textbooks. The purchase of textbooks is easily facilitated when registration schedules are presented. The bookstores are open to all students and the general public during posted hours.

UAS students, faculty, and staff can purchase computer software at a discount. Textbook returns for add/drop courses may be made one week prior to, and two weeks after, the first day of instruction during regular semesters. Check bookstore for policy. Return policy on shorter classes vary. Students should keep receipts as they are required for refunds.

Orders for graduation apparel and invitations are available through the bookstores. Check early each semester for graduation deadlines.

Distance students should follow the directions for textbook purchases in the semester schedule for each distance delivered course.

New Student Orientation

The University of Alaska Southeast New Student Orientation mission is to assist new students in making a successful transition, academically and socially, into the UAS culture and community.

New Student Orientation is provided at the start of each Fall and Spring semester. Orientation is an excellent opportunity for all new students to learn about the campus facilities, services, and resources as well as get to know fellow new classmates.

Juneau Campus Students:

New Student Orientation is required for all new, full-time students registered for 12 credits or more. New students who are registered for less than 12 credits are highly encouraged to attend Orientation.

Fall Orientation: August 31 - September 1, 2010. A $75 orientation fee will automatically be billed to students required to attend, all other students will be billed after they sign-up ($75 to attend both days, $40 for the first day).

Spring Orientation: January 7, 2011. A $40 orientation fee will automatically be billed to students required to attend, all other students will be billed after they sign-up.

For more information about current UAS Orientation schedules, distance student Orientation and sign-up forms please visit www.uas.alaska.edu/orientation or contact:

Juneau Campus
Contact: Admissions Office
(907) 796-6430
admissions@uas.alaska.edu

Ketchikan Campus
Contact: Student Services Manager
(907) 228-4508
ketch.info@uas.alaska.edu

Sitka Campus
Contact: Student Services Manager
(907) 747-7705
student.info@uas.alaska.edu
Student Government

Student government on all UAS campuses plays an important role in the development of university policies, academic programs, and student services. In addition, student government organizes and promotes many activities on campus and nominates students to faculty and administrative committees. Although student government is comprised of elected officers, it encourages all students to get involved. A student government fee is collected from all students at the time of registration, which supports the work that the elected representatives do on each campus.

In Juneau:
Student Activities Office (907) 796-6528
uas.info@uas.alaska.edu

In Ketchikan:
Student Services Coordinator (907) 228-4505
ketch.info@uas.alaska.edu

In Sitka:
Student Services Manager (907) 747-7705
student.info@uas.alaska.edu

Student Recreation Center (REC) (Juneau)

The Student Recreation Center facility is a Joint Use Facility with the Alaska Army National Guard (AANG). This shared facility includes basketball and volleyball courts, suspended running/walking track, cardio equipment, thirty-foot indoor climbing wall, weight training room, dance/cardio studio and two classrooms. Exclusive for UAS is the Student Activity Center (SAC) which features a student lounge, stage and dance floor, pool tables, flat screen television and a 21-foot movie screen.

All students are welcome to use the Recreation Center and take advantage of the wide variety of events, programs, intramural and entertainment offerings. Those students who have registered for 5 credits or more will be assessed a mandatory $150 fee each semester to help support the facility and its diverse program offerings. Faculty, staff, alumni and students with less than 5 credits, are encouraged to purchase memberships in order to have unlimited access to the many opportunities for recreation and exercise at this facility. Membership options may be discussed with the front desk staff at any time. Day use access is granted at only $3/day. Many programs such as concerts, dances, performances, intramurals and movies are free to all students at all times. The Student Recreation center rents equipment to students, faculty, staff, and alumni including: kayaks, backpacks, tents, cross country skis, snowshoes, and much more. Equipment rentals for outdoor activities can be checked out at the front desk.

The UAS Student Recreation Center is a university-based facility and all members must show a valid university ID to access the facility at each visit. In the event of a US Homeland Security Red Alert the recreation facility access may be curtailed at the request of the AANG. Members must show UAS ID to access the facility each time they use the facility for security requirements. The facility is for the exclusive use of AANG and UAS and is not open for the general public except at scheduled times.

The front desk of the Student Recreation Center can be reached at (907) 796-6544. For information regarding memberships, outdoor programs, events, climbing wall or employment, call (907) 796-6546. For information regarding facility rental, room reservations, intramurals or general facility questions call (907) 796-6545. More information can be found at www.uas.alaska.edu/rec.

The Student Resource Center (SRC)

The SRC guides students in developing a lifelong quest for knowledge, a commitment to personal wellness and an enriched life of broad experiences. The SRC provides a framework that enhances success and achievement in the following areas:

Academic Advising provides navigation of higher education; condenses and refines student goals and clarifies vision for effective academic progress.

Peer Advising and guidance are supplied by trained and enthusiastic student staff.

Native and Rural Student Center promotes the academic success and personal development of Alaska Native and Rural students, as well as advance cultural appreciation within the UAS campus and the Juneau community.

Health Services provides resources to optimize and improve health and wellbeing.

Counseling Services supports mental health by providing individual counseling and community referrals as needed.

Disability Services coordinates creating and implementing accommodations for students with disabilities.

Academic Exchange and Study Abroad Programs enrich student’s knowledge by providing educational opportunities beyond the local campus.

Career Services assists students in all aspects of career development, from self-exploration, occupational research and learning job search skills, to applying for on and off campus internships and employment.
Together the SRC embodies a team of professionals dedicated to the Tlingit concept of “Latseen” which means “Strength of Mind, Body & Spirit”

Appointments for any of the SRC programs can be made by calling (907) 796-6000

**Academic Advising**

Each University of Alaska Southeast campus provides academic advising for new, returning and transfer students. Academic advisors are available to help students plan their program of study, and make informed choices about courses. Although students are fully responsible for their academic decisions, they should recognize the advantages of close cooperation and understanding between themselves and their advisors. Advisors assist students in selecting semester courses, planning their academic program and explaining University requirements and policies.

Academic advisors are assigned at the time of admission. Students will be assigned to an advisor in the Student Resource Center (for their first semester or more) or to a faculty advisor within their degree program. The Student Resource Center advisors work collaboratively with faculty to help new students experience a successful and satisfying first year. Degree-seeking students are transitioned to a faculty advisor in their selected program after certain sequences of courses are passed successfully, per that program’s specific requirements.

Bachelor degree-seeking students entering the Juneau campus who are unsure what degree they would like to pursue should choose the Undeclared option on the application for admission. The advisors in the Student Resource Center are trained to assist in transitioning undeclared students to a degree program within their first 60 credits at UAS.

