

# 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. Students who have not previously met those requirements will need to take placement tests. Placement testing is available through the Learning Center. Placement tests may also be required for certain computer classes. Test results are shared with the advisors in Student Resource Center or Advising Center approximately 48 hours after the tests are completed.

**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 .

**Undeclared 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 Undeclared option at the point of admission. The Student Resource Center advisors will help to transition Undeclared students into a formal degree program prior to graduation.

**Advisor Signatures:** All degree-seeking students 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. Registration dates for each semester are published in the academic catalog and each semester schedule. Degree-seeking students are encouraged to register early, once registration opens for each semester. Registration for special programs, short courses, seminars and other classes which 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 will 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.

## Study Load

### 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 dean or campus director. 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 dean or campus director. For sessions of one week, students may not exceed one credit hour.

## Registration Options

In addition to registering for credit courses, UAS has the following registration options:

### Credit/No Credit

The credit/no-credit option encourages 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" 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 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” during the first two weeks of classes in any regular semester. Likewise, a student may change registration status 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.

## **Registration Actions**

### **Adding a Class**

Courses may be added based on the published dates in the academic calendar. Instructor/advisor signatures may be required. The University will contact wait-listed students if space becomes available. However, openings and availability are sometimes limited, and students are encouraged to make alternative arrangements.

### **Dropping a Class**

Students may drop full semester classes through the second week of the semester. Classes of less than a full semester in length have prorated drop periods. Check the published course schedule for drop date deadlines and related tuition refund policies. Dropped courses do not appear on academic records.

### **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 are allowed after the 12th week of each semester.

Refer to the academic calendar located in the catalog or semester schedule 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.

## **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**

The University of Alaska Southeast uses students’ social security numbers as identification numbers. However, UAS will assign a nine-digit identification number if students prefer. Students are responsible for remembering the assigned number and using it in all future dealings with the University.

## **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 Student Records and Registration office with the Registrar present. Records cannot be reviewed without a prior appointment.

UAS may release, without consent, certain directory information (name, major, dates of attendance, and credentials awarded). Except for directory information, no personally identifiable information is disclosed to agencies outside UAS without the written permission of the student. Records are made available for legitimate UAS professional use on a need-to-know basis to officials of

other institutions in which students may seek to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect student health and safety or the health and safety of others.

## Directory Information

Directory information may be disclosed on a routine basis to the public unless the student requests, on each semester's registration form, that such information not be released. The following is considered directory information:

1. Name
2. Email
3. Dates of attendance and current class standing
4. Major field(s) of study
5. Degrees and awards received, including dates
6. Participation in officially recognized activities
7. Chancellor's List and Dean's List recognition

## Additional Records and Registration Services

In addition to managing registration each semester, the Office of Records and Registration is responsible for the following services:

1. Maintaining, securing, verifying student academic history
2. Developing the semester schedule in conjunction with the Academic Programs office
3. Recording and producing grades reports at the end of each semester
4. Coordinating room reservations for the university
5. Performing degree audits, certifying graduation status
6. Processing transcript requests

## Transcripts

An unofficial copy of the UAS transcript may be requested once each semester at no charge. Official transcripts are available for a fee. Regular processing (allow one week) is \$5 per copy. Priority processing (allow 1 to 3 days) is \$10 for one copy and \$5 for each additional copy requested at the same time. 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 obtain a copy of official transcripts from other institutions, high school transcripts and other supporting documents, but the original documents, once submitted, become the property of the University of Alaska Southeast.

# Graduation

## Responsibility

Students are responsible for meeting all requirements for graduation. It is important that students request degree audits from the Records and Registration Office throughout their academic career. It is equally as 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. If the student is a bachelor's degree student intending to graduate with an associates degree prior to graduation with a bachelor's degree, he or she should check with the advisor or with the Office of Admissions to be admitted to the selected associates degree.
2. Once a student has clarified admissions status, he or she must formally apply for graduation and pay a \$25 processing fee. The application for graduation must be filed with the Student Records and Registration office on the campus attended during the semester in which he or she plans to graduate. The academic calendar in the current course schedule lists application deadlines.
3. If a student would like to graduate with a minor in a four-year degree program, he or she must declare the minor at the time of graduation. 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 Records and Registration 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.

