

# {the admissions process} Getting started



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# Applying for Admission: Occupational Endorsement Programs

## When to Apply

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Applications for admission to occupational endorsement programs are due no later than July 1 for the fall semester, or Nov. 1 for the spring semester.

High school seniors are encouraged to apply for admission as early as the first semester of their senior year and provide a list of course work in progress. Transfer students should apply at least three to four months prior to the beginning of the semester in which they plan to enroll.

## How to Apply

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You may apply to an occupational endorsement program online at [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/). You can also apply by printing an application from the above website or requesting an application from the Office of Admissions. Before your application can be reviewed, the Office of Admissions must receive:

- **Application for Admission**

Your application must be received before the published deadlines, along with a \$40 nonrefundable fee.

- **Transcripts**

Most applicants to occupational endorsement programs are not required to submit high school or college transcripts but all are strongly encouraged to do so.

Transfer students who want to receive credit for prior work must submit official transcripts.

## Admission Requirements

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For admission to occupational endorsement programs, you must show official documentation:

- A. that you are at least 18 years old, or
- B. have a high school diploma\*, or
- C. have a General Educational Development (GED) diploma.

\* *To earn a high school diploma in Alaska, you must fulfill all curriculum requirements and satisfactorily complete all three competency areas of the High School Qualifying Exam.*

## Program Completion

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Students should check with an advisor for the specific requirements for their program.

Occupational endorsement programs are designed to give students occupational training in a specific field. These programs require less than 30 credit hours and will be posted to the student's transcript upon completion and approval by the academic department. The credit hours may be applied to other undergraduate degree programs (when applicable).

## Where to Get More Information

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### Office of Admissions

University of Alaska Fairbanks  
215 Signers' Hall  
P.O. Box 757480  
Fairbanks, AK 99775-7480  
E-mail: [admissions@uaf.edu](mailto:admissions@uaf.edu)  
Online: [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/)  
Telephone: 907-474-7500  
Toll-free: 1-800-478-1823

# Applying for Admission: Certificate or Associate Degree Programs

## When to Apply

Freshman and transfer applications for admission to certificate or associate degree programs are due no later than July 1 for the fall semester, or Nov. 1 for the spring semester.

High school seniors are encouraged to apply for admission during the first semester of their senior year and provide a list of course work in progress. Transfer students should apply at least three to four months prior to the beginning of the semester in which they plan to enroll.

## How to Apply

You may apply to a certificate or associate degree program online at [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/). You can also apply by printing an application from the above website or requesting an application from the Office of Admissions. Before your application can be reviewed, the Office of Admissions must receive:

- **Application for Admission**

Your application must be received before the published deadlines, along with a \$40 nonrefundable fee.

- **Transcripts**

Most applicants to certificate and associate degree programs are not required to submit high school or college transcripts but all are strongly encouraged to do so. Transfer students who want to receive credit for prior work must submit official transcripts.

- **Test Results**

Certificate and associate degree applicants with fewer than 30 semester credit hours must submit the results of the ACT (preferred), SAT, ACCUPLACER or ASSET test. Test results must be less than two years old. These test scores are used to help place the student in English, mathematics and other freshman courses.

Contact Testing Services at 907-474-5277 or your high school for information concerning the ACT, SAT, ASSET or ACCUPLACER tests.

- **International Students**

See page 30 for additional information.

## Admission Requirements

For admission to associate/certificate programs, you must show official documentation:

- that you are at least 18 years old, or
- have a high school diploma\*, or
- have a General Educational Development (GED) diploma.

\* *To earn a high school diploma in Alaska, you must fulfill all curriculum requirements and satisfactorily complete all three competency areas of the High School Qualifying Exam.*

If you are under the age of 18 and will not have a high school diploma or GED prior to the start of your first semester, you are not admissible but may take courses as a non-degree student. Upon turning 18, you may apply for admission to an associate or certificate level program.

### TRANSFER STUDENTS

If you have attended other accredited institutions, you are eligible for admission if you left your previous institution(s) in good standing. If you're transferring with fewer than 30 semester hours of transferable credit, you must submit placement scores from the ACT (preferred), SAT, ACCUPLACER or ASSET tests. Test results must be less than two years old. If you have attended an unaccredited postsecondary institution, your admission status will be determined on an individual basis. See Transferring Credits on page 32 for more information.

### HIGH SCHOOL STUDENTS

High school students may take classes at UAF. One program, Alaska Higher Education Admission Decision (AHEAD), requires formal admittance to UAF. The other two enrollment options, Secondary Student Enrollment and TECH PREP, have specific requirements but do not call for admission to UAF.

- **AHEAD Program**

The Alaska Higher Education Admission Decision (AHEAD) program allows qualified high school students to be formally admitted to UAF. AHEAD students are assigned an academic advisor and are given priority registration. To qualify, students must have completed three-fourths of their high school core curriculum and have a 3.0 GPA or higher. Students who wish to apply for the AHEAD program may pick up a program application and a UAF undergraduate application for admission from their high school counseling office, or from the UAF Office of Admissions. The AHEAD application should be submitted with the UAF application.

## HOME-SCHOOLED STUDENTS

Home-schooled students who have gone through a state-recognized program and have a valid high school diploma may be admitted to a certificate or associate program following regular UAF admission standards. See admission requirements above for additional information.

Home-schooled students who have not gone through a state-recognized program may be admitted to a certificate or associate program by one of two paths:

- **The General Educational Development (GED) test.**  
Submit your GED scores to the campus to which you are applying, or
- **Via the ability to benefit.**  
Ability to benefit is determined by taking the appropriate assessment test (ACCUPLACER or ASSET). Scores from either the GED or the ability to benefit test will be used to determine your admission.

## After Acceptance

If you're a qualified applicant, a letter of acceptance will be mailed to you once all items are received and evaluated.

**Conditional acceptance** — Your letter of acceptance will list any conditions under which you are being admitted.

**Final acceptance** — Your acceptance to UAF is *final* only when all your credentials have been accepted by the Office of Admissions.

### REQUEST TO POSTPONE

Your offer of admission to UAF is valid for the semester for which you applied. If you want to postpone your admission until a later semester, you may request permission from the Office of Admissions. Your enrollment may be postponed for up to one calendar year. You are required to notify the Office of Admissions if you are attending another school outside the University of Alaska Statewide System.

### READMISSION OF FORMER DEGREE-SEEKING STUDENTS

If you're an undergraduate degree student and you choose not to enroll for a semester or more, you may be eligible to re-enroll in your degree program without reapplying for admission. You remain eligible to register for classes in your degree program if:

- you have not been academically disqualified,
- you have not attended a non-UA institution since you were last enrolled at UAF,
- your lapse in enrollment is less than two years, and
- you're continuing with the same degree program as before.

If you meet all the above requirements, you need only consult with your advisor and register for classes. If you do not meet all these requirements, you need to submit a regular undergraduate application for admission along with the \$40 processing fee and transcripts of any non-UA course work taken.

### • Fresh Start for Returning Students

Fresh Start can offer a new beginning for students who performed poorly at UAF when enrolled at least two years ago. Students who withdrew from school or were dismissed for academic reasons may apply for readmission and request that their entire prior academic record be disregarded. Students who qualify for Fresh Start will begin their college study anew with no credits attempted or earned, and no quality points reflected in future GPA calculations. Fresh Start can be used only once.

At least two years must have elapsed since the beginning of the last semester the applicant attended UAF. The applicant may be asked to present evidence that the conditions which resulted in poor academic performance have changed enough so there is a reasonable expectation that the student can perform satisfactorily if permitted to resume college study.

All prior course work will remain part of the student's overall academic record and appear on transcripts, but none of the previously earned credits can be used in a new program. These credits will be included only in GPA computations for graduation with honors (see Graduation with Honors, page 83). A student admitted under Fresh Start may be allowed advanced standing or a waiver of requirements just as any other student, but will not be allowed credit by exam for courses lost in Fresh Start.

### • Readmission of Servicemembers

The Higher Education Opportunity Act of 2008 requires that students who left school to serve in the uniformed services be readmitted into the same program with the same standing they had when they left. UAF allows for special readmission of these students. More information is available at [www.uaf.edu/admissions/undergrad/military/](http://www.uaf.edu/admissions/undergrad/military/).

## Where to Get More Information

### Office of Admissions

University of Alaska Fairbanks  
215 Signers' Hall  
P.O. Box 757480  
Fairbanks, AK 99775-7480  
E-mail: [admissions@uaf.edu](mailto:admissions@uaf.edu)  
Online: [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/)  
Telephone: 907-474-7500  
Toll-free: 1-800-478-1823

# Applying for Admission: Bachelor's Degree Programs

## When to Apply

Freshman and transfer applications for admission to a bachelor's degree program are due on July 1 for fall semester and Nov. 1 for spring semester.

High school students may apply as early as the first semester of their senior year if providing a listing of course work in progress. Transfer students should apply at least three to four months before the beginning of the semester in which they plan to enroll.