**In Juneau:**
Student Resource Center  
(907) 796-6000  
uas.info@uas.alaska.edu

**In Ketchikan:**
Student Services Manager  
(907) 228-4508  
ketch.info@uas.alaska.edu

**In Sitka:**
Student Services Manager  
(907) 747-7705  
student.info@uas.alaska.edu

**Career Services**

The Juneau campus Career Services Office is located in the lower level of the Mourant Building. Our Career Services Specialist assists students with career exploration, resume development, cover letter composition, interviewing skills, and ‘how to conduct an effective job search’. The office maintains a job board of current position announcements and a website with links to organizations that offer a variety of employment and internship opportunities. Several online career assessments are also available to help students who are undecided about what major or career path to pursue. All of these services are accessible to distance students through email correspondence and the UAS Career Services website. Visit the Career Services Web site at: www.uas.alaska.edu/career_services.

**In Juneau:**
Career Services  
(907) 796-6000

**In Ketchikan:**
Student Services Manager  
(907) 228-4508  
ketch.info@uas.alaska.edu

**In Sitka:**
Student Services Manager  
(907) 747-7705  
student.info@uas.alaska.edu

**Counseling Services (Juneau)**

Counseling services are available to provide support to students who are experiencing stress, personal problems, or who are seeking to better understand themselves. A professional clinical counselor can also provide screening for mental illness, along with follow up support. Mental health crisis intervention is available for students Monday through Friday from 8 AM-5PM. For crises after hours and on weekends services are available by calling 911 or Bartlett Regional Hospital Emergency Services, 796-8427. There is also a 24 hour crisis/suicide prevention number, 1-877-266-4357 or online at www.carelinealaska.com.

Counseling services are offered to students enrolled in 6 or more credits. Students may have up to 6 counseling sessions per semester. If specialized or additional sessions are needed, community referrals will be provided.

For further information please visit the Counseling Web site at www.uas.alaska.edu/counseling or call 796-6000. Call this same number to schedule a confidential appointment.

**Disability Support Services (DSS)**

The University of Alaska Southeast provides services to aid college students who experience a documented physical, cognitive, and/or psychiatric disability. Disability Support Services are available on all UAS campuses. The University of Alaska Southeast is committed to equal opportunity and programmatic access for students with disabilities including students who are taking distance classes (See University of Alaska Regents Policy: www.alaska.edu/bor/policy/policy.xml).
For further information on disability support services and guidelines about documentation please visit our Web site at www.uas.alaska.edu/dss or:

**In Juneau:**
(907) 796-6000

**In Ketchikan:**
(907) 228-4505

**In Sitka:**
(907) 747-7705

Early contact at least one month before the start of classes with this program is essential to a positive educational experience.

### Exchange and Study Abroad Opportunities

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 universities and program sites to consider for an academic year or semester. Opportunities are available throughout the United States, its territories, Canada, and another 35 countries around the world.

Interested students should begin the process in the fall for a placement the following academic year. There are spring and summer opportunities as well but there may be some limitations. As a freshmen, it’s not too early to start asking questions when you arrive at UAS. Sophomores and juniors, you are in the ideal position for most programs, and seniors - quick, come in to discuss your options.

Participants must be full-time, degree-seeking students with a cumulative GPA of 2.5. Program costs are very affordable. In the case of exchanges, the cost is comparable to UAS tuition. Financial aid is available, and Alaska residents can maintain their residency and obtain their PFD.

For more information on exchange and study abroad opportunities, contact the Academic Exchange Office (907) 796-6455, or on the web: www.uas.alaska.edu/exchanges, or email marsha.squires@uas.alaska.edu.

### Health Services (Juneau)

The UAS Health Services clinic is located in the Mourant building on the ground level. The health care provider is a nationally certified mid-level practitioner. Available services include physical examinations, reproduction health, STI testing and contraceptive options. We can treat minor injuries and illnesses, prescribe medications when necessary and work closely with the community health care resources, to extend your care options. For appointments or information: (907) 796-6000.

### Native and Rural Student Center (Juneau)

UAS is committed to building on the strengths of its many Native and rural students. Toward that end, UAS has established the Native and Rural Student Center (NRSC). The Center emphasizes the development of programs and services to meet the diverse needs of Alaska Native college students at UAS.

The NRSC helps to explain academic requirements and UAS resource information and assists students in adjusting to college requirements and campus life. The Center provides a space for gatherings with an Alaska Native cultural focus. The NRSC provides a variety of academic support services such as peer mentoring through which experienced students offer guidance and encouragement in successful development of new students. NRSC also provides information about those scholarships and grants that are most relevant for Alaska Natives. The NRSC serves as a drop-in center for connecting and getting involved in campus activities.

**Wooch.een:** UAS sponsors an Alaska Native cultures club, Wooch.een, which means Working Together to raise our hopes and our dreams. Wooch.een is open to all students and helps to bridge the gap between academic and cultural education.

For information about NRSC or other issues that affect Native and rural students, drop in to the Center located on the Juneau campus or call (907) 796–6454.

### TRiO Student Support Services (SSS)

**What we offer:** TRiO offers one-on-one tutoring services for any course and one-on-one help with scholarship or financial aid applications. TRiO staff is available everyday by appointment or walk-in, is very user-friendly and will advocate for you. TRiO lends students laptops, graphing calculators, USB drives, and books. TRiO awards TRiO scholarships twice a year and presents academic or cultural workshops and events once a month. TRiO even provides free tickets to cultural events.

**Who is eligible?** Students enrolled in a degree program at UAS that are first generation to college (neither parent completed a four-year degree), low income, or have a disability are eligible for the program. The student must be a U.S. citizen or permanent resident.

For more information call (907) 796-6306 or (907) 796-6325, fax (907) 796-6305, or e-mail trio@uas.alaska.edu.

The UAS TRiO Student Support Services Program is 100% federally funded by the United States Department of Education at $220,000 annually.
Information Technology Services

New students are frequently astounded at the quality of the technology and related services at UAS. 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.

Technology Highlights

Wireless in the Wilderness-UAS was the first in the state to extend high-speed wireless access to all campus buildings. In addition to our dedicated computer classrooms and open computing labs, UAS has multiple mobile laptop carts and mobile printers that can be set up in most classrooms. Students can take laptops anywhere on campus and access campus services or surf the web.

Media/Broadcasting

Students can earn money while receiving on-the-job training in television broadcasting. A fully-equipped broadcast television facility is located in the Egan Library in Juneau. UAS broadcasts live courses via satellite and coordinates the University of Alaska Television Network for the UA system. In addition, scanners, video-editing equipment, DVD and CD burners are all available for student use. Color as well as black and white printing is available to students from a number of locations around campus.

