

# {academics & regulations} Academics



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# Academics and Regulations

To encourage a positive learning environment and high academic standards, universities establish specific scholastic requirements and community rules. At UAF, academic regulations address issues such as grading, academic standing, and student rights and responsibilities. Since policies change from time to time, it's important for students to stay informed about current requirements. By enrolling at UAF, a student agrees to abide by university rules, regulations and academic standards.

## Communication via E-Mail

UAF uses e-mail to communicate with students about many regulations, requirements and responsibilities. E-mail is often the only way some information is distributed so it's important for you to regularly check your university e-mail account or to forward mail from your UAF account to an account you check frequently. The university automatically assigns you an official UAF e-mail account when you first register for classes (except students whose primary registration is through the Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim or Northwest campuses). You're responsible for knowing — and when appropriate, acting on — the contents of all university communications sent to your official UAF e-mail account. If you want to receive university communications at a different e-mail address, you need to forward e-mail from your assigned UAF account to an e-mail address of your choice. You can easily do this online at: [www.alaska.edu/oit/email/mail\\_forwarding.xml](http://www.alaska.edu/oit/email/mail_forwarding.xml).

## Class Standing

**Undergraduate students** — Class standing is determined by the total credits you have earned.

**Freshman..... 0–29 credits**   **Sophomore... 30–59 credits**  
**Junior..... 60–89 credits**   **Senior ..... 90 credits**

Transfer students are given class standing based on the number of transfer credits accepted by UAF. Non-degree students are registered without class standing.

**Graduate students** — Students are given the class standing of “graduate” only after being officially admitted to a master's or doctoral program.

## Full- or Part-time Status/Study Load

**Undergraduate students** — Undergraduate students registered for 12 or more semester credits are classified as

full-time students. To complete an undergraduate program in four years, you must earn 16 or 17 credits each semester. You may enroll in up to 18 credits per semester without special permission. To enroll in 19 credits or more, you need a 3.0 cumulative GPA and an overload approval from your advisor.

Credits carried at any UAF unit are used to determine study load hours and full time or part time classification. Audited courses, courses taken for credit by examination and year-long correspondence study courses are not included in the study load computation.

**Graduate students** — A graduate student who is registered for 9 or more semester credits, with 3 or more at the 600-level, is classified as a full-time student (audited credits are not counted toward workload). You may enroll in up to 14 credits per semester without special permission. To enroll in 15 – 19 credits you must be in good standing and obtain an overload approval from your advisor and department chair. Enrollment in 20 or more graduate credits will be allowed only in extraordinary circumstances, and requires good standing and overload approval from your advisor, department chair, dean and the dean of the graduate school.

Except in unusual circumstances, enrollment in the fall/spring semesters is limited to 1 credit per week. Enrollment in the three-week summer session is limited to 3 – 4 credits per session, and enrollment in the six-week summer session is limited to 6 – 8 credits per session.

Credits carried at any UAF department are considered in determining study load hours and full time or part time classification. Courses that are audited are not included in the study load computation.

## Grading Options

### CREDIT/NO-CREDIT OPTION

**Undergraduates only** — The credit/no-credit option encourages students to explore areas of interest not necessarily related to their major. This option may be used for one undesignated elective (an elective that is not specifically required for your major) each semester. The deadline for choosing the credit/no-credit option is the third Friday after the first day of instruction for a semester. The instructor does not know your status in the course, and you complete the course the same way as other students in the class. Credit for the course is awarded if your performance is at the C grade or higher; if your performance falls below that level, the course will not appear on your academic record. In either case, the course will not be included in any GPA calculations. If credit is granted, a CR grade will be entered for the course.

Under the credit/no-credit option, students may take undesignated elective courses or courses to meet the minimum credit requirements for a degree. Major or minor requirements and those specified as foundation courses are not allowed.

### AUDITING

Students who want to enroll in one or more courses for informational purposes may only register as an auditor if space is available and auditing is permitted in the class. You pay the standard credit fees for the course, but the credits are not included in the computation of study load for full-time/part-time determination or for overload status.

The requirement, acceptance and review of work, and lab privileges are at the discretion of the instructor. A grade of AU (audit) is granted to students who complete an audited course, but no credit is awarded. Audited courses do not apply toward degree requirements, and they will not transfer to other institutions.