## Diplomas and Commencement

UAS issues diplomas three times yearly: in September following the summer session, in January following the fall semester and in May 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

Undergraduate students 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 certificate and graduate degree students.

# Student Services

## Student Activities

UAS offers a variety of social, cultural, and recreational activities to students in Juneau, Ketchikan and Sitka. These communities are rich in opportunities for extra curricular participation. UAS prides itself in listening to student's 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 purchases discount movie and theater passes and supplies transportation to a number of cultural activities in the community each year. For more Information on campus activities contact:

**Juneau:**  
Student Activities Office (907) 465-6528  
jyuas.alaska.edu

**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



*UAS students enjoy diverse activities.*

## Juneau Campus Only

**Student Activities Center:** Students who register for seven or more credits will be assessed a \$100.00 membership fee each semester for the Student Activities Center (SAC). The SAC is located near campus and the student housing complex. The SAC houses a climbing facility, aerobic and dance area, cardiovascular equipment, big screen TV, billiard tables, and a performance area featuring audio and video for hosting dances and movies. Computers, vending, and showers are also available. Memberships and punch cards for students under seven credits and for faculty and staff are available for purchase at the SAC help desk. [www.uas.alaska.edu/sac](http://www.uas.alaska.edu/sac).

**Outdoor Recreation Center:** The Outdoor Recreation Center (ORC) is located In the Student Activities Center. The ORC rents the following equipment to UAS students, faculty and staff: kayaks, canoes, backpacks, tents, sleeping pads, cross country skis, snowboards, snowshoes, and more. SAC membership guarantees reduced rental rates. Call the SAC help desk, (907) 465-1219, for rental eligibility, rates, and membership options. [www.uas.alaska.edu/sac](http://www.uas.alaska.edu/sac)

**Intramurals and more:** The Student Activities Office sponsors intramural sports in local school gyms. Intramural sports may include basketball, volleyball and softball. The Business Office Cashier (lower level Mourant building) sells discounted swim tickets and bus passes. Also, Juneau students are able to use the facilities at the local private racquet club (racquetball and tennis courts, weight lifting equipment, saunas, whirlpools and exercise equipment).



*Student activity rental gear, from snowshoes to kayaks, comes with expert assistance and advice.*

## Bookstores

Campus bookstores carry school supplies, study aids, reference books, insignia gift items, and clothing as well as textbooks. The purchase of textbooks is easily facilitated when registration schedules are presented. The UAS 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.



*The bookstores are the source for everything from classroom essentials to personal necessities.*

## Career Services

UAS contracts for 20 hours a week with Juneau Job Service to provide employment assistance for students. The employment counselor helps students find part-time jobs during the school year, or a full-time job after graduation. Computerized guidance programs, interest inventories, personality tests and a career library are also available to students. For undecided students, career advising services assists in selecting a career path. Workshops on resume writing, interviewing skills and job search strategies are offered. To find out more, contact:

**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

## Health Center, Juneau Campus

The UAS Health Center on the Juneau campus is a part of the Student Resource Center in the Novatney Building. Basic health care including physical exams, birth control counseling, and minor injury/illness care is provided by a nurse practitioner. For more information: (907) 465-6457.

## Native and Rural Student Center, Juneau Campus

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 course scheduling. The Center provides a space for gatherings with an Alaska Native cultural focus. The NRSC provides a variety of academic supports. Supports, 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 chatting, checking email, and study.

**AISES:** The Center hosts the local chapter of the American Indian Science and Engineering Society. AISES is especially oriented towards, but not limited to, education, business, and science majors.

**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 students, drop in to the Center located on the Juneau campus in the Novatney Building, room. 213 or call (907) 465-6454

## Student Orientation

Orientation is provided at the start of each fall and spring semester on all UAS campuses. Whether a first time freshman, a transfer student or a returning adult student, orientation is an excellent opportunity to finalize your registration and learn about campus facilities and services. It

also highlights academic assistance and special services as well as recreational and social programs.

The University of Alaska Southeast believes that Orientation assists all new students in their transition to UAS and increases their changes for academic success.