UASOnline!

Students are able to use UASOnline! to access course materials, submit homework, and chat with other students. A page is automatically created for every course and students can create additional pages for academic work and personal expression. Blogs, personal portfolios, wikis, and social networking are some of the tools for the UAS community available through UASOnline! Log in at: https://uascentral.uas.alaska.edu/online

BubbleNET

The UAS BubbleNet community is the University’s newest way for students to communicate and learn about one another. Make new friends and be part of UAS’ thriving campus community! You can do all this through setting up a profile on BubbleNET. Log in to http://uas.alaska.edu/online to get connected.

UAShome/E-mail

Every student is provided fifty megabytes of storage space to store documents and support a personal website. In addition, every student automatically receives an individual E-mail account with 25 megabytes of storage.

UAOnline

Why wait in line? Students can register and pay for classes, check grades or transcripts, and update their personal information online at any time. Access to everything in one place, UAS Online!, UAOnline, and much more. Log in at http://uaonline.alaska.edu.

Lights, Camera, Action! A wide variety of equipment is available for checkout on the campuses. Digital cameras, video cameras, laptops, and more are available at no cost.

Help is on the way: A technology helpdesk is staffed seven days a week. The helpdesk can provide assistance in-person, through e-mail, or over the telephone. Students outside of Juneau may call toll-free 1-877-465-6400.

Student Involvement

UAS encourages students to become involved. Students contribute directly to the continuing success of the campus. Students help guide technology decisions through the Teaching, Learning & Technology Roundtable (TLTR). 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. The IT Services staff enjoy taking part in campus activities and helping make UAS an exceptional place to learn, work, and live.

Distance Education Services

Distance education opportunities are consistent with the UAS mission to provide students access to a variety of academic and vocational programs and courses. Admission requirements to distance-delivered programs are the same as admission requirements to the programs delivered on campus. Since all courses are approved by appropriate academic departments and faculty groups and meet standards of accreditation, no distinction is made among the various delivery modes in terms of a course’s acceptability for meeting degree program requirements.
Distance education is instruction that occurs when the instructor and student are separated by distance or time or both. Delivery varies by course and may be via web, audio or video conference or satellite broadcast, may use e-mail, correspondence or other combination of methods, and may require group meetings or be done on an individual basis. It is the responsibility of students to familiarize themselves with the technologies that are required for each course and prepare themselves accordingly before registering for classes.

It is the student’s responsibility to obtain advice regarding the applicability of any particular course to meet a specific degree requirement. Student services available for distance students include toll-free voice and fax telephone, admission counseling, faculty advising, UA site coordinators throughout the state, financial aid/scholarships application and awards, placement testing, tutoring resources, online library resources, computing services, and online services such as registration, grade reports, and unofficial transcripts.

Certificate and degree programs available through distance delivery may include some on-campus and/or practicum/internship requirements at specific locations.

The following certificate and degree programs are available by distance delivery to students within the state of Alaska: (unless otherwise noted below)

* Indicates program is offered distance to out of state students. Non-resident surcharges will apply.

** WUE state only

**Certificates**
- Accounting Technician
- Computer Information and Office Systems
- Early Childhood Education
- Fisheries Technology
- Health Information Management Coding Specialist
- Healthcare Privacy
- Small Business Management

**Associate Degrees**
- Associate of Arts
- Associate of Business
- AAS in Business Administration
- AAS in Computer Information Office Systems*
- AAS in Early Childhood Education
- AAS in Fisheries Technology
- AAS in Health Information Management**

**Bachelor Degrees**
- Bachelor of Arts in Elementary Education
- Bachelor of Business Administration* with emphasis in: Accounting, Entrepreneurship, Human Resources Management, or Marketing
- Bachelor of Liberal Arts

**Master’s Degrees**
- Master of Arts in Teaching (Elementary)
- Master of Arts in Teaching (Secondary)
- Master of Arts in Teaching (Early Childhood Education)
- Master of Business Administration*
- Master of Education in Early Childhood Education*
- Master of Education in Educational Leadership
- Master of Education in Educational Technology*
- Master of Education in Mathematics Education (K-8)
- Master of Education in Reading Specialist
- Master of Education in Special Education
- Master of Public Administration* (also available in Whitehorse, YT Canada)

**Graduate Certificates**
- Business*
- Early Childhood Education
- Educational Technology
- Elementary Education
- Reading Specialist
- Mathematics Education
- Special Education
- Secondary Education

UAS facilitates the delivery of the following University of Alaska academic degree programs:
- Associate of Applied Science in Human Service Technology (UAF)
- Associate of Applied Science in Nursing (UAA)
- Associate of Applied Science in Radiologic Technology (UAA)
- Bachelor of Arts in Social Work (UAF)

For specific information about UAS programs and courses offered by distance delivery and the semester
schedule of classes, log on to the UAS Distance Education website www.uas.alaska.edu/distance, or call 1-800-478-9069.

LIBRARIES

William A. Egan Library (Juneau)

The William A. Egan Library develops physical and electronic collections in support of the programs and services provided by the University of Alaska Southeast to its diverse student body, the UAS community, and the residents of Juneau. The Library provides access to these collections as well as assistance and instruction for using them effectively in order to promote student achievement, faculty scholarship, and lifelong learning.

Facility: Completed in January 1990, Egan Library is an architecturally impressive structure that houses the collections, Learning Center, Media Services department, and a significant collection of Southeastern Alaska Native Art.

Collections: Egan Library’s current collection includes more than 157,700 print volumes and about 48,000 electronic books. There are 332 active print serial titles and 120 individual subscriptions to electronic periodicals supplemented by over 29,500 electronic journal and newspaper titles available full-text through 100 databases. LinkSource allows direct linking among databases and free-online collections to full-text. The UAS community also has access to local and regional resources via a local online catalog and to global resources through databases such as OCLC FirstSearch WorldCat, a catalog of national and international library holdings. The catalog and online resources are available from the Library web site at: www.uas.alaska.edu/library. As a federal depository library, Egan Library receives a broad range of U.S. Government documents.

The Library shares an online catalog and circulation system with members of the Capital City Libraries (CCL), a consortium that also includes the Juneau Public Libraries, and the Alaska State Library. UAS students, faculty and staff, as well as members of the community, may borrow materials from all of these libraries and a daily courier delivers requested materials to the library of their choice. The Sealaska Heritage Institute is also a CCL participant; their collection does not circulate but their holdings appear in the CCL catalog and all are welcome to visit the library and use materials there.

