

Academic Services

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. Most students will be assigned to an advisor in Student Resource Center or Advising Center for their first semester or more at UAS. The Student Services advisors work collaboratively with faculty to help new student experience a successful and satisfying first year. Degree-seeking students are transitioned to a faculty advisor in their selected program usually within their first year at UAS.

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 to transition undeclared students to a degree program within their first 60 credits at UAS.

In Juneau:

Student Resource Center (907) 465-6457
jyuas@uas.alaska.edu

In Ketchikan:

Student Services Coordinator (907) 228-4508
ketch.info@uas.alaska.edu

In Sitka:

Student Services Coordinator (907) 747-7703
student.info@uas.alaska.edu
Distance Education Services 1-800-478-6069



The UAS help desk answers computing questions for everyone.

Computing Services

The University prides itself on technological excellence and innovation and strives to effectively use technology in all programs and services.

All classes at UAS have a web site that students and instructors may use as a portal to resources for their courses. To take advantage of these web-based resources, the University provides free Internet access for students, either through a traditional network or a recently developed wireless infrastructure. This infrastructure also extends to instructional facilities where students may use a variety of software. At these facilities, student interns work with professional staff to improve their skills and assist fellow students. In addition, all students, faculty, and staff have access to a support center that is available seven days a week and have the opportunity for scheduled and on-demand training. Computing Services has:

Juneau

- Computer Labs (Software and Printing)
- Internet Access via Modems/Wireless
- Scheduled Training Seminars

Sitka

- Computer Lab (Software and Printing)
- Computer Lab Staff
- Internet access via Modems/Wireless

Ketchikan

- Computer Lab (Software and Printing)
- Computer Lab Staff
- Internet access via Modems

Regional

- Helpdesk 7 Days per week
- Email Account
- Individual Storage/Web Hosting
- Software Licensed for Students

All of the above services are available at no charge to students.

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 may be by one or more of the following methods and technologies: traditional correspondence, audioconference, multimedia (includes video and audio tapes, CD-ROM), Web (online), and live interactive Satellite broadcasts (AK3 Programming). 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 expanding online services such as grade reports and unofficial transcripts.

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

The following certificate and degree programs are available to students within the state of Alaska:

Certificates

- Accounting
- Computer Information and Office Systems (Cisco Networking and Networking Essentials not distance delivered)
- Early Childhood Education
- Environmental Technology
- Health Information Management Coding Specialist
- Small Business Management

Associate Degrees

- Associate of Arts
- AAS in Business Administration
- AAS in Early Childhood Education
- AAS in Computer Information Office Systems (Cisco Networking and Networking Essentials not distance delivered)
- AAS in Environmental Technology
- AAS in Health Information Management

Baccalaureate Completion Degrees

- Bachelor of Business Administration with emphasis in Accounting General Management
- Bachelor of Liberal Arts , emphasis in General Studies

Master Degrees

- Master of Arts in Teaching (Elementary)
- Master of Arts in Teaching (Secondary)
- Master of Arts in Teaching (Early Childhood Education)
- Early Childhood Education
- Master of Education in Early Childhood Education (also available outside Alaska)
- Educational Technology (also available outside Alaska)
- Master of Public Administration (also available in Whitehorse, YT Canada)

Credentials

- Elementary Education
- Early Childhood Education

Endorsements

- Early Childhood Education
- Educational Technology
- Reading

UAS facilitates the delivery of a number of statewide and other institutions' academic degree programs such as the

- Microcomputer Support Specialist Program
- Associate in Human Service Technology
- Bachelor of Arts in Social Work.

UAS provides a pre-nursing curriculum that leads into other institutions' distance-delivered nursing programs.



Media Services staff help with live TV classes.

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/uas/distance, or call 1-800-478-9069.