## How to Apply

You may apply to a baccalaureate degree program online at [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/). You can also apply by printing an application from the above website or requesting an application from the Office of Admissions. Before your application can be reviewed, the Office of Admissions must receive:

- **Application for Admission**

Your application must be received before the published deadlines, along with a \$50 nonrefundable fee.

- **Transcripts**

**High school transcripts** — Applicants with fewer than 30 transferable semester credit hours of college credit must also submit official high school transcripts.

**College transcripts** — Applicants who have attended postsecondary institutions must arrange for those institutions to send official college or university transcripts to UAF. Transcripts must arrive in sealed envelopes from each institution attended.

**International** — International applicants must present an evaluation of all required academic transcripts compiled by an independent academic credential evaluation provider. UAF requires that all applicants use one of the providers listed at [www.uaf.edu/admissions/undergrad/international/](http://www.uaf.edu/admissions/undergrad/international/) for this service. Please make note of the following:

- Transcripts/credentials from Canadian institutions are exempt from this requirement; they may be sent directly to UAF from the issuing institution (this excludes institutions in the Province of Quebec).
- You do not need to have any documents sent from your international institution to UAF. Your documents should be sent to the credentialing agency directly. UAF will receive a copy of the original documents along with the evaluation from the agency.

- You must request the Comprehensive Course-by-Course Report of your credentials.
- Undergraduate students seeking to transfer credits to UAF must send course descriptions or course catalogs (in English) directly to the UAF Office of Admissions.

- **Test Results**

Freshman and transfer applicants with fewer than 30 semester credit hours must submit the results of either the ACT (preferred) or the SAT examination. Test results must be less than two years old. These test scores are used to help place the student in English, mathematics and other first year courses.

Contact Testing Services at 907-474-5277 or your high school for information concerning the ACT or SAT. Please note, the ACCUPLACER, ASSET or other placement tests do not satisfy this requirement.

- **International Students**

See page 30 for additional information.

## Admission Requirements

For admission to baccalaureate level programs, you must:

- have a high school diploma\*, AND
- pass the 16-credit high school core curriculum with a GPA of at least 2.5, AND
- submit results of the ACT (preferred) or SAT taken within the last two years, AND
  - have an overall high school GPA of at least 3.0, OR
  - have an overall high school GPA of at least 2.5 AND ACT composite score of at least 18 or SAT total score of at least 1290 (including writing skills section).

Admission to a specific baccalaureate degree program is based on a combination of your high school GPA and completion of specific high school courses. See Table 1 on the next page for entrance requirements to specific colleges and schools within the university.

Test results from the ACT (preferred) or SAT must be received before you can be admitted, and test results must be less than two years old. This requirement will be waived if you have successfully completed, with a grade of C or better, the equivalent of 3 credits of 100-level math and 100-level English composition from a regionally accredited institution of higher education within the last two years.

\* To earn a high school diploma in Alaska, you must fulfill all curriculum requirements and satisfactorily complete all three competency areas of the High School Qualifying Exam.

TABLE 1 HIGH SCHOOL ENTRANCE REQUIREMENTS FOR ALL BACHELOR'S DEGREE PROGRAMS

English	Math	Social Sciences	Natural/Physical Sciences
<b>High School Core Curriculum</b> —Required for all freshmen; 2.50 GPA in core; 16 credits total, which must include:			
4 cr	3 cr in college preparatory mathematics (selected from Algebra I, II, geometry, trigonometry, elementary functions, precalculus or calculus)	3 cr	3 cr (includes 1 cr lab science course in biology, chemistry or physics)
<b>College of Engineering and Mines • College of Natural Science and Mathematics • School of Fisheries and Ocean Sciences • School of Natural Resources and Agricultural Sciences</b>			
4 cr	Algebra-2 cr; Geometry-1 cr; Trigonometry-½ cr; At least an additional ½ cr of advanced math is recommended for computer science, mathematics, physics, statistics, and engineering.	3 cr	Physics or Chemistry-1 cr; Natural Sciences-1 cr; Elective-1cr Both physics and chemistry are strongly recommended for engineering.
<b>College of Liberal Arts • School of Management • College of Rural and Community Development • General Studies (undecided or exploratory)</b>			
4 cr	Same as high school core; School of Management students should be well prepared in mathematics with at least Algebra II, but precalculus or higher preferred.	3 cr	Same as high school core

**PRE-MAJOR**

If you do not meet the minimum requirements for admission to a baccalaureate degree program, you will be admitted to pre-major status within the department of your choice.

Students will be changed to major status when their admissions file is complete and if they are in good standing and have completed 14 credits at the 100-level or above with a C grade average (2.0) or higher, of which 9 credits must satisfy baccalaureate core requirements.

**GENERAL STUDIES**

Students accepted to baccalaureate-level programs who do not select a major will be admitted as general studies students. This program is administered by the assistant provost for general studies. General studies students with 75 or more earned credits are required to declare a major prior to registration. Students participating in the Western Undergraduate Exchange (WUE) program cannot be admitted into general studies.

**TRANSFER STUDENTS**

A transfer student is defined as someone coming into the university with at least 30 transferable semester credits. You are eligible for admission to a baccalaureate program if you have a 2.0 GPA in your previous course work and left your previous institutions in good standing. If you are applying to a technical or scientific program, you may need to present a higher grade average and proof that you've completed appropriate background courses before you will be admitted to the program. If you are transferring into a baccalaureate degree program with fewer than 30 semester hours of transferable credit, you must also meet the freshman admission requirements listed in A through E above. Admission status for students who have attended an unaccredited postsecondary institution will be determined on an individual basis. See Transferring Credits on page 32 for more information.

**PROBATIONAL ACCEPTANCE**

Applicants with previous college course work may be admitted with probationary status if their cumulative or most recent term grade point average is less than C (2.0).

**HIGH SCHOOL STUDENTS**

High school students may take classes at UAF. One program, Alaska Higher Education Admission Decision (AHEAD), requires formal admittance to UAF. The other two enrollment options, Secondary Student Enrollment and TECH PREP, have specific requirements but do not call for admission to UAF. See the registration section for description of non-admission opportunities.

- **AHEAD Program**

The Alaska Higher Education Admission Decision (AHEAD) program allows qualified high school students to be formally admitted to UAF. AHEAD students are assigned an academic advisor and are given priority registration. To qualify, students must have completed three-fourths of their high school core curriculum and have a 3.0 GPA or higher. Students who wish to apply to the AHEAD program may pick up a program application and a UAF undergraduate application for admission from their high school counseling office, or from the UAF Office of Admissions.

**HOME-SCHOOLED STUDENTS**

Home-schooled students who have gone through a state-recognized program and have a valid high school diploma may be admitted to a baccalaureate program according to UAF admission standards. See page 25 for more information.

For home-schooled students who have not gone through a state-recognized program, admission to a baccalaureate degree is through an individual review by the director of admissions (or a designee). You will be required to submit scores from either the SAT or ACT prior to an admission review. Additional supporting documentation, such as letters of recommendation, may be requested for review by the director of admissions. In some cases, your files will be shared with department chairs or faculty for further review.

If you do not meet the minimum requirements for admission to a baccalaureate degree program, you may be admitted to pre-major status within the department of your choice. Once you have satisfied the requirements for admission to

a bachelor's degree program, you will be admitted to the program of your choice if you are in good standing and have completed 14 credits at the 100 level or above with a C (2.0) grade average or higher, of which 9 credits must satisfy core baccalaureate degree requirements. The university will notify you when you have met these requirements and have been admitted to your bachelor's program.

It is especially critical that home-schooled applicants request admission to a baccalaureate program if they anticipate receiving scholarships that require enrollment in a four-year degree program.

## After Acceptance

### CONDITIONAL AND FINAL ACCEPTANCE

Once the Office of Admissions receives and evaluates application materials, UAF will mail a letter of acceptance to qualified applicants. This letter will list any conditions under which the student is being admitted. Qualified applicants who are in their last year of high school or who are attending another college will receive conditional acceptance. Acceptance becomes final when the Office of Admissions receives official transcripts showing the student has satisfactorily completed all work in progress and that high school seniors have graduated. Acceptance to UAF is final only when the Office of Admissions has accepted all necessary credentials.

### REQUEST TO POSTPONE

Your offer of admission to UAF is valid for the semester for which you applied. Requests to postpone admission until a later semester may be made to the Office of Admissions. Your enrollment may be postponed for up to one calendar year. You are required to notify the Office of Admissions if you are attending another school outside the University of Alaska Statewide System in the meantime.

### APPLYING FOR A SECOND BACHELOR'S DEGREE

A student who has already earned a bachelor's degree at another institution and wants to complete a second bachelor's degree must apply for admission as an undergraduate transfer student. Upon official acceptance to a UAF undergraduate degree program, a student who earned a bachelor's degree from a regionally accredited institution will be considered to have completed the equivalent of the UAF baccalaureate core.

### READMISSION OF FORMER DEGREE-SEEKING STUDENTS

If you're an undergraduate degree student and you choose not to enroll for a semester or more, you may be eligible to re-enroll in your degree program without reapplying for admission.