Services: Library staff ensures that the UAS community has access to materials whether or not these materials are physically housed in Juneau-area libraries. An efficient interlibrary loan service brings materials from other state, national, and international libraries to library users in either electronic or print formats. Staff offers personalized reference services during all hours the Library is open and responds to chat and e-mail inquiries. In addition, library faculty offers instruction in information literacy to individuals and classes to develop critical thinking skills and to foster independent learning.

The Library seeks out and facilitates cooperative relationships locally, regionally, and statewide to build its collections and to provide additional services.

Hours: Egan Library is open seven days a week, including evening and weekend hours, during Fall and Spring Semesters. The library is also open for extended evening and weekend hours prior to finals.

Monday-Thursday 8:00 a.m. to 10:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Saturday 11:00 a.m. to 5:00 p.m.
Sunday 11:00 a.m. to 8:00 p.m.

Hours vary during Intersession, Spring Break, and Summer Session.

Ketchikan Campus Library

The Ketchikan Campus Library is located on the second floor of the A.H. Ziegler Building at the upper campus on Seventh Avenue. The library contains approximately 36,000 volumes, 120 periodicals in print, and a collection of federal government documents.

The library is a member of the First City Libraries Consortium, a cooperative effort among the Ketchikan Campus Library, the Ketchikan Public Library, and the libraries of the Ketchikan Gateway Borough School District, providing a shared catalog of items available at those libraries to any holder of a First City Libraries card. The collections of the Ketchikan Campus Library are chosen and maintained primarily to meet the needs of UAS Ketchikan faculty and staff; however, First City Libraries participants encourage the use of their collections as shared resources in the Ketchikan community and engage in cooperative collection development. Library cardholders may place holds on items owned by a First City Libraries member library and request that those items be delivered to any library location in Ketchikan. The First City Libraries’ online catalog address is: www.firstcitylibraries.org.

The Ketchikan Campus Library provides faculty and students with access to the Internet and electronic resources to which UAS subscribes, most of which are also accessible to faculty and students from off-campus. The Campus Library’s web site may be found at: http://www.ketch.alaska.edu/library/. Library instruction is offered to classes and individuals.
The Ketchikan Campus Library participates in an active interlibrary loan program and is an OCLC member library. The library has been designated as a limited depository for United States Government documents since 1970. USGS maps are collected by the depository and are located at the Ketchikan Public Library as part of the federal documents program.

The Ketchikan Campus Library is open during the academic year between the following hours:

Monday–Thursday 10:00 a.m.-7 p.m.
Friday 10:00 a.m.-6 p.m.
Saturday 9:00 a.m.-1 p.m.

The telephone number of the library is 907–225–4722 or 1–888–550–6177 within Alaska, and the fax number is 907–228–4520.

Sitka Campus Library Services

Sitka students, faculty and staff receive library services from the UAS Egan Library in Juneau. Computer labs on campus facilitate access to online resources and reference assistance. The Sitka Campus homepage has a direct link to the Egan Library homepage where students have access to the library’s catalog, all UAS-licensed databases of indexed and full-text resources, interlibrary loan services, as well as reference and instruction support services. The Outreach Services Librarian at the Juneau Campus provides library instruction and information resource support for the UAS Sitka Campus community, both on-site and at a distance. Students residing in Sitka have access to the Kettleson Memorial Public Library with a collection of 50,000 titles. Resources in various other formats and workstations for access to online databases are also available.

LEARNING CENTERS

Juneau Campus Learning Center and Testing Center

Learning Center

As a primary hub of academic support services on the Juneau campus, the Learning Center serves the following functions for UAS students:

Mathematics Tutoring: Tutors offer drop-in help for all levels of UAS mathematics courses at all times the Learning Center is open. Students only need to raise their hand to ask for assistance. Tutors focus on developing problem-solving techniques and critical thinking.

Writing Consultation: Writing tutors offer feedback on student essays and papers in individually scheduled meetings. Consultations focus on helping guide students through the writing process, from brainstorming topics to developing arguments to revising the final draft. Multiple appointments are encouraged.

Subject Tutoring: Departments sponsor tutors in subjects such as physics, accounting, chemistry, biology, economics, foreign languages, and more. Subject tutors post scheduled hours near the beginning of each semester.

Study Strategies Coaching: We offer one-on-one help with study strategies such as note-taking, test-taking, reading strategies, time management, and stress management.

In-house library: Current copies of mathematics textbooks are available for in-room use. Students can also check-out a wide variety of extra textbooks for reference use or for placement test preparation.

Computer/printer use: Students are welcome to use our computers and printers in the main room and in The Think Tank (Egan 105). The Think Tank is also open during library open hours on Saturdays.

The Think Tank: The room is available for workshops, club meetings, movie presentations, and other extra-curricular activities – scheduling through Learning Center staff. Students are welcome to use the kitchenette, to relax or study in private or in groups.

Study Space: Even if students do not use the services listed above, the Learning Center is a great study space to work on homework alone or with a group!

Testing Center

The following testing services are available for UAS faculty and students, as well as to the Juneau & regional community at large:

Placement Testing: Generally, no appointment is needed to take a UAS placement test on campus. We offer the ACCUPLACER placement test for incoming UAS students and placement tests for UA Anchorage and UA Fairbanks. By special arrangement, the Testing Center can also proctor the COMPASS or Accuplacer test for entrance into other universities for a $30 fee. Incoming UAS students who want to take placement tests before arriving in Juneau can arrange for a remote proctor in their community by visiting our Web site. E-mail testing@uas.alaska.edu for more information.

UAS Academic Testing: Arts & Sciences faculty may schedule class-wide exams in advance on a space-available basis, or make-up exams as needed. Instructors dictate the constraints of the test such as time limits and materials allowed, and our proctors oversee the integrity of the exam environment. To schedule exam dates, contact learningcenter@uas.alaska.edu or drop by our offices.
Distance Education Proctoring: Distance students within the UA umbrella (UAS, UAA, UAF) can take their distance exams at the testing center free of charge. Exam proctoring for other universities can also be arranged for a $30 fee per test. To arrange for our center to be your designated proctor site, email testing@uas.alaska.edu.

Standardized Tests & Professional Certification Exams: The UAS-Juneau Testing Center offers exams such as the GRE, PRAXIS, LSAT, CLEP, PCAT, Bar Examination and many others from various testing corporations. New offerings: Computer-based FAA (aviation) exams and PAX-RN (nursing) exams are now available in Juneau. To find out if and when an exam is offered here, consult the testing company’s website or contact learningcenter@uas.alaska.edu.

