

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
uas.info@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: 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

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.

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
academicadvising@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 1-800-478-6653

Information Technology 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. 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. Staff is available to help students and faculty with the use of video, graphic, and multimedia resources in their teaching, learning, and research activities. Audio/visual and digital projection equipment is available for checkout by the user community. Support is also provided for distance education programs, audio, video and satellite teleconferencing, broadcast, and tape duplication needs. Information Technology Services has:

Juneau

- Computer Labs (Software and Printing)
- 16 classrooms with digital projection equipment
- 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/Wireless

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 at specific locations.

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
- AAS in Nursing (UAA)

Bachelor Completion Degrees

- Bachelor of Business Administration with emphasis in: Accounting, General, Management and Marketing
- Bachelor of Liberal Arts, emphasis in General Studies
- Bachelor of Social Work (UAF)

Master Degrees

- Master of Arts in Teaching (Elementary)
- Master of Arts in Teaching (Secondary)
- Master of Arts in Teaching (Early Childhood Education)
- Master of Business Administration
- Master of Education in Early Childhood Education (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' nursing programs.

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.

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.

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 18,000 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. The catalog and online resources are available from the Library web site at: www.uas.alaska.edu/library. As a federal depository library, Egan Library receives a broad range of U.S. Government documents.

The Library shares an online catalog and circulation system with members of the Capital City Libraries (CCL), a consortium that 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	8:00 a.m. to 10:00 p.m.
Friday	8:00 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. 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. The First City Libraries' online catalog address is: www.firstcitylibraries.org.

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: ketch.alaska.edu/library.html. Library instruction is offered to classes and individuals.

Ketchikan Campus Library participated in an active interlibrary loan program and is an OCLC member library. The library has been designated as a limited depository for United States Government documents since 1970. USGS maps are collected by the depository and are located at the Ketchikan Public Library as part of the federal documents program. 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	09:00 a.m. – 1 p.m.

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

Sitka Campus Library Services

Sitka students, faculty and staff receive library services from the UAS Egan Library in Juneau. The Sitka Campus homepage has a direct link to the Egan Library homepage where students have access to the library's catalog, all UAS-licensed databases of indexed and full-text resources, interlibrary loan services, as well as reference and instruction support services. The Outreach Services Librarian at the Juneau Campus provides library instruction and information resource support for the UAS Sitka Campus community, both on-site and at a distance. Students residing in Sitka have access to the physical collections at the Sheldon Jackson College Stratton Library with approximately 80,000 volumes and the Kettleton Memorial Public Library with a collection of 50,000. Both libraries have resources in various other formats and workstations for access to online databases.

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.

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. The Learning Center provides incoming and outgoing fax support.

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).

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, writing improvement program 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. 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).

Degree Program Changes

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

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

Honors

Dean's Honor List: Undergraduate students on all campuses who are admitted to certificate and degree programs 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 early in the semester without officially withdrawing and there is insufficient student progress and/or attendance for evaluation. No credit is given, nor is NB calculated in the GPA. This is a permanent grade and may not be used to substitute for the Incomplete. (See Faculty Initiated Withdrawal)

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

Faculty-initiated withdrawals may be submitted for students or auditors who enroll in courses without the required prerequisites.)

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

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.

Repeat Grades

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.

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.

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.



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.

Certificates of Completions Available: Administrative Office Support, Advanced Network Administration, Application Programming, Automotive Technology, Basic Computing Skills, Child Development Associate, Computer Applications, Database Administration, Diesel/Heavy Duty Technology, Diesel/Marine Technology, Desktop Publishing and Graphics, E-Business, Introductory Network Administration, Marine Engine Room Preparation, Medical Office Specialist, Multimedia Arts, Networking Essentials, Programming Foundations, Residential/light Construction, Residential Building Science, Server Administration, Web Authoring, Web Foundations, 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, Automotive Technology, Computer Information and Office Systems, Early Childhood Education, Environmental Technology, Health Information Management Coding Specialist, Law Enforcement, Outdoor Skills & Leadership, Residential Building Science 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 degree programs. If a student intends to transfer to a bachelor degree program, he/she should consult the requirements for the advanced degree as some special general education and lower division courses are required in bachelor 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 Degrees

The bachelor 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, BLA degrees
42-48 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, Management and Marketing); Bachelor of Arts (Elementary Education, English and Social Science); Bachelor of Liberal Arts (Art, Communications, General Studies, Government, Human Communication and Mathematics); Bachelor of Science, Biology (General and Marine); Bachelor of Science, Environmental Science; Bachelor of Science, Information Systems.

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 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.

Minors Available: Alaska Native Studies, Art, Biology, Business Administration, Creative Writing, English, French, Human Communication, Mathematics, Northwest Coast Art, Professional Communication, Spanish, Theatre and Women's & Gender Studies

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 degree work, only one A.A. may be earned by a student.

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

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 transition 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 & Public Administration

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 4 four-year Bachelor's of Business Administration program (B.B.A.) with an emphasis in accounting, management, marketing, 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. Bachelors graduates will generally pursue or strengthen a professional-level accounting, management, or marketing career.

Public Administration: The MPA is a professional degree for public and non-profit managers. It is delivered through distance technologies on satellite and the Internet to students in Alaska and the Yukon. The MPA degree prepares students for leadership at all levels of government and in non-profit organizations. It is designed for working professionals who seek to increase knowledge and credentials in public administration.

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 and public administration 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.

Dean of Business/Public Administration

Karen Schmitt (interim)

Faculty

Jonathan F. Anderson

Associate Professor of Public Administration (J)

Mike Boyer

Assistant Professor of Law Science (J)

Janet L. Dye

Professor of Accounting (J)

Richard Hacker

Professor of Law Science, Emeritus (J)

Steven L. Hamilton

Assistant Professor of Business Administration (J)

Ronald Hulstein

Assistant Professor of Accounting (J)

Cathy A. LeCompte

Assistant Professor of Business Administration (K)

Sally Willson

Assistant Professor of Accounting (J)