When you register you should indicate on the registration form your desire to audit a course. Students who want to change from audit to credit must request the change before the deadline to add a course. Requests made after the third Friday after the first day of instruction must be approved by the instructor of the course. All changes must be made before the deadline for student-initiated withdrawals.

Instructors set the requirements under which an AU grade is to be recorded, and they must submit AU for students who satisfy requirements. Auditors not receiving an AU grade receive a W grade. If you have audited a class, you cannot request local credit by exam for that class for a period of at least one year.

### CHANGING FROM CREDIT TO AUDIT

The add/drop process may be used to change from credit status to audit status for a class. The change must be made by the end of the second full week of instruction by following the add/drop process. Changes after this date require approval by the instructor of the course. For degree-seeking students an advisor's signature is also required. You may not change from credit to audit after the last day for student-initiated withdrawals.

## Grading System and Grade Point Average Computation

All course grades are letter grades unless otherwise specified in the class schedule. The method of grading (letter or pass/fail) is an integral part of the course structure and is included in the course description. Instructors are expected to state their grading policies in writing at the beginning of each course. Grades appearing on academic records are:

- A** An honor grade, indicates originality and independent work, a thorough mastery of the subject and the satisfactory completion of more work than is regularly required.

- B** Indicates outstanding ability above the average level of performance.
- C** Indicates a satisfactory or average level of performance.
- D** The lowest passing grade, indicates work of below-average quality and performance.
- F** Indicates failure. All F grades, including those earned in pass/fail courses, are included in the GPA calculations.
- P** **Pass** — The pass grade indicates satisfactory completion of course requirements at either the undergraduate or graduate level. A pass grade does not affect your GPA but credits earned with pass grades may meet degree requirements and may be used as a measure of satisfactory progress. Satisfactory performance is the equivalent of a C grade or better in undergraduate course work and B grade or better in graduate courses. The entire class must be graded pass/fail and the grading system is noted in the class schedule.
- Cr** Indicates credit was given under the credit-no-credit option.
- DF** **Deferred** — This designation is used for courses such as theses and special projects, which require more than one semester to complete. It indicates that course requirements cannot be completed by the end of the semester. Credit may be withheld without penalty until the course requirements are met within an approved time.
- AU** **Audit** — A registration status indicating that you have enrolled for informational instruction only. No academic credit is granted. You may be given a W if you fail to attend a course you are auditing.
- W** **Withdrawn** — Indicates withdrawal from a course after the first two weeks of a semester.
- I** **Incomplete** — Indicates that you have not been able to complete the course during the scheduled time. An incomplete is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. Normally, an incomplete is assigned in a case when the student is current in the class until at least the last three weeks of the semester or summer session. Negligence or indifference are not acceptable reasons for an "I" grade.
 

Instructors include a statement of work required of the student to complete the course at the time the "I" grade is assigned and a copy of the notice of the incomplete grade will be sent to the dean of the school or college in which the course is given.

An incomplete must be made up within one year or it will automatically be changed to an "F" grade. The "I" grade is not computed in the student's grade

point average until it has been changed to a regular letter grade by the instructor or until one year has elapsed, at which time it will be computed as an “F.” A senior cannot graduate with an “I” grade in either a university or major course requirement. To determine a senior’s grade point average at graduation, the “I” grade will be computed as a failing grade.

**NB No Basis** — Instructors may award a No Basis (NB) grade if there insufficient student progress and/or attendance for evaluation to occur. No credit is given, nor is “NB” calculated in the GPA. This is a permanent grade and may not be used to substitute for the Incomplete (I). It can’t be removed by later completing outstanding work.

**NS Not Submitted** — Grade not submitted by instructor.

The letter grades A, B, C and D may include a “+” or “-” to indicate that a student’s level of performance is slightly higher or lower than that of the letter grade alone.