Hours during fall and spring semester:
Monday-Thursday 9:00 a.m.-8:00 p.m.
Friday 9:00 a.m.-4:00 p.m.
Sunday 3:00 p.m.-7:00 p.m.

Juneau Campus Learning Center & Testing Center
Egan Library Building, First Floor
www.uas.alaska.edu/TLC
learningcenter@uas.alaska.edu
(907) 796-6348
(907) 796-6225 Fax

Ketchikan Campus Learning Center
The Learning Center, located on the second floor of the Ziegler Building, provides academic support services to students and faculty of the UAS Ketchikan campus and to other community members. We welcome and assist individuals and study groups.

Tutoring: Mathematics and writing tutoring is available during scheduled hours to assist students with college class assignments. Mathematics tutors can assist students who are enrolled in UAS classes or who are preparing for college placement tests. Writing tutors can help students with organization and theme development, proofreading, grammar concepts, documentation, and online research questions.

Computer, Study, and Reference Areas: The Learning Center computer area is connected with the main campus network and offers access to network software and Internet services. An auxiliary computer lab is also available to students in the Paul Building, Room 105. All computers have headsets. Several study areas are available within the Learning Center. A television with a VCR and DVD player is available for course assignments. The Learning Center houses current mathematics and English texts and many reference materials.

Testing: English, mathematics, and computer placement testing for university courses is available on a scheduled basis to provide appropriate class placement.

With prior arrangements, the Learning Center proctors both UA and non-UA exams. In addition, the Learning Center is a designated site for several standardized exams, including CLEP, PRAXIS, MAT, DANTES, and GED, as well as private exams for the FAA, FCC, ASE, and the State of Alaska.

GED Testing: The UAS Learning Center is the GED Test Center for Ketchikan. GED pre-testing, instruction, and official tests are offered on a scheduled basis throughout the year. There are no fees for pre-tests, study materials, or classes. There is a $25 fee for GED test administration. For additional information, contact the GED office at (907)247-0224.

Ketchikan Campus Learning Center
Ziegler Building, Room 203
www.ketch.alaska.edu/learning-center
ktn.lc@uas.alaska.edu
(907) 228-4560
(907) 228-4542 Fax

Sitka Campus Learning Center
The Learning Center on the Sitka campus is located on the second floor above the new science wing. The Learning Center offers a full-range of services.

Tutoring Services: Mathematics and writing tutors are available during scheduled day and evening hours to assist students with college class assignments. Mathematics tutors can assist students who are enrolled in UAS classes or who are preparing for college placement tests. Writing tutors can help students with organization and theme development, proofreading, grammar concepts, documentation, and online research questions.

Testing Services: Placement tests for University programs are given on a scheduled basis in the Learning Center. The Learning Center also provides proctoring services for students taking correspondence or distance courses as well as State employment and certification exams. Many instructors use the Learning Center to proctor class exams and quizzes. Computerized testing is available. The following national tests are proctored in the Learning Center: Graduate Record Exam (GRE), PRAXIS, College Level Examination Program (CLEP), Nursing Pre-Admission Examination (PAX-RN), State of Alaska petition tests, TABE tests for the Alaska Department of Labor, GED.

Quiet Study, Computer, and Reference Areas: The Learning Center provides study areas for UAS students while on campus as well as course-specific and general reference materials. The Learning Center Computer area is connected with the main campus network and offers access to network software and Internet services. An audio-visual room provides access to VHS, DVD,
and audio materials, as well as an audio conference connection.

**Assistance for Students with Disabilities:** The Learning Center has specific computer programs for students with visual disabilities as well as software to assist students with reading and writing. A TDD/TTY phone is available for students needing audio services. Students needing special accommodations are encouraged to work with Learning Center staff while completing college classes.

**Adult Education Services:** The UAS Learning Center provides a full range of Adult Education Services for all adults in Sitka. These services are offered at no charge through a contract with the Alaska Department of Labor and the Southeast Regional Resource Center. Adults may request diagnostic services as well as individual or small group instruction in reading, mathematics, English or GED preparation. Outreach classes are held each week at the Sitka Employment Center. Adults may also request assistance with job search, resume writing, and other aspects of employment.

**English as a Second Language Classes:** The Learning Center provides daily ESL classes during the fall and spring semesters for adults who are learning English as a second language. Citizenship information is also available. There are no charges for ESL classes.

**GED Testing:** The UAS Learning Center is the GED Test Center for Sitka. GED pre-testing, instruction, and official tests are offered on a scheduled basis throughout the year. There are no fees for pre-tests, study materials, or classes. There is a $25 fee for GED test administration. For additional information about Learning Center services on the Sitka campus, call (907) 747-7717 or (907) 747-7785. Fax 747-7737. lynne.davis@uas.alaska.edu
Class Standing

Based on total credits earned, students are classified as:

- Freshman: 0 to 29 credits
- Sophomore: 30 to 59 credits
- Junior: 60 to 94 credits
- Senior: 95 credits and above

Only students who are officially admitted to degree programs have class standing. Incoming transfer students will be given initial class standing based on the number of transfer credits accepted by UAS.

Attendance

Regular attendance is expected in all classes; unexcused absences may result in a failing grade. It is the student’s responsibility to confer with instructors about absences and the possibility of arranging to make up missed work.

Full–Time/Part–Time Status

An undergraduate or teaching certification/endorsement student who registers for 12 or more semester credit hours will be classified as full–time. However, in order to complete an undergraduate degree in four years, it is necessary for undergraduates to take at least 15 credits per semester. Undergraduates may enroll in up to 18 credits without special permission. To enroll in 19 credits or more, a student will need the approval of the academic advisor and registrar or campus director. A graduate student enrolled in nine or more graduate semester credit hours or its equivalent will also be classified as full–time.

Courses that are audited or challenged through University credit-by-exam are not included in the full- and part-time status computation for UAS students. Students receiving financial aid should consult the Financial Aid Office before registering for correspondence courses.

Academic Standings

UAS assesses academic standing only for students admitted to a degree program. Below are descriptions for four levels of academic standing. Students who fall below “good standing” will be notified and directed to seek assistance from an academic advisor.

Good Standing: Students are in academic good standing when they have a cumulative grade point average of 2.00 or higher (3.00 or higher for graduate students) and a recent semester grade point average of 2.00 or higher (3.00 or higher for graduate students) First-semester students are presumed to be in academic good standing during their initial semester unless the student has been admitted on probationary status. Please note that Good Standing is not the same as Satisfactory Academic Progress for Financial Aid. See the policies regarding Verification of Academic Progress for students receiving financial aid.

Academic Warning: Any time a student’s semester GPA drops below a 2.00, he or she will be given an academic warning. Students will be required to meet with an academic advisor prior to registering for the subsequent semester.