For details on upcoming orientations, contact:

**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

## Student Government

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

**In Juneau:**

Student Activities Office (907) 465-6528  
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

## Students with Special Needs

The University of Alaska Southeast has a student-centered support service to aid college students who experience either a disability or other significant barrier to academic success. While services are available on all UAS campuses, the Juneau campus has coordinated a Support and Referral

Service (SRS). The service provides empathetic listening, information and help in problem solving, assessment of needs, resource coordination, follow-up and advocacy. SRS helps students to get connected with needed university and community resources. To qualify for special accommodations students must provide proof of a documented disability. Confidentiality is strictly maintained; students must thus sign an authorization before the release of any information to any third party. For a full description of UAS, procedures (based on the UA Board of Regent's Policy, Part IX, Chapter 6) please see the UAS website at <http://www.uas.alaska.edu/>

For more information about Juneau services for students with special needs, please call 465-6359, with text telephone available) or email: [disability.support@uas.alaska.edu](mailto:disability.support@uas.alaska.edu)

Early contact with this program ensures a positive educational experience.

For services available In Ketchikan, call (907) 228-4508.

For services available In Sitka, call (907) 747-7703.

## Student Rights and Responsibilities Regulation

### General

### Statement: Student Rights and Responsibilities

**General Statement:** Student Rights and Responsibilities  
The purpose of this regulation is to further define the University of Alaska's Student Code of Conduct (Code), and to establish a framework for the enforcement of the Code. These procedures, and their elaboration in UAS rules and procedures, will allow for fact-finding and decision making in the context of an educational community, encourage students to accept responsibility for their actions, and provide procedural safeguards to protect the rights of students and the interests of the University.

These procedures are applicable to all students and student organizations.

### Student Code of Conduct

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

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

### **Cheating, Plagiarism, or Other Academic Dishonesty**

Examples include students who:

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

### **Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property**

Examples include:

1. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on university forms and documents or to any University official or before a University judicial hearing board;
2. misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies or resources;
3. falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the University; or
4. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the University;

### **Damage or Destruction of Property**

Examples include:

1. damage or destruction to property owned or controlled by the University;
2. damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g.:

- a. the action occurred during an event authorized by the University;
- b. the student was a representative of the University, such as an athlete, and the action occurred while traveling to or from an event authorized by the University; or
- c. the property not owned or controlled by the University was located on University property.

### **Theft of Property or Services**

Examples include:

1. theft or unauthorized possession or removal of University property or the property of any University member or guest that is located on property owned or controlled by the University; or
2. theft or unauthorized use of university services or unauthorized presence at University activities without appropriate payment for admission.

### **Harassment**

Examples include:

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

### **Endangerment, Assault, or Infliction of Physical Harm**

Examples include:

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

### **Disruptive or Obstructive Actions**

Examples include:

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

## Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals

Example: unauthorized use, possession, or sale of these items on property owned or controlled by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAS rules and procedures.

## Failure to Comply with University Directives

Examples include:

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

## Misuse of Alcohol or Other Intoxicants or Drugs

Examples include:

1. use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAS rules and procedures; or
2. use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAS rules and procedures.

# University Judicial Procedures

## Authority and Responsibilities of Judicial Officers

The chancellor will appoint a judicial officer experienced in student disciplinary proceedings who will supervise and implement a judicial review process for student disciplinary matters. The judicial officer will consult with extended site directors prior to delegating student disciplinary responsibilities to staff located on extended campuses. Judicial officers or designees have authority over disciplinary proceedings and are responsible for:

1. serving as, or designating, a review officer to conduct administrative reviews or judicial board hearings;
2. presenting, or designating a person to present, the University's case before a judicial board;
3. assembling the members of judicial boards; and
4. modifying timelines associated with judicial proceedings in order to accommodate the academic calendar and for other reasons deemed appropriate by the officer.