#### • Computing your GPA

Your grade point average (GPA) is a weighted numerical average of the grades you earn in your courses at UAF. To compute your GPA, divide the total number of credits you have attempted into the total number of grade points you have earned. Grade points are calculated by multiplying the number of grade points awarded, according to the chart below, by the number of credits attempted for the course. The following grades are figured in your GPA: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. Grades of I, DF, W, P, AU and CR do not carry grade points and do not affect your GPA.

| Grade | Grade points per credit |
|-------|-------------------------|
| A+    | 4.0                     |
| A     | 4.0                     |
| A-    | 3.7                     |
| B+    | 3.3                     |
| B     | 3.0                     |
| B-    | 2.7                     |
| C+    | 2.3                     |
| C     | 2.0                     |
| C-    | 1.7                     |
| D+    | 1.3                     |
| D     | 1.0                     |
| D-    | 0.7                     |
| F     | 0.0                     |

TABLE 9 EXAMPLE OF GRADE POINT AVERAGE COMPUTATION

| Course   | Credits   | Grade | Credits x Grade<br>points per<br>credit | = Grade points |
|--|-----------|-------|---|----------------|
| BIOL F111X                                     | 4         | A     | 4 cr x 4 pts                            | 16             |
| COMM F131X                                     | 3         | D     | 3 cr x 1 pt                             | 3              |
| ENGL F111X                                     | 3         | C     | 3 cr x 2 pts                            | 6              |
| MATH F107X                                     | 3         | B     | 3 cr x 3 pts                            | 9              |
| HIST F131                                      | 3         | F     | 3 cr x 0 pts                            | 0              |
| <b>Total</b>                                   | <b>16</b> |       |   | <b>34</b>      |
| <b>34 grade points ÷ 16 credits = 2.13 GPA</b> |           |       |   |                |

Non-credit courses, transfer credits and credit by examination do not affect the GPA calculations. Your “graduating GPA” is your cumulative grade point average at the time of graduation. If, after earning a bachelor’s degree, you take more classes from UAF as a non-degree student, grades for those courses won’t be factored into your official graduating GPA. The exception is students who are officially admitted to a second degree program.

#### • Repeating Courses

All grades (original and retakes) for a course completed at UAF are included on your academic record, but only the last grade earned for a course is computed in your GPA unless the course is one that can be repeated for credit.

## Attendance

You are expected to attend classes regularly; unexcused absences may result in a failing grade. You are responsible for conferring with your instructor concerning absences and the possibility of arranging to make up missed work.

If you are required to participate in either (a) military or (b) UAF-sponsored activities that will cause you to miss class, you must notify your instructor as soon as possible of your absence. You must notify your instructor(s) of all scheduled UAF-required absences for the semester (e.g., travel to athletic events) during the first week of classes.

You and your instructor will make a good faith effort to make suitable arrangements to assure that you can make up classes and work you miss and are not penalized for your excused absence. If suitable arrangements cannot be made, you will be allowed to withdraw from the course without penalty. However, your instructor is under no obligation to allow you to make up missed work for unexcused absences or if notification and arrangements are not made in advance of the absence.

## Academic Progress

Freshman progress reports help students gauge their class performance and, if necessary, seek assistance early in the term. Instructors are responsible for ensuring that students

are aware of the grading policy for a course and that homework, exams and other assignments are returned to students in a timely manner. Instructors who have freshmen enrolled in their classes are expected to submit freshman progress reports early in each semester.

## Academic Standards

UAF's scholastic standards are designed to help students take action before their academic record deteriorates to the point that readmission to UAF or another institution is difficult. In all cases involving poor scholarship, students are encouraged to consult with their advisor, instructors or dean.

Undergraduate or certificate students and non-degree students enrolled in 12 or more credits are subject to scholastic action if they fail to earn a GPA of 2.0 at the end of the semester. Scholastic action may result in probation or disqualification from the university.

### GOOD STANDING

**Undergraduate students** — You are in good standing if your cumulative GPA and most recent semester GPA are 2.0 or better.

**Graduate students** — To maintain good academic standing in UAF graduate programs, students must:

- Maintain a cumulative GPA of 3.0 in courses taken since admission to graduate school. Before advancing to candidacy, however, a cumulative GPA of 3.0 is required. You must earn at least a B grade in 400-level courses.
- Be registered at UAF with a minimum of 6 graduate or 400-level credits per year unless on approved leave of absence.
- Abide by all parts of the Student Code of Conduct.
- Have a current graduate study plan or an advancement to candidacy submitted and approved, unless you are still within the first year of graduate study.
- Have on file with the Graduate School by May 15 of each year an annual report from the graduate advisory committee, certifying satisfactory progress. This is the responsibility of the student. Students starting in January need not submit an annual report until May of the next academic year. If a satisfactory annual report is not filed as specified, the student may be placed on probation.
- Pass any required qualifying exams or comprehensive exams. Departments may set the number of times a student may retake an exam.

