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Appeals Policies

Grade Appeals Policy

I. Introduction

The University of Alaska is committed to the ideal of academic freedom and so recognizes that the assignment of grades is a faculty responsibility. Therefore, the University administration shall not influence or affect an assigned grade or the review of an assigned grade.

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious. Before taking formal action, a student must attempt to resolve the issue informally with the instructor of the course. A student who files a written request for review under the following procedures shall be expected to abide by the final disposition of the review, as provided below, and may not seek further review of the matter under any other procedure within the university.

II. Definitions

- A. A "grade" refers to final letter grades A, B, C, D, F, and Pass. The I (incomplete) designates a temporary grade for one year, and is not a final grade, so it is not subject to appeal until it becomes final.
- B. For the purpose of this procedure, "arbitrary and capricious" grading means:
 - 1. the assignment of a course grade to a student on some basis other than performance in the course, or
 - 2. the assignment of a course grade to a student by resorting to standards different from those which were applied to other students in that course, or
 - 3. the assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.
- C. "Grading errors" denotes errors in the calculation of grades rather than errors in judgment.
- D. 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.
- E. "Department chair" for the purposes of this policy denotes the administrative chair of the academic unit offering the course (e.g., head, chair or coordinator of an academic department, or the campus director if the faculty member is in the College of Rural and Community Development).
- F. The "dean/director" is the administrative chair 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" for the purposes of this policy is the grade assigned for a course upon its completion.
- H. A "grading error" is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade.
- I. 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.

III. Procedures

- A. Errors by an instructor in determining and recording a grade or by the university staff in transcribing the grade are sources of error that can be readily corrected through the student's prompt attention following the normal change of grade procedure.
 - 1. It is a student's obligation to notify the instructor of any possible error immediately by the most direct means available. If this is through an oral conversation and/or the issue is not immediately resolved, it is the student's responsibility to provide the instructor with a signed, written request for