You remain eligible to register for classes in your degree program if:

- you are continuing with the same degree program as before,
- you have not been academically disqualified,

- you have not attended a non-UA institution since you were last enrolled at UAF, and
- your lapse in enrollment is less than two years.

If you meet all the above requirements, you need only consult with your advisor and register for classes. If you do not meet all these requirements, you will need to submit a regular undergraduate application for admission along with the \$50 processing fee and transcripts of any non-UA course work.

### Fresh Start for Returning Students

Fresh Start can offer a new beginning for students who performed poorly at UAF when enrolled at least two years ago. Those who withdrew from school or were dismissed for academic reasons may apply for readmission and request that their entire prior academic record be disregarded. Students who qualify for Fresh Start begin their college study anew with no credits attempted or earned, and no quality points reflected in future GPA calculations. Fresh Start can be used only once.

At least two years must have elapsed since the beginning of the last semester the applicant attended UAF. The applicant may be asked to present evidence that the conditions which resulted in poor academic performance have changed enough so there is a reasonable expectation that the student can perform satisfactorily if permitted to resume college study.

All prior course work will remain part of the student's overall academic record and appear on transcripts, but none of the previously earned credits can be used in a new program. These credits will be included only in GPA computations for graduation with honors (see Graduation with Honors, page 124). A student admitted under Fresh Start may be allowed advanced standing or a waiver of requirements just as any other student, but will not be allowed credit by exam for courses lost in Fresh Start.

### Readmission of Servicemembers

The Higher Education Opportunity Act of 2008 requires that students who left school to serve in the uniformed services be readmitted into the same program with the same standing they had when they left. UAF allows for special readmission of these students. More information is available at [www.uaf.edu/admissions/undergrad/military/](http://www.uaf.edu/admissions/undergrad/military/).

## Where to Get More Information

### Office of Admissions

University of Alaska Fairbanks  
215 Signers' Hall  
P.O. Box 757480  
Fairbanks, AK 99775-7480  
E-mail: [admissions@uaf.edu](mailto:admissions@uaf.edu)  
Online: [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/)  
Telephone: 907-474-7500  
Toll-free: 1-800-478-1823

# Applying for Admission: Graduate Degree Programs

## When to Apply

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You should apply to a graduate degree program six to nine months before the beginning of the semester in which you plan to enroll. At the latest, your application for graduate admission with all supporting documentation, transcripts and test scores must be received by June 1 for the fall semester and Oct. 15 for the spring semester. Earlier deadlines apply for international applicants.

Most departments require much earlier submission of credentials for graduate study. Applications for programs in anthropology, art, biology, education, geology, geophysics, interdisciplinary study, psychology and wildlife biology should be sent much earlier. Contact your prospective department for specific deadlines; the number of students accepted is limited.

Graduate students are strongly encouraged to apply early. Applications received near deadline will be processed as time permits or may be considered for the following semester.

## How to Apply

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To apply to a graduate degree program, request an application from the Office of Admissions or apply online via the UAF website at [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/). Before your application is complete, the Office of Admissions must receive:

- **Graduate Application for Admission**  
A \$60 nonrefundable fee must accompany your application. The fee should be paid by check, credit card or money order in U.S. funds to the University of Alaska Fairbanks. Please do not send cash.
- **Transcripts**  
The Office of Admissions requires official transcripts of all college-level course work. Transcripts must arrive in sealed envelopes from each institution you've attended.
- **Transcripts for International Applicants**  
International applicants must submit official transcripts showing that a bachelor's degree has been or will be earned, and must submit certified English translations of transcripts of all college-level course work.
- **Test Results**  
Results of the Graduate Record Exam (GRE) are required from applicants to most graduate programs. Some programs also require GRE subject exams. MBA program applicants are required to submit scores from the Graduate Management Admission Test (GMAT).

Refer to the admission requirements of your prospective degree program to determine which tests are required. Results of the GRE are required for all students whose undergraduate GPA is below a B (3.0) average regardless of the departmental requirement.

- **Resume/Vitae**  
Include work and research experience, publications, patents, honors, professional and civic memberships, and foreign travel.
- **Statement of Academic Goals**  
Write a statement indicating why you want to study in a particular program. Include your qualifications and educational experience. (For applicants to education programs, a four-to-five-page self-evaluation essay is required.)
- **Letters of Recommendation**  
Send at least three letters of recommendation from people able to vouch for your work, character and ability to undertake graduate study and research.
- **Master of Fine Arts Applicants**  
Master of fine arts applicants must submit writing samples when applying for admission to the creative writing program. An art portfolio (usually slides) must be submitted when applying to the program in art.
- **Interdisciplinary Applicants**  
Submit a Graduate Study Plan (available for download at [www.uaf.edu/gradsch/](http://www.uaf.edu/gradsch/)) and a short research proposal. You must also obtain commitment from a UAF faculty member to serve as advisory committee chair. Please contact the Graduate School for specific interdisciplinary procedures.
- **International Students**  
See page 30 for additional information.
- **Students in Western Regional Graduate Programs**  
Students from Arizona, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming may be eligible for resident tuition through the Western Regional Graduate Program (WRGP/WICHE). This program is for students doing graduate work in justice, northern studies or rural development. For more information about this program, contact the Graduate School via telephone 907-474-7464, e-mail [gradschool@uaf.edu](mailto:gradschool@uaf.edu), or online at [www.uaf.edu/gradsch/](http://www.uaf.edu/gradsch/). Alternatively, contact the WICHE Student Exchange Program, P.O. Box 9752, Boulder, CO 80301-9752, 303-541-0210, or online at [www.wiche.edu/sep/WRGP/index.asp](http://www.wiche.edu/sep/WRGP/index.asp).

## Admission Requirements

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In general, you may be admitted to graduate status if you have a bachelor's degree from an accredited institution with at least a 3.0 (B) cumulative undergraduate GPA and a 3.0 (B) GPA in your major. Equivalent accomplishments at a foreign university may be substituted. Your undergraduate major should be suitable preparation for continuation of studies in the field of choice. Some programs require the Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) and other special criteria for admission.

For the purposes of admission to graduate study, all grades, including those generated from retaking a course, are included in calculating GPA.

Program heads in fields of interest will determine the adequacy of students' preparation and whether or not departmental facilities are sufficient for their aims.

Information on specific degree programs is available from academic departments or the Graduate School, via telephone 907-474-7464, e-mail [gradschool@uaf.edu](mailto:gradschool@uaf.edu), or online at [www.uaf.edu/gradsch/](http://www.uaf.edu/gradsch/).

## After Acceptance

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Qualified applicants can be accepted for admission while enrolled in their last semester at another college. The acceptance is conditional, however, pending receipt of the final transcript indicating satisfactory completion of work in progress and the completion of graduation requirements prior to enrollment at UAF.

Final acceptance to UAF, for the purpose of earning scholastic credit, is complete only when the Office of Admissions receives and accepts all credentials.

### **REQUEST TO POSTPONE**

Your offer of admission to UAF is valid for the semester for which you applied. If you want to postpone your admission until a later semester, you may request permission from the Office of Admissions. Your enrollment may be postponed for up to one calendar year. You are required to notify the Office of Admissions if you are attending another institution in the meantime. Requests should be directed to the UAF Office of Admissions and are subject to approval by the academic department in which you've been accepted.

## Where to Get More Information

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### **Office of Admissions**

University of Alaska Fairbanks  
215 Signers' Hall  
P.O. Box 757480  
Fairbanks, AK 99775-7480  
E-mail: [admissions@uaf.edu](mailto:admissions@uaf.edu)  
Online: [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/)  
Telephone: 907-474-7500  
Toll-free: 1-800-478-1823

### **Graduate School**

University of Alaska Fairbanks  
202 Eielson Building  
PO Box 757560  
Fairbanks, AK 99775-7560  
E-mail: [gradschool@uaf.edu](mailto:gradschool@uaf.edu)  
Online: [www.uaf.edu/gradsch/](http://www.uaf.edu/gradsch/)  
Telephone: 907-474-7464

# Applying for Admission: International Students

## When to Apply

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Applications for admission from international students must reach the Office of Admissions before March 1 for the fall semester and Sept. 1 for the spring semester.

Processing applications for international students takes several months. International students must complete all UAF application requirements as well as meet requirements for U.S. immigration agencies.

## Admission Requirements

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Information regarding the process for application to baccalaureate or graduate programs can be found in the Getting Started section of this catalog beginning on page 25.

- **Transcripts**

The Office of Admissions requires official transcripts of all high school and/or college-level course work signed and sealed by the registrar of the institution(s) attended. Transcripts must be certified English translations. Please see page 25 for undergraduate student transcript requirements and page 28 for graduate student transcript requirements.

- **Immigration requirements**

Once a student has been accepted to UAF, the Office of International Programs will issue a Form I-20, which students must present at a U.S. embassy or consulate in their country of citizenship in order to obtain an F-1 (student) visa. The I-20 form requires the university to certify to U.S. immigration agencies that a student has been accepted for full-time enrollment and has sufficient funds to meet estimated expenses for an academic program.