Digital Media Services

The staff of Media Services, Juneau Campus, helps students and faculty with the use of video, graphic, and multimedia resources in their teaching, learning, and research activities. Media Services provides audio/visual and projection equipment for checkout, user training, and support for media-equipped and smart classrooms. Support is also provided for distance education programs, audio, video and satellite teleconferencing, broadcast, and tape duplication needs. The Media Services lab is available for producing audio, video, graphic, Web, and PowerPoint materials Monday through Friday from 9:00 a.m. to 5:00 p.m. and is located on the first floor of the Egan Library. Call 465-6514 for an appointment or drop by.

Libraries

Juneau Campus

William A. Egan Library

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.



The Egan Library's award-winning design offers a spacious, warm, well-lit place for research, gatherings or private study.

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 131,500 volumes, 974 serial titles in print, over 9000 full-text electronic journals, and approximately 10,400 electronic book titles, as well as access to over 90 electronic databases, many of them offering full-text articles. 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. 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 includes the Juneau Public Libraries, the Alaska State Library, Alyeska Central School, and the Juneau-Douglas High School 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.

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 answers e-mail inquiries. In addition, library faculty offer instruction in information literacy to individuals, classes, and community groups in an effort 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, and for the summer Bread Loaf program. The library is open for extended hours in the two weekends prior to finals.

Monday-Thursday	8:30 a.m. to 10:00 p.m.
Friday	8:30 a.m. to 5:00 p.m.
Saturday	1:00 p.m. to 5:00 p.m.
Sunday	1:00 p.m. to 8:00 p.m.

The Library is also open during Intersession, Spring Break, and Summer Session, although hours vary.

Ketchikan Campus Library

The Ketchikan Campus Library, remodeled in 1999, is located on the second floor of the A.H. Ziegler Building at the upper campus on Seventh Avenue. The library contains approximately 45,000 volumes, 120 periodicals, 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 collection of the Ketchikan Campus Library is chosen and maintained primarily to meet the needs of UAS Ketchikan faculty and staff; however, First City Libraries library members encourage the use of their collections as shared resources in the Ketchikan community and engage in cooperative collection development. The First City Libraries catalog can be accessed on the Web at <<http://www.firstcitylib.org>>. Library card holders 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.

Internet access is available at the Ketchikan Campus Library, where faculty and students may use online periodical indexes and other online databases 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://ketch.alaska.edu/library.html>>. Library instruction is offered to classes and individuals.

The Ketchikan Campus Library participates in an active interlibrary loan program and is a member of the OCLC/Western Library Network. 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. Internal Revenue Service publications/forms are also available at the library.

Books are circulated for three weeks and may be renewed for an additional three week period.

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

Monday–Thursday	11:00 a.m. – 8 p.m.
Friday	11:00 a.m. – 6 p.m.
Saturday	11:00 a.m. – 3 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 Sheldon Jackson College, Stratton Library

Located on the neighboring Sheldon Jackson College campus, Stratton Library is the principal library for both Sheldon Jackson and UAS Sitka students. Stratton Library is housed in a 12,000 square-foot structure that includes a darkroom, audio-visual room, archives, and Learning Center. Sitka campus students and faculty have immediate access to Stratton Library resources.

The consortial arrangement between the two colleges greatly expands the library resources available to students and faculty. Present combined holdings in the Library include over 80,000 books, 360 periodical subscriptions, and more than 25 newspaper subscriptions as well as many indexing and abstracting services.

In addition, the library participates in an interlibrary loan program through which the resources of libraries throughout Alaska and the states in the Pacific Northwest are available to patrons. Stratton Library also utilizes the GNOSIS System, a computer-based catalog that provides access to materials held by other University of Alaska libraries. For additional information contact the Director of Library Services, Stratton Consortium Library, 801 Lincoln Street, Sitka, AK 99835, telephone: (907) 747-5259.

Library hours for the academic year are usually as follows:

Monday-Friday	8 a.m. – 10 p.m.
Saturday	1-5 p.m.
Sunday	2-5 p.m. and 7-10 p.m.

Hours may vary.



Students relax between classes on the Sitka campus.