- review of the grade, with a copy to the unit department chair and the dean of the college or school in which the course was offered.
2. Notification must be received by the instructor and/or department chair within 15 days from the first day of instruction of the next regular semester (i.e., fall semester for grade issued at the end of the previous spring semester or summer session; spring semester for grade issued at the end of the previous fall semester).
 3. The instructor is responsible for notifying the student in writing of his or her final judgment concerning the grade in question within 5 days of receipt of the request, and for promptly submitting the appropriate change of grade form to the Registrar's Office if an error occurred.
 4. If the student does not receive a response from the instructor or the unit department chair by the required deadline, the student must seek the assistance of the dean of the college or school in which the course was offered.
 5. If the instructor is no longer an employee of the university or is otherwise unavailable, the student must bring the matter to the attention of the unit department chair who will make every effort to contact the instructor by the 15th class day of the next regular semester.
 - a. If the instructor can not be contacted but course records are available, the department chair will effect resolution within 5 class days of notification by the student. The department chair may correct a grading error through the regular change of grade process on behalf of the instructor.
 - b. If the instructor can not be contacted and course records are either unavailable or indecisive, the student may request a review following the procedure outlined below.
 - c. If the instructor can be contacted and elects to participate, then a constructive participation is to be welcomed by the review committee. The procedures of Paragraph III.A.5.a. or Paragraph III.A.5.b. will be instituted if the instructor withdraws from participation.
 6. There may be extenuating circumstances when the deadlines cannot be met due to illness, mail disruption, or other situations over which the student may have no control. In such a case, upon request from the student, the dean of individual college, after review of supporting documentation provided by the student, may recommend to the grade appeals committee that the deadlines be adjusted accordingly. An extension of the deadline will be limited to one semester but every effort should be made to complete the appeal process within the current semester.
- B. If no such error occurred, the remaining option is by review for alleged arbitrary and capricious grading, or for instances where the course instructor is unavailable and satisfaction is not forthcoming from the appropriate department chair.
1. This review is initiated by the student through a signed, written request to the department chair with a copy to the dean of the college or school in which the course was offered.
 - a. The student's request for review may be submitted using university forms specifically designed for this purpose and available at the Registrar's Office.
 - b. By submitting a request for a review, the student acknowledges that no additional mechanisms exist within the university for the review of the grade, and that the university's administration can not influence or affect the outcome of the review.
 - c. The request for a review must be received no later than 20 days after the first day of instruction in the next regular semester (i.e., fall semester for grade issued at the end of the previous spring semester or summer session; spring semester for grade issued at the end of the previous fall semester) or within 5 days of receipt of notification of the process by the dean/director of the college or school in which the course was offered.
 - d. The request must detail the basis for the allegation that a grade was improper and the result of arbitrary and capricious grading and must present the relevant evidence.
 2. It is the responsibility of the department chair to formally notify both the instructor who issued the grade and the dean of the unit's college or school that a request for a review of grade has been received.
 3. If the instructor of the course is also the department chair, the Dean of the College will designate another department chair within the college to act as the department's representative for all proceedings. If the instructor of the course is also the Dean of the College, the Provost will designate another Dean within the University to act as the college's monitor of all proceedings.
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4. The dean will appoint a 5 member review committee composed of the following:
 - a. One non-voting tenure-track faculty member from the academic unit in which the course was offered (other than the instructor of the course). This individual shall serve in an advisory role.
 - b. Two tenure-track faculty members from within the college or school but outside of the unit in which the course was offered. If available, one of these two members will be selected from the members of the UAF Faculty Appeals and Oversight Committee.
 - c. One tenure track faculty member from outside the college or school in which the course was offered. If available, this member is to be selected from the members of the UAF Faculty Appeals and Oversight Committee.
 - d. The fifth member to be appointed by the dean will be a non-voting student representative.
 - e. The campus judicial officer or his/her designee shall serve as a nonvoting facilitator for grade appeals hearings. This individual shall serve in an advisory role to help preserve consistent hearing protocol and records.
5. The committee must schedule a mutually agreeable date, time and location for the appeal hearing within 10 working days of receipt of the student's request.
 - a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the matter according to the provisions of the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state or university policies.
 - b. Throughout the proceedings, the committee will encourage a mutually agreeable resolution.
 - c. The mandatory first item of business at this meeting is for the committee to rule on the validity of the student's request. Grounds for dismissal of the request for review are:
 - 1) This is not the first properly prepared request for appeal of the particular grade.
 - 2) The actions of the instructor do not constitute arbitrary and capricious grading, as defined herein.
 - 3) The request was not made within the policy deadlines.
 - 4) The student has not taken prior action to resolve the grade conflict with the instructor, as described under section III, A.
 - d. In the event that the committee votes to dismiss the request, a written notice of dismissal must be forwarded to the student, instructor, department chair and dean within five days of the decision, and will state clearly the reasoning for the dismissal of the request.
6. Acceptance for consideration of the student's request will result in the following:
 - a. A request for and receipt of a formal response from the instructor to the student's allegation.
 - b. A second meeting scheduled to meet within 10 days of the decision to review the request.
 - 1) The student and instructor will be invited to attend the meeting.
 - 2) The meeting will be closed to outside participation, and neither the student nor instructor may be accompanied by an advocate or representative. Other matters of format will be announced in advance.
 - 3) The proceedings will be tape recorded and the tapes will be stored with the campus Judicial Officer.
 - 4) The meeting must be informal, non-confrontational and fact-finding, where both the student and instructor may provide additional relevant and useful information and can provide clarification of facts for materials previously submitted.
7. The final decision of the committee will be made in private by a majority vote.
 - a. Actions which the committee can take if it accepts the student's allegation of arbitrary and capricious grading must be directed towards a fair and just resolution, and may include, but are not limited to, the following:
 - 1) direct the instructor to grade again the student's work under the supervision of the department chair,
 - 2) direct the instructor to administer a new final examination and/or paper in the course,
 - 3) direct a change of the student's registration status (i.e., withdrawn, audit, dropped) in the course.
 - b. The academic decision review committee proceedings will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:

- 1) the request for a grade change is denied.
 - 2) 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 MAU rules and procedures.
 - 3) 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 MAU rules and procedures to change the grade to that specified by the review committee.
- c. A formal, written report of the decision must be forwarded to the student, instructor, department chair, dean and the Registrar's Office within five days of the meeting.
 - d. The decision of the committee is final.

Revised 5/02

Appeals Policy for Academic Decisions other than Grades

I. Introduction

The University of Alaska is committed to the ideal of academic freedom and so recognizes that academic decisions are a faculty responsibility. Therefore, the University administration shall not unduly influence or affect the review of academic decisions that are a faculty responsibility.

The following procedures are designed to provide a means for students to seek review of academic decisions alleged to be arbitrary and capricious. These academic decisions may involve non-admission to or dismissal from any UAF program that involve pass/fail decisions by a committee of faculty on non-course examinations (such as qualifying, comprehensive or thesis examinations) or satisfactory/unsatisfactory evaluations on student previews (such as the annual review of graduate students performance). Before taking formal action, a student must attempt to resolve the issue informally. A student who files a written request for review under the following procedures shall be expected to abide by the final disposition of the review, as provided below, and may not seek further review of the matter under any other procedure within the university.

II. Definitions

- A. 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.
- B. "Department Chair" for the purposes of this policy denotes the administrative head of the academic unit offering the program (e.g., head, chair or coordinator of an academic department, or division coordinator or program chair if the faculty member is in the College of Rural and Community Development).
- C. "Committee of Faculty" for the purposes of this policy denotes the group of faculty who rendered the initial decision being appealed. Such groups may include, but are not limited to: graduate examinations committees, graduate advisory committees, and thesis defense committees.
- D. 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.
- E. 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.