## Rights Afforded Students in Judicial Proceedings

1. The University will afford each student subject to judicial proceedings due process appropriate to the alleged violation and the magnitude of the potential sanction(s).
2. If an accused student chooses to remain silent or does not participate in a judicial proceeding, decisions will be based on available information.
3. A student may be accompanied by an advisor, who may be an attorney, during judicial proceedings. The advisor's role will be determined by the rules governing the proceedings.
4. Students may have copies of the records of their judicial proceedings at their own expense.
5. Students may appeal decisions to impose minor sanctions and/or the severity of the sanction to the senior student services officer or designee. Students will be afforded an opportunity to provide comments to the senior student services officer on recommendations to impose major sanctions.

## Rights Afforded Injured Parties During the Judicial Process

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

## Overview of University Judicial Review Procedures

1. Definitions
  - a. **Judicial Procedure:** A judicial procedure is a review undertaken by the university to establish whether there is substantial information to determine whether it is more likely than not that a student violated the Code.
  - b. **Major Sanction:** Major sanctions include suspension, expulsion, revocation of a degree, and other sanctions specified by UAS rules and procedures as being major sanctions.
  - c. **Minor Sanction:** Minor sanctions are those other than ones specified as major sanctions.
2. After an allegation of misconduct is made, judicial review procedures will commence with a preliminary investigation, at the conclusion of which the judicial officer or designee will determine:
  - a. whether to dismiss the charges; or
  - b. whether the allegations, if true, would likely result in imposition of a minor sanction, in which case the matter continues with an administrative review; or

- c. whether the allegations, if true, would likely result in imposition of a major sanction, in which case the student is provided the opportunity to choose between a judicial board hearing or an administrative review.
3. A judicial board hearing is only available to students deemed subject to imposition of a major sanction. In a judicial board hearing the matter is reviewed by a panel of students and faculty, and students are afforded the opportunity to be represented by legal counsel.
  4. An administrative review is conducted by the judicial officer or designee and is intended to be an expedited process for examination of information and decision making. An administrative review is the only review process for matters involving imposition of a minor sanction. A student charged with infractions of the Code which would be subject to a major sanction may choose to have the matter investigated by an administrative review, but in so doing will be required to waive certain processes otherwise available under the judicial board hearing.
  5. An imposition of a minor sanction following a judicial board hearing or administrative review may be appealed to the senior student services officer, whose decision on the matter constitutes the final decision for the University.
  6. Findings, conclusions, and recommendations from either the judicial board or administrative review process to impose a major sanction proceed to the chancellor after review by the senior student services officer. Opportunity will be provided to the student to comment on the administrative review or judicial board hearing. The decision of the chancellor is the final decision for the university.

### Initiation of a Judicial Review

1. Any University student, faculty or staff member may initiate a disciplinary action against a student for violation of the Code. Allegations of Code violations must be in writing, signed by the complaining party, and submitted to the judicial officer or designee in accordance with UAS rules and procedures.
2. The judicial officer or designee will review the allegations and conduct an appropriate preliminary investigation to determine:
  - a. whether to dismiss the matter because insufficient information exists to support the accusation; or
  - b. whether sufficient information exists to warrant further judicial proceeding, and, if so,
  - c. whether the charges, if substantiated, will subject the student to a major or a minor sanction.
3. The judicial officer or designee will send the student written notification:
  - a. of the allegations of misconduct and the provisions of the Code which allegedly have been violated;

- b. of the judicial officer's or designee's name, telephone number, and office location; and the time period in which to schedule a meeting to review the charges;
  - c. of whether a major or minor sanction is likely to be imposed should the charges be substantiated, and
    - (1) if a minor sanction is likely, that the matter will be pursued with an administrative review; or
    - (2) if a major sanction is likely, that the student has a choice between an administrative review or a judicial board hearing; and
  - d. that, should the student fail to schedule a meeting, the meeting will be scheduled by the judicial officer or designee.
4. Should a student fail to schedule a meeting within the time period specified in the notification of charges, the judicial officer or designee will schedule the meeting and notify the student in writing at least three class days in advance of the scheduled meeting that, should the student fail to respond or appear, the judicial officer or designee will schedule an administrative review and that the student will have waived the opportunity for review by a judicial board hearing.
  5. A student under review for matters which could result in the imposition of a major sanction will be provided a written explanation of the differences between an administrative review and a judicial board hearing. The student's choice of procedure must be stated in writing.
    - a. If the student chooses an administrative review, the student must also waive, in writing, rights to procedures in the judicial board hearing which are not included in an administrative review.
    - b. If the student chooses a judicial board hearing, the student will be notified in writing that:
      - (1) the names of witnesses, copies of any witnesses' written statements, or other documents on which the University will rely will be made available to the student for review at least three class days prior to the hearing;
      - (2) the student must submit to the judicial officer or designee at least three class days prior to the hearing the names of witnesses, copies of any witnesses' written statements, or other documents on which the student will rely; and
      - (3) the student is to have no contact with any judicial board members or alleged victims involved in the matter, and, where appropriate, limited contact with other individuals involved with the hearing.