Learning Centers

Juneau Campus

The Learning Center, located in the Egan Library building, is responsible for providing tutoring in mathematics and writing as well as other instructional support services for students, including requisite placement testing for all entering freshman and transfer students.

The Learning Center is an open laboratory where students may find assistance from both instructors and peer tutors in improving academic skills in math and English. Math tutoring encompasses all levels of offered courses, encouraging problem-solving techniques and critical thinking. Writing tutoring focuses primarily on helping students with the writing process, from brainstorming topics to revising the final draft. On-line writing tutoring is also offered through the Learning Center website at www.uas.Alaska.edu/uas/TLC/TLC.html In addition to math and writing tutoring, the Learning Center provides assistance in other disciplines from both the sciences and humanities. Course-specific workshops are scheduled upon request. All tutorial and placement test services are free.

Proctoring Services: UAS maintains a regional testing center in Juneau which offers regularly scheduled standardized tests, such as LSAT, MCAT, PLUS, PRAXIS, GRE and CLEP to students and community residents. The Learning Center on the Juneau campus has a list of test dates and times.



Learning Center instructors bring experience, patience and focus to each personal session.

Ketchikan Campus

Located on the second floor of the Zeigler Building, the Learning Center provides services to students and faculty of the UAS Ketchikan campus, students taking classes by distance delivery, and other members of the community.

The Learning Center offers tutoring in English (for all courses) and mathematics to UAS Ketchikan students who are enrolled in distance education courses. The Learning Center provides incoming and outgoing fax support and test proctoring.

The Learning Center on the Ketchikan campus is also a testing center, providing proctoring services for make-up exams and distance education classes. With prior arrangements, the Learning Center provides administration and proctoring of other tests, for both UA and non-UA exams. By offering COMPASS placement tests in English and math, the Learning Center assesses student reading, writing, and computational skills prior to student enrollment, ensuring appropriate class placement. The COMPASS test may be taken at the Ketchikan site and, upon request, the results transmitted to another school. In addition, the Learning Center is a designated site for several standardized exams, including CLEP, PRAXIS, and DANTES, as well as private exams for the FAA, FCC, ASI, State of Alaska, and Sylvan Prometric (IT exams only).



The Ketchikan hillside campus houses the Learning Center

Sitka Campus

The Learning Resource Center on the Sitka campus offers basic educational services under ABE grant funding as well as developmental English and math courses sponsored by the University. Services include English as a Second Language (ESL), community service workshops, study skills classes, the Senior College (programs for the retirement community), literacy services, job-seeking skills, study groups, and tutoring. The Center supports those seeking the GED and also offers courses leading to a high school diploma, which is offered cooperatively with the Sitka School District. (Individuals interested in taking the GED tests should contact the Learning Center in Sitka. Adults in Juneau and Ketchikan may contact the Southeast Regional Resource Center for ABE/GED information).

Academic Regulations

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 credential 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 their academic advisor, dean 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 2.0 or higher (3.0 or higher for graduate students) and a recent semester grade point average of 2.0 or higher (3.0 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. 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 2.0, he or she will be given an academic warning.

Academic Probation: If a student's cumulative and/or semester GPA drops below a 2.0, 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 2.0 within one semester after being placed on academic probation.

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. Students may petition to be readmitted once their cumulative GPA has reached a 2.0. An application fee for readmission will not be required. If a student's cumulative GPA is less than a 2.0, but he or she earns a semester GPA above a 2.0, the University will recognize the student's attempt to reach academic good standing and the students will continue on probation until both the semester and cumulative GPAs are above a 2.0.

Graduate: When a student's graduate program GPA has dropped below 3.0, the student is automatically placed on academic probation and dropped from candidacy status (if applicable). Terms and conditions of the probation are determined by the advisory committee. 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.

Graduate: A student who has not been removed from academic probation by the advisory committee 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).

Honors

Dean's Honor List: Undergraduate students on all campuses who are admitted to certificate and degree programs 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 at UAS. Incomplete grades and non-submitted grades will prevent the calculation of honors.