Anyone who is in the United States on an F-1 visa must maintain a full-time course load and may not enroll as a part-time student (less than 12 credits per semester for undergraduate students, or less than 9 credits per semester for graduate students).

- **Financial Statements and Documentation**

International students must sign a financial statement and provide documentation that they have funds available to pay all expenses at UAF, as well as round-trip transportation between their home and Alaska. Because the application for F-1 visas requires international students to affirm that they do not intend to live in the United States permanently, they are not eligible for resident tuition fees.

The minimum estimated cost for one school year at UAF for an international student is \$25,790 for undergraduate students, \$25,880 for graduate students. This covers university fees, room and board on campus, and a reasonable amount of personal expenses. It does not include transportation to and from Alaska, summer living or winter clothing costs. Add approximately \$3,600 for summer living expenses.

Residents of countries which hold approved sister city/sister province agreements qualify for resident tuition. A complete list of sister cities and provinces can be found at [www.alaska.edu/bor/policy-regulations/](http://www.alaska.edu/bor/policy-regulations/) in Chapter 10.05 Admission and Graduation Requirements. Undergraduate resident tuition is approximately \$3,600; graduate resident tuition is approximately \$5,690 for the academic year.

## English Proficiency Requirements

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Students on an F-1 visa are required to submit scores from the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) exam unless English is the primary language of their country of origin (i.e., Great Britain, New Zealand, Australia or Canada [except Quebec]). English proficiency may be demonstrated by:

1. Passing the TOEFL with a minimum score of 80 (Internet-based exam), or 213 (computer-based exam), or 550 (paper-based exam) or
2. Passing the IELTS with a minimum score of 6.5.

A score from the TOEFL or IELTS is required and cannot be waived even though English may be the language of instruction in your educational system. Additionally, some graduate departments may require a higher TOEFL or IELTS score in order to qualify for admission.

Requests for exception to this policy must be submitted in writing to the Office of Admissions. At minimum, students must demonstrate:

1. Completion of four years of college preparatory English and graduation from high school or the equivalent in a country where English is the official language of instruction; or
2. Successful completion (C or higher) of college-level English or one year of full-time study in a degree program at a college or university in a country where English is the official language of instruction; or

3. Other substantiation acceptable to the Office of Admissions. Other tests may be required to satisfy application requirements for specific undergraduate or graduate degree programs.

## Where to Get More Information

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Office of Admissions

University of Alaska Fairbanks

215 Signers' Hall

P.O. Box 757480

Fairbanks, AK 99775-7480

E-mail: [admissions@uaf.edu](mailto:admissions@uaf.edu)

Online undergraduate requirements: [www.uaf.edu/admissions/undergrad/international/](http://www.uaf.edu/admissions/undergrad/international/)

Online graduate requirements: [www.uaf.edu/admissions/grad/international/](http://www.uaf.edu/admissions/grad/international/)

Telephone: 907-474-7500

Toll-free: 1-800-478-1823

Office of International Programs

University of Alaska Fairbanks

P.O. Box 757760

215 Eielson Building

Fairbanks, AK 99775-7760

E-mail: [fyisa@uaf.edu](mailto:fyisa@uaf.edu)

Online: [www.uaf.edu/oip/](http://www.uaf.edu/oip/)

Telephone: 907-474-5327

Fax: 907-474-5979

# Undergraduate Course Placement and Transfer Credits

## Course Placement

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### MANDATORY PLACEMENT

Students who do not meet basic skills standards in reading, writing and mathematics must complete appropriate Developmental Education courses. Such students may not enroll in 100-level or above courses that depend on these skills until they have satisfactorily met the exit criteria of the appropriate Developmental Education course(s).

Students without appropriate standardized test scores (such as ACT, SAT, ASSET or ACCUPLACER), advanced placement credits, transfer credits or prerequisite coursework must have UAF-approved placement test scores prior to registering for classes their first semester at UAF. Students may not enroll in classes unless they meet the placement requirements. Placement into appropriate developmental or core classes must be done with the help of an academic advisor. Placement tests are available at every UAF rural campus as well as Testing Services, Academic Advising Center, Rural Student Services, Center for Distance Education and Northern Military Programs at Fort Wainwright, Eielson Air Force Base and Delta Career Advancement Center.

Students who enroll in a course without meeting the requirements will be withdrawn from the course through the faculty-initiated withdrawal process. Prerequisite courses and/or placement exams must be taken within one calendar year prior to the commencement of the course. Students may not enroll in Perspectives on the Human Condition courses unless they meet the placement requirements for English F111X (including reading). Students may not enroll in Core science classes unless they have placement at DEVM F105 or above and placement into English F111X.

### ENGLISH AND MATHEMATICS

On the basis of test scores, you may be required to take developmental English and/or mathematics. These courses are designed to help you achieve competencies necessary to succeed in college-level courses. You will be placed in English F111X if your ACT English score is 18 or above (or your SAT verbal score is 430 or above, or your score on another university-approved placement test is equivalent). However, if your standardized test scores are below these minimums and if your high school cumulative GPA is 3.0 or higher, you may enroll in English F111X with permission of the director of composition or rural campus English/humanities faculty. Students enrolling in developmental English or English courses at rural campuses are required to complete a UAF-approved writing sample for placement as well as the ACT, SAT, ACCUPLACER or ASSET.

Mathematics course placement will vary according to the type of degree you are planning to pursue and the corresponding math course(s) needed (see the requirements for your degree program for more detail). ACT, SAT, ASSET or ACCUPLACER test scores are used to determine your math placement.

Minimum test scores for placement into math courses are listed in Table 2 and English courses in Table 3.

It is best to consult with your academic advisor or faculty in the English or math department(s) if you have questions regarding appropriate course placement.

### FOREIGN LANGUAGE

You may enroll in the level of a language at which you are competent, based on your prior experience. You may not register for a class higher than 101 unless you have received credit through CLEP, AP, transfer or another UAF-approved language test for the prior levels.

### COURSE PREREQUISITES

Course prerequisites tell you what previous preparation you need to enroll in a course. An instructor has the right to drop any student from the course if he or she does not meet the prerequisite or has not received a grade of “C” (2.0) or better in all prerequisite courses.

## Transferring Credits

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Credit accepted at UAF that has been earned from other regionally accredited institutions, through military educational experiences or credit accepted by special approval is considered transfer credit. Where possible, transfer credit is equated with UAF courses. UAF is a member of the Servicemembers Opportunity Colleges (SOC) network. For additional information about the SOC program, contact the Office of Admissions.

UAF’s transfer credit resource website at <http://uaonline.alaska.edu> is an unofficial reference for undergraduate students considering transferring to UAF. An official evaluation of transfer credits can only be obtained after you have formally applied and been admitted to degree-seeking status with UAF. In the meantime, however, the transfer credit resource website is a useful tool to help you anticipate how the course credits you bring with you may equate with specific course offerings at UAF.

The following regulations apply to transfer of credit:

1. You are eligible for transfer of credit if you are a degree or certificate candidate.

- The applicability of transfer credit to your major and/or minor requirements must be approved by your major and/or minor department. As a transfer student, you must fulfill the UAF graduation and residency requirements, including those required for a particular program.
- Undergraduate credits earned at the 100-level or above with a C- grade or higher at institutions accredited by one of the six regional accrediting agencies will be considered for transfer. Transfer credit normally isn't granted for courses with doctrinal religious content or for graduate courses (for undergraduate programs).
- Transfer credit is awarded to students who have achieved a grade of C- or better. However, if you have not met the prerequisites or have not received a grade of C (2.0) or better, you may need instructor permission to register for courses requesting prerequisite credits.
- Any student who has completed a bachelor's degree from a regionally accredited institution will be considered to have completed the equivalent of the baccalaureate core and the associate of arts core when officially accepted to a baccalaureate degree program or associate of arts program at UAF. These students will also be considered to have completed the equivalent of the communication, computation and human relations requirements for the associate of applied science and the certificate.
- Transfer credit is not included in computing your UAF GPA.
- Your class standing (e.g., freshman, sophomore, etc.) is based on the number of previous college credits accepted by UAF.
- Credits may be awarded for formal service schooling and military occupational specialties (MOS) based