III. Procedures

A. A student wishing to appeal an academic decision other than a grade assignment must first request an informal review of the decision.

- 1. Notification must be received by the Provost within 15 days from the first day of instruction of the semester in which the decision takes effect.
- 2. There may be extenuating circumstances when the deadlines cannot be met due to illness, mail disruption, or other situations over which the student may have no control. In such a case, upon request from the student, the Provost, after review of supporting documentation provided by the student, may adjust the deadlines accordingly. An extension of the deadline will be limited to one semester but every effort should be made to complete the appeal process within the current semester.

3. In cases where the decision was rendered by a committee of faculty (such as those dealing with graduate examinations and evaluations), the Provost will request the appropriate committee to conduct an informal review of its decision. The committee of faculty will determine whether its original decision should be overturned or changed in any way. The committee of faculty will submit its recommendation to the Provost through the department chair and Dean/Director within 10 days.
4. In all other matters, The Provost will request the appropriate department chair to conduct an informal review of the decision. The department chair will determine whether the original decision should be overturned or changed in any way. The department chair will submit his/her recommendation to the provost through the dean/director within 10 days. In the event that the department chair is directly involved, the provost can ask the dean/director to conduct an informal review and submit his/her recommendations directly to him.
5. The Provost will consult with the student on the committee of faculty's or department chair's recommendation. If the student does not find that recommendation acceptable, he/she may request the Provost to conduct a formal review.

B. The formal review will be conducted as follows.

1. This formal review is initiated by the student through a signed, written request to the Provost.
 - a. The student's request for formal review may be submitted using university forms specifically designed for this purpose and available from the Office of the Provost.
 - b. By submitting a request for a review, the student acknowledges that no additional mechanisms exist within the university for the formal review of the decision, and that the university's administration including the college dean/director cannot influence or affect the outcome of the formal review.
 - c. The request for a formal review must be received no later than 10 days after the student has learned the outcome of the informal review (III.A.4.).
 - d. The request must detail the basis for the allegation that the decision was made on a basis other than sound professional judgment based upon standard academic policies, procedures and practices.
2. The Provost will appoint a 5-member review committee composed of the following:
 - a. One tenure-track faculty member from the academic unit in which the decision was made.
 - b. Two tenure-track faculty members from within the college or school, but outside of the unit in which the decision was made. If available, one of these two members will be selected from the members of the UAF Faculty Appeals and Oversight Committee.
 - c. One tenure track faculty member from outside the college or school in which the decision was made. If available, this member is to be selected from the members of the UAF Faculty Appeals and Oversight Committee.
 - d. The fifth member to be appointed by the Provost will be a non-voting student representative.
 - e. The campus judicial officer or his/her designee shall serve as a non-voting facilitator for appeals hearings. This individual shall serve in an advisory role to help preserve consistent hearing protocol and records.
 - f. The department chair of the program in which the decision was made will act as the program's monitor of all proceedings.
3. The committee must schedule a mutually agreeable date, time and location for the appeal hearing within 10 working days of receipt of the student's formal request.

- a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the matter according to the provisions of the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state or university policies.
 - b. Throughout the proceedings, the committee will encourage a mutually agreeable resolution.
 - c. The mandatory first item of business at this meeting is for the committee to rule on the validity of the student's request. Grounds for dismissal of the request for review are:
 - i. The student has not provided sufficient reason in support of the allegation that the academic decision was arbitrary and capricious.
 - ii. This is not the first properly prepared request for appeal.
 - iii. The request was not made within the policy deadlines.
 - d. In the event that the committee votes to dismiss the request, a written notice of dismissal must be forwarded to the student, instructor, department chair, dean/director and provost within 5 days of the decision, and will state clearly the reasoning for the dismissal of the request.
4. Acceptance for consideration of the student's request will result in the following:
- a. A request for, and receipt of, a formal written response from the program department chair to the student's allegation.
 - b. A second meeting scheduled to meet within 10 days of the decision to review the request.
 - i. The student and the department chair or a representative of the program will be invited to attend the meeting.
 - ii. The meeting will be closed to outside participation, and neither the student nor the instructor or department chair may be accompanied by an advocate or representative. Other matters of format will be announced in advance.
 - iii. The proceedings will be tape-recorded and the tapes will be stored with the campus Judicial Officer.
 - iv. The meeting must be informal, non-confrontational and fact-finding, where both the student and instructor or department chair may provide additional relevant and useful information and can provide clarification of facts for materials previously submitted.
5. The final decision of the committee will be made in private by a majority vote.
- a. Actions which the committee can take if it accepts the student's allegation may include, but are not limited to, the following:
 - i. direct the program instructor or department chair to reconsider the decision,
 - ii. provide a final alternative decision.
 - b. The academic decision review committee proceedings will result in the preparation of written findings and conclusions.
 - c. A formal, written report of the decision must be forwarded to the student, instructor, program/department chair, dean and Provost within five days of the meeting. The Provost shall then be responsible for communicating the decision to other relevant offices (e.g., Admissions, Registrar).
 - d. The decision of the committee is final.