Campus Director's Honor List: The Ketchikan and Sitka campuses place students whose GPA is 3.5 or better and who are enrolled in 6 to 12 credit hours and on the Director's List.

Chancellor's Honor List: Undergraduate students who are admitted to certificate and degree programs 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 graded (A, B, C, D and F) course work for the semester at the University of Alaska Southeast. 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:

- A** (including –) Outstanding work, measured by the thorough mastery of the course content and the outstanding completion of all course requirements.
- B** (including +/-) Indication of an above-average level of acquired knowledge and work performance in both course content and completion of course requirements.
- C** (including +/-) Indication of a satisfactory or average level of acquired knowledge and work performance in both course content and completion of course requirements. Some courses require that prerequisites receive at least a C or 2.0.
- D** (including +/-) Indication of the lowest acceptable level of acquired knowledge and work performance in both course content and completion of course requirements.
- F** Indicates failure to meet course requirements.

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. 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 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 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.

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.

I Incomplete. A temporary grade used to indicate that the student has satisfactorily completed (C 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.

NOTE: 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 office 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.

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 Provost.

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 don’t carry grade points and don’t 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- = .7	F = 0

All 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.

Undergraduate courses taken while in a graduate degree program are calculated in the student’s graduate GPA.

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.

Academic Petition

Deviations from academic requirements and regulations for both undergraduate and graduate students must be approved by academic petition. Petition forms are available from the Records and Registration or Student Services departments on each campus. Only students admitted to a certificate or degree program and currently enrolled may petition degree requirements.

All petitions must have an advisor/instructor signature. 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.

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.

Refund processing begins after the first day of class and takes ten working days. If 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 amounts of less than \$1. For general information please call 465-6322.

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



Credit by Examination

UAS offers and accepts a number of credit-by-exam options, which are listed below. The conditions on which these exams are accepted or offered are based on 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.

Advanced Placement Credit through College Entrance Examination Board (CEEB): The University of Alaska grants advanced credit and a fee waiver for satisfactory performance (a grade of "3" or higher) on the College Board Advanced Placement Tests. Students would 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.

Advanced Placement for ACT (English) or SAT (Verbal) or CLEP General Exam:

Advanced Placement for ACT (English) or SAT (Verbal) or CLEP General Exam: English 111 will be waived for students who score 30 points or higher on the ACT exam, 620 points or higher on the SAT exam or 500 points or higher on the CLEP General Exam in English Composition with Essay. NOTE: The CLEP General Exam in English Composition without Essay will be transferred as elective credit only. Students cannot challenge English 211 or 212.

College-Level Examination Program (CLEP): The College Level Examination Program (CLEP) provides an opportunity for students admitted to UAS degree programs to challenge course work in fine arts, humanities, social science, foreign language, English, math, 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. For additional information, please contact the Learning Center.

CLEP contact information:

P.O. Box 660

Princeton, NJ 08541-6600

1-800-257-9558

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 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 \$15 per semester credit.



The atmosphere at UAS fosters creativity and play as well as education.

General Education Requirements

Minimum 34 credits

J = Juneau campus, K = Ketchikan campus, S = Sitka campus

Written Communication Skills **6**

ENGL S111 Methods of Written Communication	J	K	S
ENGL S211 Intermediate Composition with Modes of Literature	J	K	S
ENGL S212 Technical Report Writing	J	K	S

Oral Communication Skills (Grade of C or better) **3**

SPC S111 Fundamentals of Oral Communication	J	K	S
SPC S235 Discussion and Small Group Processes	J	K	S
SPC S237 Interpersonal Communication	J		S
SPC S241 Public Speaking	J	K	S

Humanities and Social Sciences **15**

Including at least three credits in the arts selected from:

ART S160 Art Appreciation	J	K	S
ART S261 History of World Art I	J	K	
ART S262 History of World Art II	J	K	
MUS S123 Music Appreciation	J	K	S
THR S211 Introduction to Drama I	J	K	S
THR S212 Introduction to Drama II	J	K	S