TABLE 2 **MATH, STATISTICS AND DEVELOPMENTAL MATH PLACEMENT SCORES**

<b>MATHEMATICS AND DEVELOPMENTAL MATHEMATICS</b>	<b>ACT MATH</b>	<b>SAT MATHEMATICS</b>	<b>COMPASS</b> PRE-ALGEBRA ALGEBRA COLLEGE ALGEBRA TRIGONOMETRY	<b>ACCUPLACER</b> ARITHMETIC ELEMENTARY ALGEBRA COLLEGE MATH	<b>ASSET FORM B2</b> NUMERICAL SKILLS ELEMENTARY ALGEBRA INTERMEDIATE ALGEBRA COLLEGE ALGEBRA
MATH F205*	26 – 36	590 – 800	N/A	N/A	N/A
MATH F200X (MATH F262X*/F272X*)	28 – 36	610 – 800	College Algebra: 56 – 100 and Trigonometry: 46 – 100	College Math: 90 – 120	N/A
STAT F200X*	26 – 36	590 – 800	College Algebra: 50 – 55 and Trigonometry: 0 – 45	College Math: 60 – 120	College Algebra: 41 – 55
MATH F108	23 – 27	530 – 600	College Algebra: 50 – 55 and Trigonometry: 0 – 45	College Math: 60 – 89	College Algebra: 41 – 55
MATH F107X (MATH F161X*)	23 – 27	530 – 600	College Algebra: 50 – 55 and Trigonometry: 0 – 45	College Math: 50 – 89	College Algebra: 41 – 55
MATH F103X*	20 – 22	470 – 520	Algebra: 50 – 100 and College Algebra: 0 – 55 and Trigonometry: 0 – 45 (if College Algebra score 50 – 55)	Elementary Algebra: 70 – 120	Intermediate Algebra: 41 – 55
DEVM F105/F106 (DEVM F040*)	20 – 22	470 – 520	Algebra 50 – 75	Elementary Algebra: 70 – 120	Elementary Algebra: 37 – 55 and Intermediate Algebra: 23 – 40
DEVM F060/F062 (DEVM F030*/F040*/ F065*; HLTH F116*; PRT F155*; TTCH F131**)	17 – 19	410 – 460	Pre-Algebra: 50 – 100 and Algebra: 0 – 49	Elementary Algebra: 48 – 69	Numerical Skills: 37 – 5 and Elementary Algebra: 23 – 36
DEVM F050 (DEVM F030*/F065*, ABUS F155*; ECE F117*; HUMS F117*)	1 – 16	200 – 400	Pre-Algebra: 25 – 49	Arithmetic: 34 – 120 and Elementary Algebra: 0 – 47	Numerical Skills: 33 – 36
Adult Basic Education (ABE) (ALPA in Fairbanks)***	N/A	N/A	Pre-Algebra: 0 – 24	Arithmetic: 0 – 33	Numerical Skills: 23 – 32

Note: In cases where a student has multiple placement test scores, placement recommendations will be made using the test scores which provide the highest placement. Academic advisors should check test score dates on BANNER or UAOnline and strongly recommend that students retest if test scores are more than one year old.

\* Students may take this course if allowed by the major or degree program.

\*\* Students may take TTCH F131 if allowed by the major or degree program and if DEVM F105/F106 is not required by the major or degree program.

\*\*\* Adult Basic Education placement scores correspond to the Department of Education ability-to-benefit test cutoff score. These are important requirements for federal financial aid for students who do not have a high school diploma or GED.

on recommendations in the “Guide to the Evaluation of Educational Experience in the Armed Services,” published by the American Council on Education. Credit completed through the Community College of the Air Force or Department of Defense courses is included in the category of military experience.

9. You will be awarded credit for currently valid government and professional certifications that have been reviewed and approved for designated course equivalencies at UAF. A list of these programs is available in the Office of Admissions.
10. Credit may also be awarded for satisfactory completion of training programs, based on recommendations of the American Council on Education and the National Program on non-Collegiate Sponsored Instruction. The award of credit is subject to review and approval of appropriate UAF faculty.

### TRANSFERRING CREDITS WITHIN THE UA SYSTEM

In order to serve students who transfer among the three institutions that make up the University of Alaska system, UAF, UAA and UAS have identified fully transferable general education requirements for baccalaureate degrees.

Category	Credit Hours
Written communication skills	6
Oral communication skills	3
Humanities/social sciences/fine arts	15
Quantitative skills/natural sciences	10
Total	34

Credit for course work successfully completed at one UA institution which applies to general education requirements fulfills the same categories at all other institutions. This applies even if there is no directly matching course work at the institution to which the student transfers.

If you are a transfer student from either UAA or UAS who has completed all general education requirements in the baccalaureate program prior to transferring to UAF, you will have completed all requirements for the UAF baccalaureate core. If you haven't completed all general education requirements, courses taken to complete those requirements at UAA or UAS will meet UAF baccalaureate core requirements according to the current table of substitutions for intra-UA transfers (See Table 4). When you apply, notify the Office of Admissions that you have completed the general education requirements at UAA or UAS.

Completion of the 35-credit lower-division requirements (100- and 200-level courses) of the UAF baccalaureate core meets the general education requirements at the UAA and UAS.

Find more information online at [www.uaf.edu/admissions/undergrad/transfer/](http://www.uaf.edu/admissions/undergrad/transfer/).

## Alternate Ways to Earn Credit

### UAF ADVANCED PLACEMENT CREDIT

- **English**

Only students with appropriate test scores may receive local advanced placement credit in English. If you are a student with an English ACT score of 29 or higher or

TABLE 3 ENGLISH AND DEVELOPMENTAL ENGLISH COURSE PLACEMENT SCORES

ENGLISH, DEVELOPMENTAL ENGLISH AND READING COURSES	ACT ENGLISH	ACT READING*	SAT CRITICAL READING	COMPASS WRITING SKILLS	COMPASS* READING SKILLS	ACCUPLACER SENTENCE SKILLS	ACCUPLACER* READING COMPREHENSION	ASSET FORM B2 WRITING SKILLS	ASSET* FORM B2 READING SKILLS
ENGL F211X/213X	29 – 36**	N/A	640 – 800**	N/A	N/A	N/A**	N/A	N/A	N/A
ENGL F111X ABUS F271***	18 – 28	18 – 36	430 – 630	52 – 100	77 – 100	80 – 120	85 – 120	45 – 54	41 – 53
DEVE F070 ABUS F170*** DEVS F104***	11 – 17	14 – 17	250 – 420	41 – 51	71 – 76	60 – 79	70 – 84	40 – 44	40 – 44
DEVE F060	1 – 10	1 – 13	200 – 240	32 – 40	62 – 70	40 – 59	55 – 69	35 – 39	35 – 39
DEVS F106	N/A	22 – 36	510 – 800	N/A	80 – 100	N/A	85 – 120	N/A	44 – 55
DEVM F105	N/A	17 – 21	410 – 500	N/A	69 – 79	N/A	70 – 84	N/A	38 – 43
DEVS F058	N/A	1 – 16	200 – 400	N/A	62 – 68	N/A	55 – 69	N/A	35 – 37
Adult Basic Education**** (ALPA in Fairbanks)	N/A	N/A	N/A	0 – 31	0 – 61	0 – 59 (ATB) 0 – 39 (ABE/ ALPA)	0 – 54	23 – 34	23 – 34

Note: In cases where a student has multiple placement test scores, placement recommendations will be made using the test scores which provide the highest placement. Academic advisors should check test score dates on BANNER or UAOnline and strongly recommend that students retest if their scores are more than one year old.

\* Reading scores are recommendations and not mandatory.

\*\* The English department is working with rural campuses to develop a separate process for students who have limited access to ACT/SAT tests and who are highly skilled in writing to be placed into ENGL F211X/213X.

\*\*\* Students may take this course if allowed by the major or degree program.

\*\*\*\* Adult Basic Education (ABE) placement scores correspond to the Department of Education ability-to-benefit (ATB) test cutoff score. These are important requirements for federal financial aid for students who do not have a high school diploma or GED.

TABLE 4 **UA SYSTEM 2009 – 2010 TABLE OF SUBSTITUTIONS**

Use this course substitution chart to determine how individual courses that meet UAA or UAS general education requirements may substitute for individual UAF baccalaureate core courses.