## General Rules and Procedures for Administrative Reviews and Judicial Board Hearings

1. The University judicial system is not a court of law and is not held to standards applied in criminal proceedings. Formal rules of evidence will not apply. Testimony containing hearsay may be heard, taking into account the reliability of the information. Findings and conclusions will be based upon information presented during the review or hearing.
2. Reviews and hearings will ordinarily be scheduled between three and fifteen class days after written notice has been sent to the student, at times determined by the judicial officer or designee.
3. The judicial officer or designee will conduct an administrative review or chair a review by the judicial board.
4. Should a student fail to appear for an administrative review or judicial board hearing, the judicial officer or designee may determine to proceed with the review or hearing without the student.
5. Reviews or hearings may be conducted by audioconference or at an off-campus location, if directed by the judicial officer or designee.
6. The judicial officer or designee will establish reasonable rules for the conduct of the review or hearing, and will make them available to all parties.
7. Students may select an advisor for assistance during the proceedings. Should the student choose an attorney for an advisor, the student is responsible for the attorney's fees and legal costs regardless of the outcome of the review or hearing.
8. An administrative review or judicial board hearing will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:
  - a. Charges are dismissed.
  - b. A minor sanction is imposed.

If a minor sanction is imposed, the judicial officer or designee will send the student written notification of the decision and appeal rights within 10 class days of the conclusion of an administrative review or judicial board hearing.
  - c. A major sanction is recommended.

If a major sanction is recommended, the judicial officer or designee will, within ten class days of the conclusion of an administrative review or judicial board hearing:

    - (1) send the student written notification of the decision and of the right to provide comment to the senior student services officer; and
    - (2) forward the record of the administrative review or judicial board hearing to the senior student services officer.

## Rules and Procedures Specific to an Administrative Review

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

## Rules and Procedures Specific for Conducting a Judicial Board Hearing

1. **Judicial Board Composition:** Two currently enrolled students in good academic and disciplinary standing and three university faculty and/or staff members will be appointed in accordance with UAS rules and procedures to serve on a judicial board. The members of the board must be unbiased and may be selected from another campus or site.
2. The accused student will be notified, in writing, at least five class days prior to the judicial board hearing of the names of potential judicial board members. The student may object to a member on the basis of bias, provided the student notifies the judicial officer or designee in writing at least three class days prior to the scheduled hearing and states reasons for believing the board member is biased. The judicial officer or designee will have discretion to either uphold the appointment or have the board member replaced.
3. The accused student may choose between an open or closed hearing to the extent that such choices are permitted by state and federal laws. A hearing will be closed unless the student makes a written request at least one day in advance of the hearing to the judicial officer or designee for an open hearing. In order to protect privacy or other rights of individuals involved in a proceeding, however, the judicial officer or designee may determine that all or portions of the hearing will be closed. Witnesses may attend the hearing only during their testimony.

4. An advisor for a student may be present and may represent the student during the hearing.
5. The accused student will have the opportunity to question and hear all witnesses for by the University.
6. The accused student will have the opportunity to present a defense, including introduction of relevant exhibits, affidavits, or witnesses, in addition to any information, explanations, and/or mitigating factors presented during the preliminary investigation of charges. Admission of and restrictions on exhibits and other evidence will be at the discretion of the judicial officer or designee.
7. The judicial board will deliberate in closed session and make its determination within five class days of the conclusion of the hearing, unless an extension is provided by the judicial officer or designee.

### Appeal Procedure for Minor Sanctions

An accused student may appeal a decision to impose a minor sanction to the senior student services officer or designee.