Including at least three credits in general humanities selected from:

ASL S101 Beginning American Sign Language I	J	K	S
ASL S102 Beginning American Sign Language II	J	K	S
ENGL S221 Survey of World Literature I	J	K	
ENGL S222 Survey of World Literature II	J	K	
ENGL S223 Survey of British Literature I	J	K	
ENGL S224 Survey of British Literature II	J	K	
ENGL S225 Survey of American Literature I	J	K	
ENGL S226 Survey of American Literature II	J	K	
ENGL S250 Introduction to Literary Study	J		
ENGL S270 Native American Literature	J		
HIST S105 World History I*	J	K	S
HIST S106 World History II*	J	K	S
HIST S131 History of the U.S. I*	J	K	S
HIST S132 History of the U.S. II*	J	K	S
HUM S120 A Sense of Place: Alaska & Beyond	J		
PHIL S201 Introduction to Philosophy	J	K	
FREN S101 Elementary French I	J		
FREN S102 Elementary French II	J		
JOUR S101 Introduction to Journalism	J	K	
SPAN S101 Elementary Spanish I	J	K	S
SPAN S102 Elementary Spanish II	J	K	S
RUSS S101 Elementary Russian I	J	K	S
RUSS S102 Elementary Russian II	J	K	S

Other approved world languages.

At least six credits in the social sciences from two disciplines:

ANTH S101 Introduction to Anthropology	J	K	
ANTH S202 Cultural Anthropology	J	K	
ANTH S211 Fundamentals of Archaeology	J	K	
ECON S201 Principles of Economics I: Macroeconomics	J	K	S
ECON S202 Principles of Economics II: Microeconomics	J	K	S

GEOG S101 Introductory Geography	J	K	
GOVT S101 Introduction to American Government	J	K	S
GOVT S102 Introduction to Political Science	J	K	
GOVT S230 Introduction to Political Philosophy	J		
GOVT S251 Introduction to International Relations	J		
HIST S105 World History I*	J	K	S
HIST S106 World History II*	J	K	S
HIST S131 History of the U.S. I*	J	K	S
HIST S132 History of the U.S. II*	J	K	S
PSY S101 Introduction to Psychology	J	K	S
PSY S250 Lifespan Development	J	K	
SOC S101 Introduction to Sociology	J	K	S
SOC S201 Social Problems	J	K	

The remaining three credits must be selected from the above listed humanities and social sciences courses.

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

Mathematics and Natural Sciences Requirement **11-12**

Including at least three credits in mathematics or statistics selected from:

MATH S107 College Algebra or	J	K	S
STAT S107 Introductory Statistics or	J	K	S
MATH S131 Concepts & Applications of Contemporary Mathematics	J		

or higher mathematics course for bachelor's degrees.

MATH S105 Intermediate Algebra or	J	K	S
-----------------------------------	---	---	---

higher mathematics courses for the associate of arts degree.

Including at least seven credits in the natural sciences including one lab science selected from:

(Lab Courses)

BIOLS103 Biology and Society	J	K	S
BIOLS104 Natural History of Alaska		K	S
BIOLS105 Fundamentals of Biology I	J	K	S
BIOLS106 Fundamentals of Biology II	J	K	S
BIOLS111 Human Anatomy and Physiology I	J	K	S
BIOLS112 Human Anatomy and Physiology II	J	K	S
BIOL S239 Introduction to Plant Biology	J		
CHEM S103 Introduction to General Chemistry	J	K	S
CHEM S105 General Chemistry I	J	K	S
CHEM S106 General Chemistry II	J	K	S
ENVS S101 Introduction to Environmental Science	J	K	S
GEOL S104 Physical Geology	J	K	
PHYS S102 Survey of Physics	J	K	S
PHYS S103 College Physics I	J	K	
PHYS S104 College Physics II	J	K	
PHYS S211 General Physics I	J	K	
PHYS S212 General Physics II	J	K	

(Non-lab Natural Science Courses)