<b>Baccalaureate Core Requirements (number of credits needed)</b>	<b>To meet these UAF core course requirements:</b>	<b>Use any of these UAA general education courses:</b>	<b>Use any of these UAS general education courses:</b>
<b>COMMUNICATION (9 CR)</b>			
Written Communication (3 cr)	ENGL F111X	ENGL 111	ENGL 111
Written Communication (3 cr)	ENGL F211X or F213X	ENGL 211, 212, 213, 214, 311, 312 or 414	ENGL 211, 212
Oral Communication (3 cr)	COMM F131X or F141X	COMM 111, 235, 237 or 241	COMM 111, 235, 237, 241
<b>PERSPECTIVES ON THE HUMAN CONDITION (18 CR)*</b>			
History (3 cr) Political Economy (3 cr) Social Culture (3 cr)	HIST F100X ECON/PS F100X ANTH/SOC F100X	ANTH 101, 200, 202, 250 BA 151 ECON 201, 202; ENVI 201; GEOG101; HIST 101, 102, 121, 122, 131, 132, 341; HS 220; HUMS106; JPC 101; JUST 110, 330; PARL 101; PS 101, 102, 311, 351; PSY 111, 150; SOC 101, 201, 202, 222, 342, 351; SWK 106, 243; WS200	ANTH 101, 202, 211 ECON 201, 202 GEOG 101; GOVT 101, 102, 230, 251; HIST 105, 106, 131, 132; PSY101, 250; SOC 101, 201
Literature (3 cr)	ENGL/FL F200X	ART 261, 262, 367; ENGL 121, 201, 202, 301, 302, 305, 306, 307, 310, 383, 445; HIST 101, 102, 121, 122, 131, 132, 341; HUM 211, 212, 250; JPC 367 (Languages: AKNS201, ASL, CHIN, FREN, GER, ITAL, JPN, KOR, LAT, RUSS, SPAN 101, 102, 201, 202); LING 101; MUS 221, 222; PHIL 101, 201, 211, 212, 301, 313B, 314; PS 331, 332, 333; THR 311, 312, 411, 412; WS 200	ENGL 215, 223, 224, 225, 226, 261; HIST 105, 106, 131, 132; HUM 120; JOUR 101; (Languages: AKL, ASL, FREN, SPAN, RUSS 101, 102 or other approved world languages); PHIL 101, 201, 271
Aesthetics (3 cr)	ART/MUS/THR F200X, or HUM F201X, or ANSF F202X	ART 160, 261, 262, 367; DNCE 170; JPC 367; MUS 121, 221, 222; THR111, 311, 312, 411, 412	ART 160, 261, 262; MUS 123; THR 111, 211, 212
Ethics (3 cr)	BA F323X, or COMM F300X, or JUST F300X, or NRM F303X, or PS F300X, or PHIL F322X	PHIL 301, 302, 303, 304, 405; PS332, 333	PHIL 301
<b>FOREIGN LANGUAGE OPTION</b>			
*OR complete 12 cr from the Perspectives on the Human Condition options above, plus 2 semester-length courses in a single Alaska Native language or other non-English language or 3 semester-length (9 cr) in American Sign Language at the university level.			
<b>MATHEMATICS (3 CR)</b>			
	MATH 103X, F107X, F161X, F200X, F201X, F202X, F262X, or F272X; STAT F200X, or any math course having one of these as a prerequisite	MATH 107, 108, 109, 172; MATH 200, 201; MATH 272; STAT 252, 307	MATH 107, 131 (or higher mathematics course for bachelor's degree); STAT 107
<b>NATURAL SCIENCES (8 CR)</b>			
Complete any two 4-cr natural science courses with lab sections	ATM F101X BIOL F100X, F103X, F104X, F111X, F112X, F115X, F116X CHEM F100X, F103X, F104X, F105X, F106X GEOG F211X GEOS F100X, F101X, F112X, F120X, F125X MSL F111X PHYS F102X, F103X, F104X, F115X, F116X, F175X, F211X, F212X, F213X	ASTR 103, 104 BIOL 102, 103, 111, 112, 115, 116, 178, 179 CHEM 103, 104, 105, 106 ENVI 202 GEOG 205 GEOL 111, 115, 178, 179 LSIS 101, 102, 201, 202; PHYS 101, 123, 124, 211, 212 (must include at least 2 cr of lab to meet UAF core requirement)	ANTH 205 ASTR 225 BIOL 103, 104, 105, 106, 111, 112 CHEM 100, 103, 105, 106 ENVS 101 GEOG 205 GEOL 104, 105; PHIL 206; PHYS 102, 103, 104, 209, 211, 212 (must include at least 2 cr of lab to meet UAF core requirement)

a SAT critical reading score of 640 or higher, you may receive credit for ENGL F111X upon completion of ENGL F211X or 213X with a C grade or better.

You must submit an application for ENGL F111X credit, available from the English department, to the Office of Admissions at the end of the semester in which you successfully completed ENGL F211X or 213X.

- **Alaska Native Language**

After completing the course in which you were placed (above 101) and earning a B grade or higher, you may ask to receive credit for the two immediately preceding prerequisite courses, if any. However, credit cannot be awarded for such courses if university credit has already been granted (e.g., through College Board Advanced Placement national tests or credit transfer from another college). Credit will not be awarded for special topics courses, individual study courses, literature or culture courses, conversation courses, or any course taught in English.

- **Mathematics**

If you are placed in an advanced math course and you complete MATH F201X, 202X or 302 at UAF with a C grade or better, you may also receive credit for any prerequisite calculus course(s).

### CREDIT BY EXAM

There are several ways that you can earn college credit by receiving a passing score on an exam. For any of the following credit by exam options, grades are not computed in your GPA. Credit by exam is not considered UAF residence credit and is not considered as part of the semester course load for classification as a full-time student. You will only be awarded credit by exam if you're currently enrolled or if you were previously enrolled at UAF as a degree student. The credit by exam options are briefly outlined here. For more information contact the UAF Office of Testing Services, 211 Gruening, 907-474-5277, e-mail [fytest@uaf.edu](mailto:fytest@uaf.edu), or [www.uaf.edu/testing/](http://www.uaf.edu/testing/).

TABLE 5 **TABLE OF SUBSTITUTIONS: NON-UNIVERSITY OF ALASKA INSTITUTIONS**

This table specifies courses accepted by transfer to UAF, from institutions outside the University of Alaska system, that may substitute for UAF's core curriculum. This table of substitutions applies only to courses accepted by transfer. Students transferring from either UAA or UAS should consult Table 4, substitutions for intra-UA transfers (a brochure listing current intra-UA substitutions is also available from the Office of Admissions at UAF, UAA or UAS), or visit online [www.uaf.edu/admissions/undergrad/transfer/](http://www.uaf.edu/admissions/undergrad/transfer/).

Core Curriculum Courses	Transfer Courses
MATH F107X—Functions for Calculus or MATH F103X—Concepts and Contemporary Applications of Mathematics	a 100-level or above mathematics course having a prerequisite of at least two years of high school algebra
MATH F200X, F201X, F202X, F262X, F272X, Calculus	a calculus course at the 100-level or above
ENGL F111X—Intro to Academic Writing	the required first semester composition course at the 100-level (must be basic freshman composition and not developmental)
ENGL F211X—Academic Writing About Literature OR ENGL F213X—Academic Writing About Soc & Nat Sciences	the second half of the introductory composition series at the 100-level or above
COMM F131X—Fundamentals of Oral Communication Group Context OR COMM F141X—Fundamentals of Oral Communication Public Context	a 100-level or above performance course in fundamentals of speech communication, public speaking or small group communication
Natural Sciences-8 credits	courses in basic natural sciences (biology, chemistry, earth sciences, physics) with labs, at the 100-level or above. Non-lab courses are transferable only as a second natural science course. To fulfill core requirements, a transfer student must complete two lab courses or two labs. Transfer of credit for courses in a natural science other than those listed requires approval of the dean of the College of Natural Science and Mathematics
Perspectives on the Human Condition	
HIST F100X—Modern World History	a Western or non-Western civilization course at the 100- or 200-level (lower division), excluding individual national histories
ECON/PS F100X—Political Economy	a course in U.S. or comparative political economy, or U.S. economic history or macroeconomics at the 100-level or higher
ANTH/SOC F100X—Individual, Society and Culture	an introductory course in anthropology at the 100- or 200-level (lower division), an introductory-level course in sociology or lower-division social problems course, or a course in cross-cultural psychology
ENGL/FL F200X—World Literatures	an introductory or lower-division course in world or comparative literature
ART/MUS/THR F200X—Aesthetic Appreciation	a history or appreciation course in art, theatre or music at the 100-level or above
PHIL F322X—Ethics (Values and Choices)	an upper-division course in ethics, or, with approval of the philosophy department, a lower-division course in ethics
Other	
Library and Information Research (0–1 credit)	a 100-level library skills course
Foreign Language	two semester-length courses in a single Alaska Native language or other non-English language, or three semester-length courses (9 credits) in American sign language at the university level

TABLE 6 CLEP EXAMS CURRENTLY ACCEPTED

Test Name	UAF Course	Credits
Algebra (College)	MATH F107X or F161X	3
American Government	PS F101	3
Biology, General	BIOL F115X/F116X	8
Calculus	MATH F200X	4
Chemistry, General	CHEM F105X/F106X	8
College Mathematics	Mathematics elective credits	3
English Composition w/ Essay	ENGL F111X	3
Financial Accounting	ACCT F261	3
French* (College level)	FREN F101/F102 FREN F201/F202	5/5 3/3
German* (College level)	GER F101/F102 GER F201/F202	5/5 3/3
History of the U.S. I	HIST F131	3
History of the U.S. II	HIST F132	3
Human Growth & Development	PSY F240	3
Humanities	Humanities elective credits	6
Natural Sciences	Natural science elective credits	6
Precalculus	MATH F107/F108	4/3
Principles of Microeconomics	ECON F201	3
Principles of Macroeconomics	ECON F202 or ECON F100X substitute	3
Psychology (Introductory)	PSY F101	3
Social Sciences/History	Social science elective credits	6
Sociology (Introductory)	SOC F100X or sociology elective	3
Spanish* (College level)	SPAN F101/F102 SPAN 2F01/F202	5/5 3/3
Western Civilization I	HIST F101 or HIST F100X substitute	3
Western Civilization II	HIST F102 or HIST F100X substitute	3

\* Two to four years language training required — total score determines credit award. Students should consult Table 3 (the Table of Substitutions) to determine what other courses may meet baccalaureate core requirements.