Academic Probation: If a student’s cumulative and/ or semester GPA drops below a 2.00, he or she will be placed on academic probation. A student can only be removed from probation status by raising his or her cumulative GPA to a 2.00 within one semester after being placed on academic probation. Students will be required to meet with an academic advisor prior to registering for the subsequent semester.

Academic Program Removal: Any student who remains on academic probation for two consecutive semesters of attendance will be removed from his or her degree program. An application fee for re-admission will not be required. If a student’s cumulative GPA is less than a 2.00, but he or she earns a semester GPA above a 2.00, the University will recognize the student’s attempt to reach academic good standing and the student will continue on probation until both the semester and cumulative GPAs are above a 2.00.

Graduate Probation: When a student’s graduate program GPA has dropped below 3.00, the student is placed on academic probation and dropped from candidacy status (if applicable). Terms and conditions of the probation are determined by the program dean or program advisor. These may include specific conditions and/or credit limitations the student must meet during his or her next enrollment at UAS. When the student is removed from academic probation, the student should contact his or her advisor to reapply for advancement to candidacy if applicable.

A student who has not been removed from academic probation within two consecutively enrolled semesters
or two summer semesters in succession will be removed from the program. Should the suspended student wish to continue to pursue a degree, the student must submit a new application for admission (including supporting documents but not including the application fee).

**Degree Program Changes**

Once formally admitted and in attendance, students may request to change their degree, their emphasis, or their assigned advisor. In addition, students may add a second degree. These changes can be made by completing the Change of Major form, available at the Student Resource Center or Registrar’s Office in Juneau, the Records and Registration Office on the Ketchikan campus, the Advising Office on the Sitka campus and on the Web. Formal acceptance of the requested change requires the signature of the Dean.

All catalog requirements for the new major or degree at the time of the admission to the new major must be fulfilled. Students may choose the catalog under which they wish to graduate once they have been admitted to their program (as long as it does not predate the admission year).

**Honors**

**Dean’s Honor List:** Undergraduate students on all campuses who are admitted to certificate and degree programs at UAS and whose grade point average for the semester is 3.5 or better on a four–point scale are placed on the Dean’s Honor List in recognition of academic excellence. Eligibility is based on a minimum of 12 credits of graded (letter grades A, B, C, D and F) course work for the semester through the UA system. Incomplete grades and non-submitted grades will prevent the calculation of honors.

**Chancellor’s Honor List:** Undergraduate students who are admitted to certificate and degree programs at UAS and whose grade point average for the semester is 4.0 on a four–point scale are placed on the Chancellor’s Honor List in recognition of academic excellence. Eligibility is based on a minimum of 12 credits of letter graded course work for the semester through the UA system. Incomplete grades and non-submitted grades will prevent the calculation of honors.

**Grades**

All UAS grades are letter grades unless otherwise specified in the course schedule. The grading method specified for the course is the same for all students taking the course. Instructors are expected to state their grading policies in writing at the beginning of each course. Grades appearing on academic records at UAS are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (4.0)</td>
<td>Outstanding work, measured by the thorough mastery of the course content and the outstanding completion of all course requirements.</td>
</tr>
<tr>
<td>A– (3.7)</td>
<td>Indication of an above-average level of acquired knowledge and work performance in both course content and completion of course requirements.</td>
</tr>
<tr>
<td>B+ (3.3)</td>
<td>Indication of an above-average level of acquired knowledge and work performance in both course content and completion of course requirements.</td>
</tr>
<tr>
<td>B (3.0)</td>
<td>Indication of a satisfactory or average level of acquired knowledge and work performance in both course content and completion of course requirements.</td>
</tr>
<tr>
<td>B– (2.7)</td>
<td>Indication of a satisfactory or average level of acquired knowledge and work performance in both course content and completion of course requirements.</td>
</tr>
<tr>
<td>C+ (2.3)</td>
<td>Indication of a satisfactory or average level of acquired knowledge and work performance in both course content and completion of course requirements.</td>
</tr>
<tr>
<td>C (2.0)</td>
<td>Indication of a satisfactory or average level of acquired knowledge and work performance in both course content and completion of course requirements.</td>
</tr>
<tr>
<td>C– (1.7)</td>
<td>Indication of the lowest acceptable level of acquired knowledge and work performance in both course content and completion of course requirements.</td>
</tr>
<tr>
<td>D+ (1.3)</td>
<td>Indication of the lowest acceptable level of acquired knowledge and work performance in both course content and completion of course requirements.</td>
</tr>
<tr>
<td>D (1.0)</td>
<td>Indication of the lowest acceptable level of acquired knowledge and work performance in both course content and completion of course requirements.</td>
</tr>
<tr>
<td>D– (0.7)</td>
<td>Indicates failure to meet a minimal level of understanding of course content and/or performance in completion of course requirements.</td>
</tr>
<tr>
<td>F (0.0)</td>
<td>Indicates failure to meet a minimal level of understanding of course content and/or performance in completion of course requirements.</td>
</tr>
</tbody>
</table>

The above grades carry grade points and are used to calculate student GPAs.

**CR Credit.** Indicates that credit was awarded under the credit/no credit option and the student’s work was equivalent to C or better (2.00). Credit carries no grade points. Courses may be used to fulfill only elective requirements. They may not be used for General Education Requirements or Major Course Requirements.

**P Pass.** Indicates the satisfactory completion of course requirements at either the undergraduate or graduate level. Satisfactory level of work is equivalent to C or better (2.00) in an undergraduate course and B or better in a graduate course and carries no grade points.

The following are non–grade designations:

**AU Audit.** Indicates registration status. It is a student option and cannot be issued by the instructor in lieu of a grade.

**DF Deferred.** Indicates that course requirements cannot be completed by the end of the semester and that credit will be withheld without penalty until the course requirements are met within an approved time. The designation will be used for courses such as thesis and special projects that require more than one semester to complete. DF applies to the course and may not be used to grade individuals.
NB  No basis for grade. Indicates that student has not attended or has stopped attending early in the semester without officially withdrawing and there is insufficient student progress and/or attendance for evaluation. No credit is given, nor is NB calculated in the GPA. This is a permanent grade and may not be used to substitute for the Incomplete. Grades of NB cannot be changed to letter grades or incompletes. (See Faculty Initiated Withdrawal)

NP  No Pass indicates non-passing in a professional level (500-599) course. No credit is given, and NP is not calculated in the GPA.

W  Withdrawn. This is a registration status that indicates withdrawal from a course after the official drop period. Course will appear as W on transcript. A faculty member may initiate a withdrawal for students or auditors who fail to meet specified course prerequisite or attendance requirements.