C. The entire process must be completed by the end of the semester in which the decision first took effect.

Athletics – Advising Athletes

1. All athletes must enroll for a minimum of 12 credits. However, they are encouraged to take 15 credits. They are able to take courses below the 100-level only as freshmen. These courses can count towards the 12 credits during their freshman year.
2. If an athlete drops below the 12 credits in a semester, all aid can be withdrawn and the student will be ineligible for practice and competition.
3. An athlete must complete a minimum of 24 credit hours in a year (including summer sessions) to be eligible for participation the following year. Only 6 credit hours taken in the summer can be used to meet progress-towards-degree requirements. The retaking of credit for the purpose of improving a previous grade will not count toward the 24 credit-hour load.
4. An athlete must declare a major before his/her third year or 5th semester of full-time enrollment.
5. In Division II, once a student-athlete has declared a major, the credits used to meet progress-toward-degree requirements must be degree credit toward the student's designated degree program.
6. Division I student-athletes (hockey players) first entering a collegiate institution on or after August 1, 2003, and entering their **third** year of collegiate enrollment shall have completed successfully at least **40 percent** of the course requirements in the student's specific degree program. Student-athletes entering their **fourth** year of collegiate enrollment shall have completed successfully at least **60 percent** of the course requirements in the student's specific degree program. Student-athletes entering their **fifth** year of collegiate enrollment shall have completed successfully at least **80 percent** of the course requirements in the student's specific degree program (as opposed to the student's major) as a prerequisite for further eligibility.
7. Division I student-athletes (hockey players) for those students first enrolled in the certifying institution beginning with the 2003-2004 academic year, the credit in developmental courses shall not exceed six-credit hours per year. These developmental courses must be prerequisites and the students are only allowed to take developmental courses in their freshman year.
8. Student-athletes must maintain a minimum GPA of 2.0 for each academic semester and an overall cumulative GPA of 2.0 to be eligible for competition.
9. An athlete must obtain permission to "drop" a class from the Athletics Compliance Officer.

Please contact the Athletics Compliance Officer at 474-5601 with any questions regarding athlete eligibility or general athletic information.

Practice times for Fall 2007 are as follows: * These times are subject to change.

Basketball (Men's)	MTWRF 3:30 p.m. – 6:30 p.m.
Basketball (Women's)	MTWRF 11:30 a.m. – 3:00 p.m.
Cross Country/Skiing	TWRF 2:30 p.m. – 5:30 p.m.,
Hockey	MTWRF 1:00 p.m. – 4:00 p.m.
Volleyball	MTWRF 8:00 a.m. – 11:30 a.m.
Rifle	Practice is worked around class schedules
Swimming	MTWRF 5:30 a.m. – 7:30 a.m. and 2:00 p.m. – 4:00 p.m., Saturday 7:00 a.m. – 9:00 a.m.

Athletics Peak Semester and Travel Times

Basketball – Men's	Fall & Spring	Wed. – Sun.	Students who are athletes should avoid scheduling labs, evening classes, or classes that are held only one day a week during the peak travel times of the peak semester whenever possible.
Basketball – Women's	Dec - Feb	Wed. – Sun.	
Cross Country	Sept. – Oct.	Thurs. – Sun.	
Hockey	Fall & Spring	Tues. p.m. – Sun.	
Nordic Skiing	January - March	Mon. – Sun.	
Rifle	Fall & Spring	1 week Nov., 1 week Jan., 1 week March	
Swimming	Fall & Spring	Wed. – Sun.	
Volleyball	Fall	Wed. – Sun.	

Updated 07/07

ATHLETIC PRACTICE SCHEDULE				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 9:00am	8:00 - 9:30am	8:00 - 9:00am	8:00 - 9:30am	8:00 - 9:00am
Women's Basketball 8:00 a.m.-11:00 a.m.				
9:00 - 10:15am	9:00 - 11:15am	9:00 - 10:15am	9:00 - 10:15am	9:00 - 10:15am
10:00 - 11:30am	10:00 - 1:00pm	10:00 - 11:30am	10:00 - 11:30am	10:00 - 11:30am
Men's Basketball 11:00 a.m.-2:00 p.m.				
11:00 - 12:45pm				
12:00 - 2:00pm	12:00 - 2:00pm	12:00 - 2:00pm	Hockey R 10:00 a.m. -1:00 p.m.	12:00 - 2:00pm
2:00 - 4:30 p.m.	2:00 - 5:00 p.m.	2:00 - 4:30 p.m.	2:00 - 5:00 p.m.	2:00 - 4:30 p.m.
Hockey MWF 1:30 p.m. - 4:30 p.m.	Volleyball 2:00 p.m.-5:00 p.m.	Hockey MWF 1:30 p.m. - 4:30 p.m.	Volleyball 2:00 p.m.-5:00 p.m.	Hockey MWF 1:30 p.m. - 4:30 p.m.
3:00 - 3:40pm				
3:30 - 4:40pm				
4:00 - 5:20pm				
5:00 - 6:50pm	5:20 - 6:50pm	5:00 - 6:50pm	5:20 - 6:50pm	5:50 - 6:50pm
7:00 - 8:30pm or 7:00 - 10:00pm				