1. Appeals may be made on the basis that:
  - a. a material procedural error was made during the process which would have changed the outcome of the matter;
  - b. the sanction imposed was clearly excessive for the violation committed;
  - c. newly discovered information exists which the student could not reasonably have been expected to know of or discover through diligence prior to the conclusion of the matter and which information, if known, would clearly have affected the outcome of the matter; or
  - d. the decision is not supported by substantial information.
2. Appeals must be submitted in writing within seven class days of the day the decision is sent to the student, and in accordance with UAS rules and procedures.
3. The senior student services officer or designee will conduct a review of the record and will ordinarily render a decision within seven class days of receipt of the appeal. The senior student services officer may:
  - a. affirm a decision and/or sanction;
  - b. dismiss the case;
  - c. lessen a sanction;
  - d. refer the matter back for further review;
  - e. authorize a new administrative review or judicial board hearing; or
  - f. take such other action as the senior student service officer or designee deems appropriate.
4. The decision of the senior student services officer or designee constitutes the university's final decision on the matter. Notification to the student must be made

in writing and in accordance with Regents' Policy and University Regulation.

### Review Procedures for Major Sanctions

A recommendation to impose a major sanction from an administrative review or judicial board hearing is automatically forwarded to the senior student services officer or designee for review.

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

### Disciplinary Sanctions and Reinstatement of University Benefits

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

### Summary Restriction

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

### Sanctions

In determining appropriate sanctions, a student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the

prohibited behavior, and other factors relevant to the matter will be considered. The following list of sanctions is illustrative rather than exhaustive. The University reserves the right to create other reasonable sanctions or combine sanctions as it deems appropriate.

1. **Warning:** A warning is notice that the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.
2. **Probation:** Probation is a written warning which includes the probability of more severe disciplinary sanctions if the student is found to be violating the Code during a specified period of time (the probationary period).
3. **Denial of Benefits:** Specific benefits may be denied a student for a designated period of time.
4. **Restitution:** A student may be required to reimburse the University or other victims related to the misconduct for damage to or misappropriation of property, or for reasonable expenses incurred.
5. **Discretionary Sanction:** Discretionary sanctions include community service work or other uncompensated labor, educational classes, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given matter. Costs incurred by the student in fulfilling a discretionary sanction will be the responsibility of the student.
6. **Restricted Access:** A student may be restricted from entering certain designated areas and/or facilities or from using specific equipment for a specified period of time.
7. **Suspension:** Suspension is the separation of the student from the University for a specified period of time, after which the student may be eligible to return. Conditions under which the suspension may be removed and for re-enrollment will be included in the notification of suspension. During the period of suspension, the student may be prohibited from participation in any activity authorized by the University and may be barred from all property owned or controlled by the University, except as stated on the notification.  

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

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

### **Group Sanctions**

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

### **Reinstatement of University Benefits**

The conditions, if any, for re-enrollment and reinstatement of University benefits lost through imposition of a sanction will depend upon the disciplinary sanctions imposed and will be specified in the notification of sanction.

Before a University benefit lost by sanction at one campus may be reinstated at another, the senior student services officer at the former campus must be consulted.

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

### **Final University Decision**

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



# Student Dispute Resolution Regulation: General Procedures for Dispute Resolution

## Resolution of Disputes Regarding Student Employment Decisions or Actions

Issues related to student employment will be reviewed in accordance with the grievance procedure specified in Regents' Policy and University Regulation on human resources, except if specifically modified by Regents' Policy and University Regulation on employment of students.

## Resolution of Disputes Regarding Academic Decisions or Actions

Examples of academic actions or decisions subject to this regulation include, but are not limited to: assignment of final course grades, denial of admission to an academic program, and academic dismissal. Grades assigned prior to the final grade received in a course are not subject to review under this section.