I  Incomplete. A temporary grade used to indicate that the student has satisfactorily completed (C 2.00 or better) the majority of the work in a course, but for personal reasons beyond the student’s control has not been able to complete the final requirements of the course. Incomplete work must be completed within one (1) year or the date stipulated by the instructor for completion of course work is at his or her discretion, but it cannot exceed one year. A change of grade needs to be submitted by the faculty member or the I (incomplete) will become permanent. The instructor must submit a Course Completion Contract signed by the student along with the grade report for that class.

For each Incomplete, a Course Completion Contract must be signed between the student and the instructor stipulating the assignment(s) required to finish the course within the allowable time period. A copy of the contract is to be given to the student, and the original is retained in the program office for Juneau students and at the Sitka and Ketchikan registration offices for students enrolled at those campuses. Forms are available from each program or campus registration office. Students who receive financial aid must contact the Financial Aid Office to discuss the effect of I grades on future funding.

Grade Changes: All grades, other than incomplete and deferred grades, are assumed to be the student’s final grades and they become part of the student’s permanent records. A grade may not be changed unless a legitimate error has been made on the part of the instructor in calculating the grade. Such changes must then be approved by the dean of the program or campus director and the registrar (or the provost after one year).

Grading System: The grade point average (GPA) is a weighted numerical average of the grades a student has earned while taking courses at UAS. To compute the GPA, the total number of credits a student has taken is divided into the total number of grade points a student has earned. Grade points are calculated by multiplying the number of grade points awarded, according to the chart below, by the number of credits attempted for the course. The sum of the grade points is then divided by the total number of credits. Only letter grades are weighted. Grades of I, DF, W, P, AU and CR do not carry grade points and do not affect the GPA.

Letter grades are weighted as follows:

- A = 4.0
- A– = 3.7
- B+ = 3.3
- B = 3.0
- B– = 2.7
- C+ = 2.3
- C = 2.0
- C– = 1.7
- D+ = 1.3
- D = 1.0
- D– = 0.7
- F = 0

Courses graded P (pass) or CR (credit given) and credits earned by credit-by-examination carry no grade points and are not included in the grade point average computation. These courses are also not included in the GPA computation for Dean’s and Chancellor’s Honor Lists.

Repeated Courses

All courses and grades (original and retakes) for a course completed at UAS are included on the academic record, but only the last grade earned for a course is calculated in the GPA unless the course is one that can be repeated for credit.

Academic Petition

Deviations from academic requirements and regulations for both undergraduate and graduate students must be approved by academic petition. Petition forms are available on the UAS Web site and from Registrar’s Office or Student Services on each campus.

An advisor or instructor signature is required on all petitions. The petition review committee reserves the right to request additional documentation and signatures prior to making a final decision regarding the petition request. By providing supporting documents and signatures the committee will be able to make a more informed decision regarding the request.

Changes in course level, grading, or number of credits awarded are not petitionable.

Academic Appeal: See Student Dispute Resolution and obtain the Student Handbook for procedures.
Assessment of Student Competencies

The faculty has defined six competencies in which baccalaureate degree students will be assessed periodically during their studies at UAS. The general education courses as well as degree requirements will help students develop and improve their skills in six critical areas. No one course will cover all the competencies. Assignments and tasks will be embedded into the course objectives of many different courses at different levels of the curricula to provide students the opportunity to learn and demonstrate mastery of these competencies.

Competency in Communication: College graduates should be able to write, speak, read, and listen effectively for a variety of purposes and audiences. Whether their aim is personal, academic, or professional, they should be able to communicate ideas and information effectively.

Competency in Quantitative Skills: A quantitatively literate person is capable of analytical and mathematical reasoning. This individual can read and understand quantitative arguments, follow logical development and mathematical methods, solve mathematical and quantitative problems, perform mathematical calculations, express functional relationships, and apply mathematical methods. As a minimum, a student should know the mathematical techniques covered in the general education mathematical requirements.

Competency in Information Literacy: Competency in information literacy combines the skills of being able to 1) identify needed information; 2) locate and access the information; 3) analyze and evaluate the content; 4) integrate and communicate the information; and 5) evaluate the product and the process. Reading and writing literacies plus traditional library skills provide the foundation to access the vast availability of electronic information.

Competency in Computer Usage: Students should have the knowledge to make efficient use of computers and information technology in their personal and professional lives because basic technological knowledge and skills apply to all fields and disciplines. Necessary skills range from a basic ability to use a keyboard through word processing concepts, spreadsheet and graphics applications to telecommunications, conferencing, and electronic mail technologies.

Competency in Professional Behavior: Professional behavior is expected of college students. Success in professional life depends on many behaviors, including responsibility, good work habits, ethical decision making, recognition of the value of community service, and successful human relations.

Competency in Critical Thinking: Competency in critical thinking reflects proficiency in modes of thought: conceptualizing, analyzing, synthesizing, evaluating, interpreting, and/or applying ideas and information. A critical thinker can approach a concept from multiple perspectives and frames of reference, compare and contrast ideas or models, and demonstrate a willingness to take intellectual risks. A critical thinker knows not only how but also when to apply particular modes of thinking. It should be noted that problem solving and analytical approaches may vary from discipline to discipline.

Students’ skills in these six competencies will be assessed periodically during their studies at UAS.
General Undergraduate Requirements

Note: The responsibility for meeting all requirements for a degree rests with the student. Students can monitor degree progress through DegreeWorks located in UAonline. Contact your advisor or the Registrar’s Office staff for more information or instructions.

Minimum Credit Hour Requirements

Each degree at UAS has a minimum number of credits that must be completed in various categories. See Degree Requirements for specific details.

Resident Credit

Resident credit at UAS is credit earned in formal classroom instruction, distance delivery courses, directed study, independent study or research through any unit of UAS (Juneau, Ketchikan or Sitka).

In general, credit earned at UAA or UAF is not considered resident credit at UAS. However, if a program is delivered collaboratively with UAA and/or UAF, collaborative program credit from each participating institution is counted toward fulfillment of residency requirements.

Transfer credit, advanced placement credit, military service credit and credit granted through nationally prepared examinations are not considered resident credit, nor is local credit by examination credits earned through locally prepared tests.

15 resident credits are required to graduate with an associates degree, 30 resident credits are required to graduate with a baccalaureate degree, and 30% of the program requirements for an Occupational Endorsement Certificate.

Repeating Credits

Some degrees require the same course to fulfill two different requirements within the degree. UAS will honor this requirement; however, credit hours for such courses count only once toward the total credits required for the degree or certificate, unless otherwise stated.