TABLE 7 CEEB EXAMINATIONS CURRENTLY ACCEPTED

Examination Name	UAF Course Equivalent	Credits
Art: History	ART F261/F262	6
Art: all other exams	ART electives*	6
Biology	BIOL F115X/F116X	8
Chemistry	CHEM F105X/F106X	8
Classics: Latin Lyric	LANG electives	8
Classics: Virgil (Level 3)	LANG electives	8
Comparative Government & Politics	PS F201	3
Computer Science A	CS F201	3
Computer Science AB	CS F201/F202	6
Economics—Macro	ECON F202 or ECON F100X substitute	3
Economics—Micro	ECON F201	3
English Language & Composition	ENGL F111X	3
English Literature & Composition	ENGL F111X	3
Environmental Science	GEOS F125X	4
European History	HIST F101/F102	6
French Language	FREN F101/F102	10
French Literature	FREN elective (200-level) FREN F201	2 3
German Language	GER F101/F102	10
German Literature	GER electives GER F201	2 3
Math: Calculus AB	MATH F200X	4
Math: Calculus BC	MATH F200X/F201X	8
Music: Listening & Literature	MUS F123 MUS electives	3 3
Music Theory	MUS F131/F132/F133/F134	8
Physics B	PHYS F103X/F104X	8
Physics C: Mechanics	PHYS F211X	4
Physics C: Electricity & Magnetism	PHYS F212X	4
Psychology	PSY F101	3
Spanish Language	SPAN F101/F102	10
Spanish Literature	SPAN elective (200-level) SPAN F201	2 3
Statistics	STAT F200X	3
U.S. Government & Politics	PS F101	3
U.S. History	HIST F131/F132	6
World History	HIST F100X	3

X = Course meets baccalaureate core requirement. L = Lab. Students should consult Table 3 (the Table of Substitutions) to determine what other courses may meet baccalaureate core requirements.

\* Portfolios may be submitted to the art department for further evaluation.

- **CLEP (College Level Examination Program)**

CLEP is a national testing program that awards college credit for some introductory courses. The exams cost \$95 each (costs subject to change) and are administered daily.

See Table 6 for a list of CLEP exams accepted at UAF. To register for a CLEP exam or for more information, contact UAF Testing Services at 907-474-5277. The following criteria apply to CLEP exams:

1. If you've already earned (from any source) as many as 6 semester credits in the area of humanities, social sciences/history, natural sciences or college mathematics, no credit will be awarded for successfully completing the general exam in those subject areas in the CLEP exam list.
2. You may not duplicate a course for which you've already been given credit or in which you're currently enrolled.
3. If you have audited a course, you must wait at least one year after the end of that course before taking the CLEP exam for that course.
4. The minimum passing score for approved CLEP exams is 50 with the exception of the following listed foreign languages scores: French semester I and II, minimum 50, semesters III and IV, minimum 59; German semester I minimum 39, semester II minimum 50, semester III minimum 55, semester IV minimum 60; Spanish semester I minimum 39, semester II minimum 50, semester III minimum 57, semester IV minimum 63.

- **College Board Advanced Placement Exams**

UAF grants advanced credit, with waiver of fees, for a score of three or higher in the College Board (CEEB) Advanced Placement Tests (see Table 7). Normally, you take these tests during your senior year in high school.

To receive CEEB advanced placement credit, you must request that an official report of your examination scores be sent to the Office of Admissions from the testing agency. When you enroll, you will be awarded appropriate credit. You may receive credit for more than one advanced placement examination.

- **Credit for Language Testing**

UAF accepts successful test results from Brigham Young University or other national testing programs (subject to Foreign Language Department approval) in languages for which no CLEP test is available, for a maximum of 12 credits. The first 10 credits may be applied to the core curriculum language requirement and any additional credits will be awarded general humanities credit. Results must be submitted directly to the Office of Admissions by the testing agency. For more information on foreign language testing opportunities, call UAF Testing Services at 907-474-5277, or e-mail [fytest@uaf.edu](mailto:fytest@uaf.edu).

- **DANTES-DSST (Standardized Subject Tests)**

DSST is a national testing program that offers exams in

traditional academic, vocational/technical and business subject areas. Credit is awarded for successfully completing DANTES tests as recommended by the American Council on Education. Acceptance of the DANTES exam for a specific catalog course or as a major/minor requirement is subject to departmental approval. DSST exams cost \$105 each (costs subject to change). To register for a DSST exam, call UAF Testing Services at 907-474-5277, or e-mail [fytest@uaf.edu](mailto:fytest@uaf.edu) about the availability of DSST testing.

- **International Baccalaureate**

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

- **UAF Credit by Exam**

You can earn credit through UAF credit by exam if you're currently enrolled. Subject to departmental approval, most courses are available for credit by exam, except those with numbers ending -90 through -99 (193, 292, 497, etc.). A course challenged for credit can't duplicate a course for which you've already been granted credit or for which you are currently enrolled. If you've audited a class, you can't request credit by exam for that class until one year has passed since the end of the semester in which you audited the course.

You may obtain credit by examination forms online at [www.uaf.edu/testing/](http://www.uaf.edu/testing/), under UAF-Specific Tests, or stop by the Office of Testing Services in 211 Gruening. For more information on challenging a course call Testing Services at 907-474-5277.

### CREDIT FOR PRIOR LEARNING

The Academic Advising Center administers the credit for prior learning program, wherein students may earn credit based on learning they have obtained outside the classroom. Students can document the university-level learning they have gained through employment, volunteer service or other life experiences with a portfolio or copies of licenses and certificates earned. Certificate, associate or bachelor's degree students may earn up to 25 percent of total program requirements through the credit for prior learning program.

Credentials for admitted degree students who are currently enrolled are reviewed by faculty from participating departments who determine if this process is appropriate and make recommendations for awarding prior learning credit. Review is based on equivalency to courses listed in this catalog. Credit received for prior learning does not affect your GPA and is not considered residence credit.

The university will award transfer credit for specified national and state authorizations, certificates, credentials and/or examinations (see Transferring Credits, page 32) that do not need credit for prior learning review. For further information or assistance, contact the Academic Advising Center, 509 Gruening Building, 907-474-6396 or [advising@uaf.edu](mailto:advising@uaf.edu).

To access the credit for prior learning student handbook online, go to [www.uaf.edu/advising/CPL/](http://www.uaf.edu/advising/CPL/).

### **INDEPENDENT LEARNING**

The Independent Learning Program, administered by the Center for Distance Education and Independent Learning, offers an alternative for people who seek a college education but cannot attend classes. The unique advantage of independent learning is its flexibility. You select your own hours of study and work at your own pace in surroundings you choose. Independent learning offers the freedom to structure a personal academic schedule and continue educational progress, even when personal circumstances make it impossible to attend scheduled classes.

For UAF students, UAF independent learning courses count as residence credit. When you enroll in an independent learning course during the regular semester enrollment period and complete the course during the same semester, the course may be used to determine full-time/part-time status and eligibility for financial aid and scholastic action. The grade will average in your semester and cumulative GPAs.

When you enroll in an independent learning course at other times of the year, the credit and grade will not impact the credit load or semester GPA for any other semester

enrollments but will be counted in your cumulative totals. It's important to realize that enrollment in these year-based courses does not count toward your current semester credit load, and therefore, is not included in determining your full-time or part-time student status. Your student status (full- or part-time) can affect things like financial aid or athletics eligibility.

The Center for Distance Education and Independent Learning maintains a comprehensive website where policies regarding enrollment, transfer, withdrawal, extension, fees, materials and course descriptions may be found. You may also request a printed listing of courses and CDE policies. Please contact the Center for Distance Education and Independent Learning at 2175 University Avenue South (Fairbanks), phone: 800-277-8060 or 907-479-3444, fax: 907-479-3443, e-mail: [distance@uaf.edu](mailto:distance@uaf.edu) or online at <http://distance.uaf.edu>.

The University of Alaska provides many possibilities for students to take distance-delivered courses. The campuses at Anchorage, Fairbanks and Juneau, along with their community college networks, offer hundreds of courses using a variety of delivery modes. Opportunities for students who prefer distance-delivered courses can be found at the University of Alaska Distance Learning website at <http://distance.alaska.edu>.

# Registration

## **Registration is Essential**

You must register and pay tuition and fees to attend classes and earn credit. Registration is held each semester on dates published in the academic calendar (see inside front cover for the Fairbanks campus). For special programs, short courses, seminars and other classes not part of the regular academic calendar, registration is as needed.

Details about procedures and schedules for registering are published online and in separate publications at each campus and branch campus. Registration instructions for the Fairbanks campus are provided in the UAF class schedule, published in April for the upcoming fall semester and in November for the upcoming spring semester. The same information is available online at <http://uaonline.alaska.edu> or [www.uaf.edu/schedule/](http://www.uaf.edu/schedule/).

If you register for courses, the university holds you financially responsible for payment of your tuition and fees. The university will not drop your registration if you do not pay. Other consequences for non-payment include not being able to receive your grades or transcripts.