ANTH S205 Biological Anthropology	J	K	
ASTR S225 General Astronomy	J	K	
BIOL S121 Lectures in Human Anatomy and Physiology I		K	S
BIOL S122 Lectures in Human Anatomy and Physiology II		K	S
CHEM S100 Introduction to Chemical Science	J	K	S
GEOG S205 Elements of Physical Geography	J	K	
GEOL S105 Geological History of Life	J		
PHIL S204 Introduction to Logic	J	K	
PHYS S209 Fundamentals of Meteorology	J		

Minimum Credit Hours for Associate of Arts Degree **60**

Minimum Credit Hours for Bachelor's Degree **120**

University of Alaska General Education Transfer Guide

	UAS General Education Courses	UAF General Education Courses	UAA General Education Courses
Written Communication 6 credits	ENGL 111, 211, 212	ENGL 111X , 211X OR 213X	ENGL 111, 211, 212, 213, 214, 311, 312, 414
Oral Communication 3 credits	SPC 111,235, 237, 241	COMM 131X OR 141X	COMM 111, 235, 237, 241
Humanities & Social Sciences 15 credits			
Arts 3 credits	ART 160, 261, 262 MUS 123 THR 211, 212	ART/MUS/THR 200X OR HUM 201X	ART 160, 261, 262, 367 DNCE 170 JPC 367 MUS 121, 221, 222 THR 111, 311, 312, 411, 412
Humanities 3 credits	ASL 101, 102 ENGL 221, 222, 223, 224, 225, 226, 250, 270 SPAN, FREN, RUSS, 101, 102 or other approved world languages HIST 105, 106, 131,132 HUM 120 JOUR 101 PHIL 201	ENGL/FL 200X HIST 100X HUM 201X 2 semesters of Non-English Languages or 3 semesters of American Sign Language PHIL 322X PS 300X COMM 300X JUST 300X NRM 303X	AKNS 101, 102, 201 ASL 101, 102, 201, 202 ENGL 121, 201, 202, 301, 302, 305, 306, 307, 310, 383, 445; CHIN 101, 102 FREN, JPN, RUSS, SPAN 101, 102, 201, 202 GER 101, 102, 201, 202 ITAL 101, 102 LAT 101, 102 HIST 101, 102, 121, 122, 131, 132, 341 HUM 211, 212, 250; JPC 215, 367 KOR 101, 102 LING 101 MUS 221, 222 PHIL 101, 201, 211, 212, 301, 313B, 314 PS 332, 333, 331 THR 311, 312, 411, 412 WS 200
Two Social Science disciplines 6 credits	ANTH 101, 202, 211 ECON 201, 202 GEOG 101 GOVT 101, 102, 230, 251 HIST 105, 106, 131, 132 PSY 101, 250 SOC 101, 201	ANTH 100X ECON 100X HIST 100X PS 100X SOC 100X	ANTH 101, 200, 202, 250 BA 151 ECON 201, 202 ENVS 201 GEOG 101 HIST 101, 102, 121, 122, 131, 132, 341 HS 220 HUMS 106 INTL 301 JPC 101 JUST 110, 330 PARL 101 PS 101, 102, 311, 351 PSY 111, 150 SOC 101, 201, 202, 222, 342, 351 SWK 106, 243 WS 200
Selected from any of the above Humanities & Social Science 3 credits			
Mathematics and Natural Science 10 credits			
A 3-4 credit math course	MATH 107, 131 or any higher numbered math course STAT 107	MATH 107X, 131X, 200X, 201X, 202X, 262X, 272X	AS 252, 307 MATH 107, 108, 109, 200, 201, 270, 272
A lab science course and a non-lab science or additional math course	ANTH 205 ASTR 225 BIOL 103, 104, 105, 106, 111, 112, 239 CHEM 100, 103, 105, 106 ENVS 101 GEOG 205 GEOL 104, 105 PHIL 204 PHYS 102, 103, 104, 209, 211, 212	ATM 101X BIOL 100X, 103X, 104X, 273X BIOL 105X, 106X, 211X, 212X CHEM 100X, 103X, 104X, 105X, 106X GEOG 205X GEOS 100X, 101X, 112X, 120X, 125X PHYS 103X, 104X, 211X, 212X, 213X MSL 111X	ASTR 103, 104 BIOL 102, 103, 105, 106, 111, 112 CHEM 103, 104, 105, 106 ENVI 202 GEOG 205, 205L GEOL 111, 112, 115, 115L LSIS 101, 102, 201, 202 PHYS 101, 123, 124, 211, 212