Financial Aid

Financial Aid Eligibility

To receive any financial aid, students must:

1. Be admitted to a program leading to a degree, diploma, or certificate.
2. Be making satisfactory academic progress toward their educational goal.
3. Submit an application to the proper agency administering the financial aid programs.
4. U.S. citizen or eligible non-citizen.

In addition to these requirements, to receive Federal Title IV funds, students must not be in default on any Federal Title IV loan or owe a refund on any Federal Title IV grant.

How Do Students Apply?

Complete and mail the Free Application for Federal Student Aid (or apply online at: <http://www.fafsa.ed.gov/>) to apply for all financial aid programs. Completing these steps constitutes application for any financial aid offered at UAF, except student loans, scholarships and State of Alaska programs. A separate application is required for each loan program. Students may be required to submit other documents before aid is received. The forms needed to apply for federal, state, and UAF financial aid programs are available at the Financial Aid Office at UAF or online at www.uaf.edu/finaid.

Students may apply for the financial aid throughout the school year. Some conditions apply, contact the Financial Aid Office.

The Financial Aid Office is located on the first floor of the Eielson Building on the Fairbanks campus of the University of Alaska Fairbanks. Office hours are from 8 a.m. to 5 p.m., Monday through Friday. Contact them at 474-7256 or 1-888-474-7256, email financialaid@uaf.edu, or go online at www.uaf.edu/finaid.

What Does It Take to Remain Eligible?

To continue to receive financial aid, UAF requires aid recipients to be “in good standing” which means undergraduates must earn a cumulative 2.00 or higher grade point average (GPA); graduate students must maintain at least a 3.00 GPA to be eligible. The Financial Aid Office monitors the academic progress of both aid and non-aid recipients. The maximum number of credits for which a student may receive financial aid is 150% of the published credit requirements of his/her educational program (195 credits for a bachelor's degree and 90 credits for an associate's degree comprise 150% of the basic graduation requirements). The credit count starts from the very first credit attempted, regardless of whether or not the student received financial aid. Any course for which a student receives credit, including transferred courses, repeated courses, and challenged courses, are included in this calculation.

Doctoral candidates must follow the time frames determined by their departments and institutional committees.

Undergraduate students who complete at least 9 credits, but less than 12, and meet minimum GPA requirements will receive financial aid on a probationary bases. Financial aid will be suspended for students who have two consecutive semesters of course completion at less than 12 credits. Financial aid will also be suspended for students who fail to complete less than 9 credits, have a cumulative GPA of less than 2.00, or have exceeded the maximum number of semesters or credit hours allowed for receipt of aid. Any student whose aid has been suspended may appeal that decision. A written appeal which states the reasons for the failure to maintain satisfactory progress standards and the steps taken to meet those standards in the future is required. Appeals should be submitted to the Financial Aid Office. A complete description of the satisfactory progress requirements is available at the Financial Aid Office as well as at the website: www.uaf.edu/finaid.

Updated 07/07

Health and Counseling Center

General Information

Services: Medical Services
Counseling
Alcohol Evaluation and Counseling
Health Education
Student Health Insurance

Students must pay the Health Center Fee to be eligible for health care, counseling, and student health insurance services. Disability services and health education are available to all enrolled students at UAF.

Location: 2nd Floor - Whitaker Building (across from Wood Center at the corner of Yukon and Chandalar)

Phone: 907-474-7043
907-474-7045 (TTY)
907-474-5777 (FAX)

Address: P.O. Box 755580
Fairbanks, AK 99775-5580

email: fyheaco@uaf.edu
web site: www.uaf.edu/chc

Hours:* Monday 8:00 - 4:30
 Tuesday 8:00 - 4:30
 Wednesday 9:00 - 4:30
 Thursday 8:00 - 4:30
 Friday 9:00 - 4:30

* Summer sessions (Administrative, Insurance, and Disability Services only)
Hours: Monday-Thursday 8:00 - 1:00

Director John T. Fellerath, Ph.D.
 907-474-7043
 fnjtf1@uaf.edu

Medical Services

Primary health care and some continuing care are provided by qualified professional staff. General office visits for illness and injury are provided at no charge. Physical examinations, medications, laboratory services, and medical supplies are provided at reduced cost. Students should call for appointments. Emergency appointments are available when necessary.