### 1. Definitions Applicable to Academic Disputes

- a. **Academic Decision Review Committee:** An academic decision review committee is an ad hoc committee composed of faculty and a non-voting student representative, appointed by the dean/director, and a nonvoting hearing officer, appointed according to UAS rules and procedures, to formally review a contested final grade assignment or other academic decision.
- b. **Academic Leader:** The term "academic leader" is used to denote the administrative head of the academic unit offering the course or program from which the academic decision or action arose.
- c. **Academic Unit:** The term "academic unit" generally refers to a department or other group with responsibility for academic decisions within a school, college, institute, or center. The term may refer to a school, college, institute or center in instances when a smaller unit is either of insufficient size for a given purpose or non-existent.
- d. **Arbitrary and Capricious Grading:** Arbitrary and capricious grading means the assignment of a final course grade on a basis other than performance in the course; the use of standards different from those applied to other students in the same course;

or substantial, unreasonable and/or unannounced departure from the course instructor's previously articulated standards or criteria. (See also "grading error.")

- e. **Class Day:** As used in the schedule for review of academic decisions, a class day is any day of scheduled instruction, excluding Saturday and Sunday, included on the academic calendar in effect at the time of a review. Final examination periods are counted as class days.
  - f. **Dean/Director:** The dean/director is the administrative head of the college or school offering the course or program from which the academic decision or action arises. For students at extended campuses the director of the campus may substitute for the dean/director of the unit offering the course or program.
  - g. **Final Grade:** The final grade is the grade assigned for a course upon its completion.
  - h. **Grading Error:** A grading error is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade. (See also "arbitrary and capricious grading").
  - i. **Next Regular Semester:** The next regular semester is the fall or spring semester following that in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.
- ### 2. Procedure for Resolving Disputes Regarding Final Grade Assignment

Students may challenge a final grade assignment on the basis of alleged grading error or arbitrary and capricious grading.

Because grades can affect such things as a student's eligibility for continued financial aid, UAS publications must advise students to learn their final grades and initiate a review, where desired, as soon as possible. UAS rules and procedures must also stipulate other provisions that may be needed to expedite these reviews in the manner outlined in regulation below.

The time schedule outlined below will stipulate maximum time periods within which to complete stages of the review. However, permission for extensions of time may be granted, in writing, by the dean/director of the academic unit offering the course or other officials that may be identified in UAS rules and procedures.

UAS rules and procedures will also outline alternative officials for those instances where the academic leader or the dean/director is the person who made the academic decision under review.

a. Informal Procedures

- (1) Where possible, students will be expected to first request an informal resolution of the final grade assignment with the course instructor or academic leader. The process must be initiated by the 15th class day of the next regular semester of the UAS offering the course. The instructor or academic leader must respond to the request within 5 class days of receipt.
- (2) If the instructor's decision is to change the final grade, the instructor must promptly initiate the process in accordance with UAS rules and procedures. If the instructor does not change the grade and the student's concerns remain unresolved, the student may, in accordance with UAS rules and procedures, notify the academic leader of the academic unit responsible for the course. Within 5 class days of such notification, the academic leader must either effect resolution of the issue with the instructor or inform the student of the process for formally appealing the final grade assignment.
- (3) If the course instructor is no longer an employee of the University or is otherwise unavailable, the student must notify the academic leader by the 15th class day of the next regular semester. Within 5 class days of notification by the student, the academic leader must either effect resolution of the issue through contact with the course instructor or inform the student of the process for formally appealing the final grade assignment.

b. Formal Procedures

- (1) A student formally requesting review of a final grade assignment must provide the dean/director of the academic unit offering the course a signed, written request for a formal review, indicating the basis for requesting a change of grade.  
The request must be filed by the 20th class day of the next regular semester or within 5 class days of receipt of notification of the process by the academic leader.
- (2) In accordance with UAS rules and procedures, the dean/director will convene an academic decision review committee and forward to it the written request for formal review from the student. The committee must initiate proceedings within 10 class days of receipt of the student's request. The committee will first consider whether the facts submitted by the student warrant a formal hearing and, if so, conduct the hearing. The student and the course instructor must be notified of the time

and place the request will be considered and of the process to be followed.