General University Requirements

NOTE: The responsibility for meeting all requirements for a degree rests with the student.

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 is defined as credit in formal classroom instruction, directed study, independent study, research, and distance-delivered courses offered by the University of Alaska Southeast. Transfer credit and credit by examination do not qualify as resident credit. If a program is delivered collaboratively with UAA and/or UAF, credit from each participating institution will be counted toward fulfillment of residency requirements. See Degree Requirements specific resident credit amounts.

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.

Grade Point Average (GPA)

To earn any degree at UAS, a student must have a cumulative minimum GPA of 2.0. 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.

General Education Requirements (GER)

The Associate of Applied Science, Associate of Arts and Bachelor's degrees at UAS require a minimum amount of general education 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 advised to seek advisor assistance in meeting program degree requirements.

In addition, some degree programs REQUIRE specific courses be included in the GER. Please review this catalog and consult with an academic advisor. If required courses are not taken as GERs, they must be taken as major requirements or electives.

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.



Certificates **& Degrees**

Certificates of Completion (Departmental Programs)

A Certificate of Completion is a program of study awarded by the academic department, designed to give students intensive training in a specific occupational field. Certificates of Completion are under 30 credit hours and not fundable by financial aid. Certificates of Completion are departmental awards, and the credit hours may be applied to certificates and degree programs. To apply for a Certificate of Completion, contact the sponsoring department directly.

Certificate of Completions Available: Administrative Office Support, Application Programming, Automotive Technology, Computer Programming, Advanced Computer Programming, Cisco Networking Certification, Computer Applications, Diesel/Heavy Duty Technology, Diesel/Marine Technology, Desktop Publishing and Graphics, E-Business, Marine Engine Room Preparation, Medical Office Specialist, Multimedia Arts, Networking Essentials, Professional Cisco Networking Certification, Programming Foundations, Server Administration, Web Foundations, Web Authoring, Welding Technology.

Certificates

Certificates are programs which are designed to give intensive training in specific occupational areas. Skills gained are job-entry-level in nature, and course work completed may apply toward other degree programs. Students interested in a certificate should apply through the Office of Admissions.

Minimum credit requirements: 30 semester credits
Resident credit requirements: 9 semester credits

Certificates Available: Accounting Technician, Computer Information and Office Systems, Early Childhood Education, Environmental Technology, Health Information Management Coding Specialist, and Small Business Management

Associate of Applied Science Degree (A.A.S.)

The Associate of Applied Science degree (A.A.S.) is a two-year degree awarded in a specific career or occupational field of expertise. See individual program requirements listed in the appropriate degree section of the catalog.

Minimum credit requirements: 60 semester credits
Resident credit requirements: 15 semester credits

AAS Degrees Available: Apprenticeship Technology, Business Administration, Computer Information and Office Systems, Construction Technology, Early Childhood Education, Environmental Technology, Health Information Management, Paralegal Studies, and Power Technology

Associate of Arts (A.A.)

The Associate of Arts degree provides students with a broad, general education. It is also designed to be a transfer degree to bachelor's degree programs. If a student intends to transfer to a bachelor's degree program, he/she should consult the requirements for the advanced degree as some special general education and lower division courses are required in the bachelor's degrees.

Minimum credit requirements: 60 semester credits
Special credit requirement: 20 semester credits must be at the 200 level OR higher
General Education requirements: 34 semester credits
Resident credit requirement: 15 semester credits

Bachelor's Degree

The bachelor's degree is awarded upon the successful completion of a prescribed program of requirements.