Counseling

Counseling staff offer individual, group, and crisis intervention counseling. Counselors, all with graduate level training, provide assistance for a variety of personal and interpersonal issues. Students are encouraged to schedule appointments. In an emergency, a student is usually seen the same day.

Disability Services (See expanded description under Disability Services)

The Center for Health and Counseling provides coordination of services for students with disabilities. Services include assistance in determining accommodations needed, help with arrangements for special services (e.g., readers, scribes and interpreters) and advocacy if needed. Services are free of charge and available to all students with documented disabilities.

Health Education

Professional staff provide information and referral for individuals and groups seeking to maintain or improve upon physical and mental health.

Alcohol Services

Evaluation for alcohol and other drug use and follow-up counseling are provided by the Center. Call for details on alcohol evaluation, education and services.

Student Health Insurance

The student health insurance program is administered through the Center. Health Insurance is required on the UAF campus. Students who do not have health insurance must have the premium added to their bill at fee payment. Student health insurance is available for the full year or for each semester and summer individually; full year coverage is recommended for continuous coverage. An Insurance Coordinator is available to answer questions about policy coverage and to assist with information about how to file claims.

Consultative Services

The staff of the Center for Health and Counseling provide consultations, education, and crisis intervention on the campus in an effort to maintain a safe and healthy environment for all members of the campus community. Students, faculty, and staff should feel free to contact the Center when faced with any campus health or mental health problem. The Center's staff will help if they can. It is the Center's goal that all members of the campus community benefit from the presence of the Center for Health and Counseling even if they never make personal use of its services.

-Division of Student and Enrollment Services

Disability Services

Disability Services provides services for students with disabilities to ensure equal access to the educational opportunities offered at the University of Alaska Fairbanks. Students with disabilities in need of accommodations should contact the Director of Disability Services at the start of each semester. Students must provide documentation to support the need for the accommodations requested. A student brochure covering services and procedures is available.

Location:

2nd floor – Whitaker (corner of Yukon and Chandalar, enter from west side, next to Fire Station for direct street level access)

Contact:

Coordinator of Disability Services
fydso@uaf.edu
907-474-7043 - information and appointments
907-474-7045 (TTY)
907-474-5777 (FAX)

Eligibility

Disability Services (DS), located at the Center for Health and Counseling, provides services for UAF students with documented disabilities to ensure equal access to educational opportunities. Services are free of charge and available to any students with disabilities who are enrolled for at least 1 credit at UAF regardless of whether they pay the Health Center fee.

Documentation

In order to receive consideration for academic accommodations or a housing exemption based on a disability, DS must have appropriate and current information documenting the disability. Documentation must contain:

- Specific diagnosis and description of the disability.
- Names of any standardized tests that were given to determine the disability.
- Description of any treatment that the student is undergoing or has undergone related to the disability.
- Description of the probable impact of the disability in a university setting.
- For diagnosis of a specific learning disability, objective evidence of a substantial limitation to learning must be provided.

Common Accommodations at UAF for Students with Disabilities

Academic accommodations are determined on an individual basis. Some examples of possible accommodations are:

- Real time transcription
 - Sign language interpreters
 - Adaptive equipment and/or assistive technology
 - Enlarged materials
 - Note takers
-

- Tape recorded lectures
- Scribes
- Audio formatted versions of texts
- Special equipment as needed

Assistive Technology

Disability Services offers both devices and services that aid persons experiencing disabilities. There are adaptive computer workstations located at the Rasmuson Library, Bunnell computer Lab, and the Writing Center. These workstations are available for all UAF students, staff, faculty and community. DS has a variety of software and equipment available at these workstations, including Dragon Naturally Speaking, ZoomText, Scientific Notebook and Aurora Word Prediction.

Equipment Checkout

DS has adaptive equipment for checkout including the Phonic Ear FM system, laptop computers, 4-track cassette players and portable CD players. Equipment checkout is based upon reasonable and appropriate documented accommodations and is prioritized by need. For further information or to check out equipment, call DS at (907) 474-7043.

The ADA

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. This federal law states that no otherwise qualified individual with a disability shall, solely be reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.

Summary

Any student with a disability should contact the coordinator of Disability Services as soon as possible to discuss his/her disability and particular needs. The student will need to provide adequate documentation of the disability and individual needs in order to receive formal accommodation from the university. Therefore, it is important for students to begin this process immediately. Information provided to the Coordinator of Disability Services is considered confidential and will only be released with the written authorization of the student. The coordinator will write a letter of accommodation for faculty and advise the student to talk with faculty personally to discuss these accommodations. The Coordinator is available to consult with faculty as needed.