### **ACADEMIC ADVISING**

Academic advising is an important part of planning for your education. Your academic advisor's signature is needed to

begin the registration process. All degree and certificate students are required to have an academic advisor. You will work in tandem with your academic advisor to develop a viable educational plan that reflects your academic interests and goals. Your advisor will assist you in determining the best options, alternatives and sequences of classes to take. Non-degree students may also see an advisor, and it is recommended for those taking 9 or more credits in a semester or for those who have accumulated 30 or more UAF credits. Academic advising is available at several campuses. See Services and Resources, page 68, for more information.

### **PLACEMENT TESTS**

Test results are required for first-time degree or certificate students, transfer students with fewer than 30 acceptable credits, or students planning to take 100-level written communication or mathematics courses. Results from American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT) or, for associate degree or certificate students, the ASSET or COMPASS test must be on file with the Office of Admissions before you can register for classes. A hold may be placed on your ability to register if you have not submitted required test scores.

## NON-DEGREE STUDENTS

Anyone who wants to attend classes at UAF as a non-degree student can as long as you have the appropriate permissions. Current high school students should refer to the High School and Secondary School Students section below. Non-degree students are subject to placement examination requirements for freshman courses, and they must maintain a 2.0 GPA to remain in good standing. Any non-degree student who wants to be considered a degree candidate must submit an application for admission, meet regular admission requirements and submit transcripts. Non-degree students are not eligible for financial aid or priority registration.

It's important for potential graduate students to understand that credits earned as a non-degree student might not be accepted for use toward a graduate degree program. Please see the transfer credit section of How to Earn a Graduate Degree (page 191).

## HIGH SCHOOL AND SECONDARY SCHOOL STUDENTS

High school and secondary students may take classes at UAF. One program, Alaska Higher Education Admission Decision (AHEAD), requires formal admittance to UAF (see Admissions Requirements). Secondary student enrollment and TECH PREP, however, do not entail formal admission.

## • Secondary Student Enrollment

The secondary student enrollment process allows secondary school students to register for UAF classes. A student meeting course prerequisites may enroll in university classes with permission of the instructor or the department head. Students must consult their appropriate school district officials and school counselors for approval prior to registration if they wish to use university courses to meet high school graduation requirements.

Registering for courses at UAF establishes a permanent academic record that reflects student academic performance in all courses attempted.

*Note: Enrollment in UAF courses as a secondary student does not constitute formal admission to the university for the purposes of earning a certificate or degree.*

## • Tech Prep Opportunities

The Tech Prep program allows students to earn credits toward a UAF certificate or associate degree by completing career and technical education classes in high school that have been approved for college credit by UAF. The classes available for credit vary from school to school, but in general, they are taken from the following areas: applied business; automotive; airframe and powerplant;

TABLE 8 **IMPORTANT REGISTRATION CHANGE DEADLINES**

Action*	Begins**	Ends	Notes
Adding a class	First day of registration for the semester	Second Friday after the first day of instruction for the semester	Advisor's signature not required
Dropping a class (class does not appear on transcript)	First day of registration for the semester	Third Friday after the first day of instruction for the semester	Advisor's signature required for student in degree program after the second Friday after the first day of instruction
Faculty-initiated drop (class does not appear on transcript)	First day of instruction for the semester	Third Friday after the first day of instruction for the semester	Faculty member will notify the Registrar's Office
Withdrawing from a class (class appears on transcript with W grade)	After the third Friday after the first day of instruction for the semester	Ninth Friday after the first day of instruction	Advisor's signature required for student in degree program
Dropping or withdrawing from all of your classes	First day of registration for the semester	Ninth Friday after the first day of instruction	Advisor's signature required for student in degree program. Total withdrawal form must be completed.
Credit-no-credit option	First day of registration for the semester	Third Friday after the first day of instruction for the semester	Undergraduates only Only electives not specified in a student's core, major, minor and degree programs are eligible for this option.
Faculty-initiated withdrawal (class appears on transcript with W grade)	After the third Friday after the first day of instruction for the semester	Ninth Friday after the first day of instruction for the semester	Faculty member will notify the Registrar's Office
Late withdrawal from a class***	After the last day for student-initiated withdrawals	Last day of instruction for the semester	Advisor's signature required for student in degree program; class instructor, department head and dean's signature required for all students
Late withdrawal from all your classes	After the last day for student-initiated withdrawals	Last day of instruction for the semester	Must be approved by the dean of the college or school in which the student is majoring or by the assistant provost for general studies for undeclared majors or non-degree students

Add/drop forms (if necessary), total withdrawal forms and credit-no-credit forms must be submitted to the Registrar's Office by the appropriate deadlines.

\* Add, drop, withdrawal and credit-no-credit option deadlines will be adjusted proportionally for courses that are less than a semester in length.

\*\* The first day of instruction for all semester-length courses is the date indicated as the first day of instruction in the official semester academic calendar. It might not be the first day that a class meets.

\*\*\* Late withdrawals are allowed for exceptional cases only and approval is not automatic.

human services; computer information office systems; allied health; drafting; emergency medical services; and welding. For more information, contact your high school counselor or Tanana Valley Campus at 907-455-2858.

## Adding, Dropping and Withdrawing from Classes

Information about the add/drop process can also be found at <http://uaonline.alaska.edu>, in the current class schedule at the Registrar's Office or at [www.uaf.edu/schedule/](http://www.uaf.edu/schedule/). Adds, drops and withdrawals are not final until the student has completed the appropriate procedure, paid any relevant fees or tuition and submitted all necessary paperwork to the Registrar's Office. If you drop a class within specified time frames, the course will not be part of your academic transcript. Important deadlines are listed in Table 8.

### NON-ATTENDANCE DROP POLICY

Students are expected to begin attending classes on the first day of instruction. Some departments, in trying to find space for students on wait lists, require that you attend the first class session or notify the department in advance that you cannot attend the first class. If you miss the first class without notifying the department, you may be dropped from the course, and the space may be assigned to a student on the wait list.

At the Fairbanks campus, the class schedule provides information on which courses use the non-attendance drop policy.

Because of the high demand for composition (ENGL F111X, 211X, 213X, 313 or 414) and basic speech (COMM F131X or 141X) courses, students who fail to attend the first class meeting will be dropped even if they registered in advance and paid their fees. If space becomes available in a class from which you have been dropped by the department, you need to follow the add/drop procedure to re-enroll.

### WITHDRAWING

- **Withdrawing from a Class**

If you withdraw from a class later than the third Friday after the first day of instruction (last day to drop classes), a grade of W appears on your academic record. The W grade does not affect your GPA. The last day you can withdraw from a class is the ninth Friday after the first day of instruction. For specific dates, see the academic calendar on the inside cover of this catalog.

- **Total Withdrawal from All Your Classes**

If you want to withdraw from all your classes later than the third Friday after the first day of instruction (last day to drop classes), use a Total Withdrawal form available from the Registrar's Office. You'll receive a W grade for all classes, which does not impact your GPA. A student-initiated total withdrawal is subject to the same

deadlines as withdrawal from a class. For specific dates, see the academic calendar on the inside cover of this catalog.

### WITHDRAWALS AFTER THE DEADLINE

Appeals for a late withdrawal after the student-initiated withdrawal deadline — the ninth Friday after the first day of instruction — are exceptions to policy and are allowed only in exceptional cases. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in immediate family; 2) serious illness or injury of student or immediate family; and 3) factors outside of student's control (for example, major employment change, fire, flood). Failing a course or avoiding an unsatisfactory grade is not a serious and compelling reason for seeking a late withdrawal and will not be approved.

Appeals for late withdrawals must be submitted within 30 class days after the beginning of the next regular semester. Forms for an appeal for late withdrawals are available online at [www.uaf.edu/reg/forms](http://www.uaf.edu/reg/forms), through the Registrar's Office in Signers' Hall at the Fairbanks campus or through local campus student services offices. Once received, the appeal will be evaluated by a campus-wide committee which will return a decision to the student. The decision of the university is final and a student who files a written appeal under these procedures shall be expected to abide by the final disposition of the review, as provided, and may not seek further appeal of the matter under any other procedure within the university.

### FACULTY-INITIATED DROP OR WITHDRAWAL

Class instructors have the right to drop students who do not meet course prerequisites, did not obtain a grade of "C" or better in all prerequisite courses or who have not participated substantially in a course. Faculty-initiated drops submitted through the third Friday after the first day of instruction will be treated as a dropped class and will not appear on any student transcript. The faculty-initiated withdrawal may occur after the third Friday but before the ninth Friday after the first day of instruction. A grade of W will appear on a student's academic record for faculty-initiated withdrawals.

## Where to Get More Information

### Registrar's Office

University of Alaska Fairbanks  
102 Signers' Hall  
P.O. Box 757495  
Fairbanks, AK 99775-7495  
E-mail: [registrar@uaf.edu](mailto:registrar@uaf.edu)  
Online: [www.uaf.edu/reg/](http://www.uaf.edu/reg/)  
Telephone: 907-474-6300  
Toll-free: 1-877-474-6046