Minimum credit requirements: 120 semester credits
General Education Requirements: 34 semester credits
Upper Division Requirement: 42 semester credits for BBA and BLA degrees
48 semester credits for BS degrees
Resident credit requirement: 30 semester credits, 24 must be upper division

Additional special requirements: Some degrees require completion of a portfolio or other assessment of student achievement. See specific degree information for details.

Bachelor Degrees Available: Bachelor of Business Administration (Accounting, General Business and Management); Bachelor of Liberal Arts (Art, Communication, English, General Studies, Government, Mathematics, and Social Science); Bachelor of Science, Biology (General and Marine); Bachelor of Science, Environmental Science

Minors

The same discipline may not be used to satisfy the major and the minor (i.e. English major and English minor does not make a degree.) If a course is a requirement of both the major and the minor, a student may use the course to meet both requirements but will not receive double credit.

UAS has minors to complement our bachelor's degrees. Please refer to the section on minors in this catalog. Requirements may differ slightly among minors; however, each has a minimum of 15 or more credits.

Additional Degrees

Second Associate Degree: A second Associate of Applied Science degree requires completion of a minimum of 12 semester hours of credit beyond the first (or latest) Associate of Applied Science degree. All general University requirements and degree requirements of the major must be met for each degree.

As the Associate of Arts degree is intended to provide a student with a basis of general education in order to undertake bachelor's degree work, only one A.A. may be earned by a student.

Second Bachelor's Degree: A second bachelor's degree requires completion of a minimum of 24 semester hours of credit beyond the first bachelor's degree. All general University requirements, degree requirements, and requirements of the major must be met for both degrees. Students who have earned a bachelor's degree from a University other than UAS, must apply for admission and comply with all general University and program requirements.

Graduate Degrees: See Graduate Study at UAS.

Undeclared Program for Undecided Students (Juneau applicants only)

UAS offers a variety of bachelor degree options, and it's natural that incoming students may not be positive of which degree they would like to pursue. Students need time to explore, gather information and identify and examine alternatives. Undecided, bachelor degree-seeking students should select the Undeclared option at the time of admissions.

Undeclared students are advised in the Student Resource Center. As an undeclared or deciding applicant, students are not selecting a specific degree program when they arrive, but will eventually choose a degree by working with their advisors and exploring career options. This transi-

tion usually takes place within the student's first year at UAS.

Based on the student's interests, goals and academic background, an advisor assists the student in the preparation of an individualized program to explore various areas and at the same time fulfill general education and other course requirements or electives in almost any curriculum.

Academic Programs

Campus Key: J = Juneau, K = Ketchikan, S = Sitka, D = Distance

Business

Business programs prepare students to perform effectively in private businesses and public-service organizations. The required courses of study provide the foundation for professional careers in organizations of all sizes. The curricula are designed to develop critical thinking, communication skills, basic computer knowledge, awareness of ethical issues, and expertise in the business management discipline.

Undergraduate degrees available include the one-year Accounting Technician Certificate and Small Business Management Certificate, the two-year Associate of Applied Science in Business Administration (A.A.S.), and Associate of Applied Science in Paralegal Studies, and the four-year Bachelor's of Business Administration program (B.B.A.) with an emphasis in accounting, management or general business.

Certificate and A.A.S. graduates will be qualified for vocationally oriented positions such as accounting clerk with the state or local government, and accounts payable or accounts receivable clerk with private business. Graduates will generally pursue or strengthen a professional-level accounting or management career.

Employer surveys have repeatedly stressed the importance of certain basic skills in obtaining a position with and advancing in an organization. The faculty of business is committed to student outcomes assessment and preparing students for their careers. As a result, minimum skill levels in written and verbal communication, quantitative analysis, information literacy, computer usage, professional behavior, and critical thinking are required of each student and will be evaluated periodically throughout the individual's college career.