Grade Point Average (GPA)

To earn any degree at UAS, a student must have a minimum cumulative GPA of 2.00. Certain degrees have specific grades and grade points that must be met before the degree can be completed. Please refer to the specific degrees for more details.

Internship and Practica Credit

Internship and practica credit may be applied toward undergraduate programs as follows: 6 credits in a certificate program, 9 credits in an associate degree, and 12 credits in a bachelor’s degree program.

Independent Study Credit

Independent study may be applied toward undergraduate programs as follows: 3 credits in a certificate program, 6 credits in an associate degree program, and 12 credits in a bachelor’s degree program.

General Education Requirements (GER)

Associate and bachelor’s degrees at UAS require a minimum amount of general education requirement courses to be completed. General Education Requirements encompass broad areas of knowledge that support advanced learning in the major and emphasis requirements of each degree. Please note: the courses listed are not necessarily offered every semester. Students are recommended to seek advisor assistance in meeting program degree requirements.

In addition, some degree programs require specific courses be included in the GER. Please review your degree program in this catalog and consult with your academic advisor. If required courses are not taken as a GER, they must be taken as major requirements or electives as they are required for your degree.
**Written Communication Skills**  
Select two from the following (6 credits):  
- ENGL S111 Methods of Written Communication  
- ENGL S211 Intermediate Composition Writing About Literature  
- ENGL S212 Technical Report Writing  

**Oral Communication Skills (Grade C or better)**  
Select one from the following (3 credits):  
- COMM S111 Fundamentals of Oral Communication  
- COMM S235 Small Group Communication and Team Building  
- COMM S237 Interpersonal Communication  
- COMM S241 Public Speaking  

**HUMANITIES**  

**Fine Arts**  
Select one from the following (3 credits):  
- ART S160 Art Appreciation  
- ART S261 History of World Art I  
- ART S262 History of World Art II  
- MUS S123 Music Appreciation  
- THR S111 Theatre Appreciation  
- THR S211 Theatre History and Literature I  
- THR S212 Theatre History and Literature II  

**Humanities**  
Select a minimum of one from the following (3 credits):  
- AKL S105 Elementary Tlingit I  
- AKL S106 Elementary Tlingit II  
- AKL S107 Elementary Haida I  
- AKL S108 Elementary Haida II  
- ASL S101 Beginning American Sign Language I  
- ASL S102 Beginning American Sign Language II  
- ENGL S215 Introduction to Literary Study  
- ENGL S223 Survey of British Literature I  
- ENGL S224 Survey of British Literature II  
- ENGL S225 Survey of American Literature I  
- ENGL S226 Survey of American Literature II  
- ENGL S261 Introduction to Creative Writing  
- FREN S101 Elementary French I  
- FREN S102 Elementary French II  
- HIST S105 World History I*  
- HIST S106 World History II*  
- HIST S131 History of the U.S. I*  
- HIST S132 History of the U.S. II*  
- HUM S120 A Sense of Place: Alaska & Beyond  
- JOUR S101 Introduction to Mass Communications  
- PHIL S101 Introduction to Logic and Reasoning  
- PHIL S201 Introduction to Philosophy  
- PHIL S271 Perspectives on the Natural World  
- PHIL S301 Ethics  
- RUSS S101 Elementary Russian I  
- RUSS S102 Elementary Russian II  
- SPAN S101 Elementary Spanish I  
- SPAN S102 Elementary Spanish II  

*Other approved world languages.*  

**Social Sciences**  
Select a minimum of two from the following (6 credits) from two disciplines:  
- ANTH S101 Introduction to Anthropology  
- ANTH S202 Cultural Anthropology  
- ANTH S211 Fundamentals of Archaeology
Social Sciences (continued)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON S100</td>
<td>Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON S201</td>
<td>Principles of Economics I: Macro</td>
<td>3</td>
</tr>
<tr>
<td>ECON S202</td>
<td>Principles of Economics II: Micro</td>
<td>3</td>
</tr>
<tr>
<td>GEOG S101</td>
<td>Introductory Geography</td>
<td>3</td>
</tr>
<tr>
<td>GOVT S101</td>
<td>Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>GOVT S102</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>GOVT S230</td>
<td>Introduction to Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>GOVT S251</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>HIST S105</td>
<td>World History I*</td>
<td>3</td>
</tr>
<tr>
<td>HIST S106</td>
<td>World History II*</td>
<td>3</td>
</tr>
<tr>
<td>HIST S131</td>
<td>History of the U.S. I*</td>
<td>3</td>
</tr>
<tr>
<td>HIST S132</td>
<td>History of the U.S. II*</td>
<td>3</td>
</tr>
<tr>
<td>PSY S101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY S250</td>
<td>Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC S101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC S201</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one from the remaining humanities and social sciences courses (3 credits)

*History courses can be used as humanities OR social science requirements, but not both.

Mathematics and Natural Sciences

Select from the following (at least 3 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH S105</td>
<td>Intermediate Algebra (or higher)*</td>
<td>4</td>
</tr>
<tr>
<td>MATH S107</td>
<td>College Algebra (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>STAT S107</td>
<td>Survey Statistics (or higher)</td>
<td>4</td>
</tr>
</tbody>
</table>

* Associate degrees require MATH S105 or higher, or STAT S107 or higher.
**Bachelor’s degrees require MATH S107 or higher, or STAT S107 or higher.

Select at least one from the following (4 credits):

Lab Natural Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL S103</td>
<td>Biology and Society</td>
<td>4</td>
</tr>
<tr>
<td>BIOL S104</td>
<td>Natural History of Alaska</td>
<td>4</td>
</tr>
<tr>
<td>BIOL S105</td>
<td>Fundamentals of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL S106</td>
<td>Fundamentals of Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL S111</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL S112</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM S103</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM S105</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM S106</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENVS S101</td>
<td>Introduction to Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>GEOL S104</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>PHYS S102</td>
<td>Survey of Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS S103</td>
<td>College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS S104</td>
<td>College Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS S211</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS S212</td>
<td>General Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

Non-lab Natural Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH S205</td>
<td>Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ASTR S225</td>
<td>General Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>CHEM S100</td>
<td>Introduction to Chemical Science</td>
<td>3</td>
</tr>
<tr>
<td>GEOG S205</td>
<td>Elements of Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL S105</td>
<td>Geological History of Life</td>
<td>3</td>
</tr>
<tr>
<td>OCN S101</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHIL S206</td>
<td>Symbolic Logic</td>
<td>3</td>
</tr>
</tbody>
</table>

The remaining 3 credits must be taken from mathematics, statistics, or the above natural science courses.