-Division of Student and Enrollment Services

National Student Exchange

Application

Application For Exchange



Application Deadline for Fall 2008/Spring 2009:
February 15, 2008
Non-refundable fee prior to NSE Conference: \$125.00
Post Conference Application fee: \$175.00

Date Submitted: _____ Fee Rvcd. _____

The application is not considered complete until the fee has been paid.

Prior to completing this application, read:

- NSE eligibility requirements, policies, and procedures (pages 6 - 12 of the *NSE Directory*)
- Campus NSE policies and procedures

RETURN THIS FORM TO: Tim Lower
Office of Admissions
220 Signers' Hall
tim.lower@uaf.edu
474-1848

CONTACT INFORMATION

Please type or print very clearly.

Name: First _____ Middle _____ Last _____

Current Address:

Street/Residence Hall and Room _____

City, State/Province, and Zip/Postal Code _____

Permanent Address:

Street _____

City, State/Province, and Zip/Postal Code _____

Current Phone _____/_____ extension _____ Permanent Phone _____/_____

Alternate Phone/Cell Phone _____/_____

E-mail _____ Alternate E-mail _____

Social Security Number _____

DEMOGRAPHIC INFORMATION

Date of Birth (MM/DD/YYYY): _____

Gender: Female Male

Are you currently living in on-campus housing? Yes No

Are you a resident of the state/province in which your home campus is located? Yes No

Country of Citizenship: United States Canada Other _____

Non-resident alien — If non-resident alien, visa type _____ Resident alien

National Student Exchange

Member Colleges and Universities 2007 - 2008

ALABAMA

Alabama A & M University (A/B)
Alabama State University (A/B)
Tuskegee University (B)
University of Alabama (A/B)

ALASKA

University of Alaska Anchorage (A/B)
University of Alaska Fairbanks (A/B)
University of Alaska Southeast (A/B)

ARIZONA

Northern Arizona University (A/B)
University of Arizona (B)

ARKANSAS

Arkansas State University (A/B)

CALIFORNIA

California Polytechnic State (A/B)
University, San Luis Obispo (A/B)
California State Polytechnic (A/B)
University, Pomona (A/B)
California State University,
Bakersfield (A/B)
California State University, Chico (A/B)
California State University, Fresno (A/B)
California State University, Hayward (A/B)
California State University,
Los Angeles (A/B)
California State University,
Monterey Bay (A/B)
California State University,
Northridge (A/B)
California State University,
San Bernardino (A/B)
Humboldt State University (A/B)
San Jose State University (A/B)
Sonoma State University (A/B)

COLORADO

Mesa State College (A/B)
University of Northern Colorado (B)
Western State College of Colorado (A/B)

CONNECTICUT

Eastern Connecticut State University (B)
University of Connecticut (B)

DISTRICT OF COLUMBIA

Howard University (B)

FLORIDA

Florida International University (A/B)
New College of Florida (B)

University of South Florida (A/B)
University of West Florida (B)

GEORGIA

University of Georgia (B)
Wesleyan College (B)

GUAM

University of Guam (A/B)

HAWAII

University of Hawaii at Hilo (A/B)
University of Hawaii at Manoa (A/B)

IDAHO

Boise State University (A/B)
Idaho State University (A/B)
University of Idaho (A/B)

ILLINOIS

Illinois State University (A/B)
Northeastern Illinois University (A/B)

INDIANA

Ball State University (B)
Indiana University-Purdue
University Fort Wayne (B)

IOWA

Iowa State University (A/B)
University of Northern Iowa (B)

KANSAS

Fort Hays State University (B)
Kansas State University (B)
Wichita State University (B)

KENTUCKY

Morehead State University (B)
Murray State University (A/B)
University of Kentucky (B)
University of Louisville (B)

LOUISIANA

Grambling State University (A/B)
Louisiana State University (A/B)
Louisiana Tech University (B)
Southern University (A/B)
University of New Orleans (A/B)

MAINE

University of Maine (A/B)
University of Maine at Farmington (B)
University of Maine at Presque Isle
(A/B)
University of Southern Maine (A/B)

MARYLAND

Bowie State University (B)
St. Mary's College of Maryland (B)
Towson University (B)

MASSACHUSETTS

Bridgewater State College (A/B)
University of Massachusetts
at Amherst (A/B)
University of Massachusetts
at Boston (A/B)
Westfield State College (A/B)

MICHIGAN

Ferris State University (A/B)
Michigan Technological University
(B)

MINNESOTA

Minnesota State University, Mankato
(B)
Minnesota State University Moorhead
(A/B)
University of Minnesota, Morris (A/B)
University of Minnesota, Twin Cities
(A/B)