- (a) If on initial review the academic decision review committee determines that the facts as presented would not constitute arbitrary or capricious grading or a grading error, the academic decision review committee will dismiss the case without a formal hearing. This decision will constitute the final decision of the University. The committee's decision will be provided in writing to the student, the course instructor, and the dean/director of the academic unit offering the course.
  - (b) If the academic decision review committee determines that the facts as presented might constitute arbitrary or capricious grading or a grading error, the academic decision review committee will, in accordance with UAS rules and procedures, proceed to a formal hearing. The committee will consider information provided by the student, the instructor if available, and others as it sees fit.
- (3) The academic decision review committee proceedings will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:
    - (a) The request for a grade change is denied.
    - (b) The request for a grade change is upheld; the review committee requests the course instructor to change the grade; and the course instructor changes the grade in accordance with UAS rules and procedures.
    - (c) The request for a grade change is upheld; the course instructor is either unavailable to change the grade or refuses to, and the review committee directs the dean/director to initiate the process specified by UAS rules and procedures to change the grade to that specified by the review committee.
  - (4) The decision of the academic decision review committee constitutes the final decision of the University, and will be provided in writing to the student, the course instructor, and the dean/director. The hearing officer will be responsible for the preparation of a record of the hearing, in accordance with UAS rules and procedures.
  - (5) Unless an extension has been authorized by the dean/director, disputes concerning final grades must be completed by the end of the

next regular semester following the assignment of the grade.

3. Review Procedures for Disputes Regarding Denial of Admission to or Dismissal from a Program of Study for Academic Reasons

UAS rules and procedures, in accordance with this regulation, will designate the formal and informal process(es) by which a student may initiate a review of an academic decision by that UAS of disputes regarding denial of admission to or dismissal from a program of study. The formal process must include the following elements.

- a. A request for a formal review must be filed in writing by the 20th class day of the next regular semester of the campus making the decision, or within 5 class days of receipt of notification of the process for filing a formal review after completion of any informal review, unless written permission for extension of time is granted.
- b. Formal reviews of academic decisions will be conducted by an academic decision review committee convened in accordance with UAS rules and procedures.
- c. UAS rules and procedures will specify under which circumstances the conclusions of the academic decision review committee will constitute the final decision of the University on the matter or be advisory to an academic officer making the final decision.
- d. The final decision on the matter will be provided to the student in writing. A member of the review committee will be designated as responsible for preparation of the record.
- e. Unless an extension has been authorized by the dean/director, disputes concerning academic

decisions must be completed by the end of the next regular semester following the decision.

4. Other Academic Decisions

Review procedures for all other academic decisions are outlined in UAS rules and procedures. This process is published in UAS catalogs or student handbooks.

5. Students with Disabilities

Disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities will be reviewed according to procedures set forth in University Regulation on students with disabilities.

### Resolution of Disputes Regarding University Judicial Decisions or Disciplinary Sanctions

Disputes regarding University judicial decisions or resulting disciplinary sanctions will be reviewed according to procedures set forth in University Regulation on student rights and responsibilities.

### Eligibility for Services Pending Final Decision in the Review Process

During the review of an action or decision by the University, the action or decision being contested will remain in effect until the dispute is resolved. Should an academic action or decision affect the student's eligibility for financial aid, housing, or other University service, the student will be informed of the steps to be taken that may maintain or reinstate the affected service. The student will be responsible for initiating any necessary actions or procedures.

## Crime Statistics

Federal law requires all universities to publish the following: University of Alaska Southeast (UAS) Reported Offences, 1998–2000\*

	Murder	Sexual Offenses	Burglary	Robbery	Aggravated Assault	Arson
	98 99 00	98 99 00	98 99 00	98 99 00	98 99 00	98 99 00
<b>Juneau Sites</b>						
Auke Lake Campus (Main Campus)						
Bill Ray Center						
Technical Education Center						
Juneau sites subtotal	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
<b>Other UAS Sites</b>						
Ketchikan Campus	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Sitka Campus	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Other Site subtotal	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
<b>Total</b>	<b>0 0 0</b>	<b>0 0 0</b>	<b>0 0 0</b>	<b>0 0 0</b>	<b>0 0 0</b>	<b>0 0 0</b>

\* Reporting categories designated by the Crime Awareness and Campus Security Act of 1990, with the addition of arson. Statistics compiled by the Justice Center, University of Alaska Anchorage, from police and Alaska State Trooper records.