MISSISSIPPI

Mississippi State University (B)
University of Mississippi (B)

MONTANA

Jackson State University (A/B)
Montana State University (A/B)
University of Montana (A/B)

NEBRASKA

University of Nebraska at Kearney
(A/B)

NEVADA

University of Nevada, Las Vegas
(A/B)
University of Nevada, Reno (A/B)

NEW HAMPSHIRE

Keene State College (B)
 Plymouth State University (B)
 University of New Hampshire (B)

NEW JERSEY

Ramapo College of New Jersey (A/B)
 Rutgers College, Rutgers University (A)
 The College of New Jersey (A/B)
 William Paterson University
 of New Jersey (A/B)

NEW MEXICO

Eastern New Mexico University (B)
 New Mexico Institute of Mining
 and Technology (B)
 New Mexico State University (B)
 University of New Mexico (B)

NEW YORK

Binghamton University (A/B)
 Hunter College, City University of New
 York (A/B)
 Plattsburgh State University
 of New York (A/B)
 Stony Brook University (A/B)
 SUNY College at Buffalo (A/B)
 SUNY College at Potsdam (A/B)

NORTH CAROLINA

NC State University (A/B)
 North Carolina Central University (A/B)
 University of North Carolina at Asheville
 (B)
 University of North Carolina
 at Wilmington (B)
 Western Carolina University (B)

OHIO

Bowling Green State University (A/B)
 Cleveland State University (A/B)
 Kent State University (B)

OKLAHOMA

East Central University (A/B)
 Oklahoma State University (A/B)

OREGON

Eastern Oregon University (A/B)
 Oregon State University (A/B)
 Portland State University (A/B)
 Southern Oregon University (A/B)
 University of Oregon (A/B)

PENNSYLVANIA

California University
 of Pennsylvania (A/B)
 East Stroudsburg University
 of Pennsylvania (A/B)
 Indiana University of Pennsylvania (A/B)
 Kutztown University of Pennsylvania
 (A/B)

West Chester University
 of Pennsylvania (A/B)

PUERTO RICO

Inter/American University
 of Puerto Rico, San German (A/B)
 Universidad del Sagrado Corazon (A/B)
 University of Puerto Rico, Bayamon
 (A/B)
 University of Puerto Rico, Cayey (A/B)
 University of Puerto Rico, Humacao
 (A/B)
 University of Puerto Rico, Mayaguez
 (A/B)
 University of Puerto Rico,
 Rio Piedras (A/B)

RHODE ISLAND

Rhode Island College (B)
 University of Rhode Island (A/B)

SOUTH CAROLINA

College of Charleston (B)
 South Carolina State University (B)
 University of South Carolina (B)
 Winthrop University (B)

SOUTH DAKOTA

Northern State University (A/B)
 South Dakota State University (A/B)
 University of South Dakota (A/B)

TENNESSEE

East Tennessee State University (A/B)
 Tennessee State University (A/B)
 University of Memphis (A/B)
 University of Tennessee
 at Knoxville (A/B)
 University of Tennessee
 at Chattanooga (A/B)
 University of Tennessee
 at Martin (B)

TEXAS

Texas State University San Marcos
 (A/B)
 University of North Texas (A/B)
 University of Texas at El Paso (A/B)
 University of Texas at San Antonio
 (A/B)

U.S. VIRGIN ISLANDS

University of the Virgin Islands
 at St. Croix (A/B)
 University of the Virgin Islands
 at St. Thomas (A/B)

UTAH

Southern Utah University (A/B)
 University of Utah (A/B)
 Utah State University (A/B)

VERMONT

Johnson State College (A/B)

VIRGINIA

George Mason University (B)
 Virginia State University (B)

WASHINGTON

Central Washington University (A/B)
 University of Washington (A/B)
 Washington State University (B)
 Western Washington University (A/B)

WEST VIRGINIA

Fairmont State College (A/B)
 Marshall University (B)
 West Virginia University (A/B)

WISCONSIN (B)

University of Wisconsin-Eau Claire
 University of Wisconsin-Green Bay
 University of Wisconsin-Oshkosh
 University of Wisconsin-Platteville
 University of Wisconsin-River Falls
 University of Wisconsin-Whitewater

WYOMING

University of Wyoming (A/B)

CANADA**BRITISH COLUMBIA**

Simon Fraser University (A/B)
 University of Northern
 British Columbia (B)

NEWFOUNDLAND

Sir Wilfred Grenfell College (B)

NOVA SCOTIA

University College of Cape Breton
 (A/B)

QUEBEC

Bishop's University (B)
 Universite de Sherbrooke (B)

SASKATCHEWAN

University of Regina (A/B)

A = Students pay in-state
 (resident) tuition/fees to their host
 campus.

B = Students pay normal
 tuition/fees to their home campus.

A/B = Campus uses both payment
 plan