### ACADEMIC HONORS

**Undergraduate and certificate students** — To be eligible for academic honors at the end of a semester, you must be a full-time undergraduate degree or certificate student who has completed at least 12 UA institutional credits graded with the letter grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F. If you have received an incomplete or deferred grade, your academic honors cannot be determined until those

grades have been changed to permanent grades. Academic honors are recorded on your permanent record. You will make the chancellor's list with a semester GPA of 3.9 and the dean's list with a GPA of 3.5 or higher. UAF announces the students who have earned honors each semester. Students with incompletes or deferred grades that are changed after publication of honors will not be announced separately. If you've requested that information not be released about you (under FERPA), your name will not be released to the media.

### PROBATION

**Undergraduate students** — Students whose cumulative and/or semester GPA falls below 2.0 will be put on academic probation. Students on probation may not enroll in more than 13 credits a semester, unless an exception is granted by the appropriate dean. Probation may include additional conditions, as determined by the dean of the college or school in which the student's major is located. Students on probation will be referred for developmental advising/education and/or to an advising or support counseling center. The student will work with an academic advisor to prepare an academic plan for achieving a higher GPA; the advisor is responsible for forwarding this plan to the appropriate dean. A student on probation will not be allowed to register unless the academic plan is on file. Removal from probation requires the student's cumulative and semester GPAs to be at least 2.0.

**Graduate students** — Probationary status indicates a student is not in good standing. When a student is placed on probation, the dean of the school or college and the advisory committee will tell the student what requirements are necessary to be returned to good standing. If a student does not return to good standing by the end of two semesters, he or she may be dismissed from the degree program.

### ACADEMIC DISQUALIFICATION

**Undergraduate students** — Undergraduate students on probation whose semester and cumulative GPAs are less than 2.0 at the end of spring semester will be disqualified from degree-seeking status. Disqualified students may continue their enrollment at UAF only as non-degree students, are limited to a maximum of 10 credits per semester and must register in person. Credit load overrides are permitted under certain circumstances. To be eligible for reinstatement in an academic degree program, the student is expected to earn at least a C grade (2.0) in all courses taken as a non-degree student. To be restored to degree-seeking status, the student must apply for readmission. A student may be reinstated but may still be on probation.

### ACADEMIC DISMISSAL

**Graduate students** — If recommended by the department chair, graduate advisory committee and dean of the college or school, and approved by the dean of the Graduate School, a student will be dismissed because of unsatisfactory performance. Unsatisfactory performance is deemed as one or more of the following:

- Exceeding maximum time limit for degree.
- Not being registered at UAF for a minimum of 6 credits per year unless on approved leave of absence.

- c. Having less than a 3.0 cumulative GPA for courses taken since admission to graduate school.
- d. Being on probationary status for more than two consecutive semesters.
- e. Violating the Student Code of Conduct.
- f. Lacking progress as judged by the advisory committee and documented on the student's annual report.
- g. Having substantive inaccuracies in the original application for admission.

If the student does not have a graduate advisory committee, dismissal can occur upon the recommendation of the department chair and the dean of the college or school, with approval by dean of the Graduate School.

## Appeal of Academic Decisions

### GRADE ERROR POLICY

A grade, other than an incomplete or deferred, submitted by your instructor after a course is completed is your final grade and becomes part of your permanent academic record. Your grade will not be changed unless your instructor made a legitimate error in calculating the grade. If you believe an error has occurred contact your instructor immediately. Grade error corrections must be received within 30 class days after the beginning of the next regular semester, and must be approved by the instructor's department head and dean. This is not an appeal of an academic decision.

### GRADE APPEALS POLICY

A student who wishes to appeal a faculty decision on a final grade must submit a grade appeal form, available at the Registrar's Office. Appeals must be received within 30 class days after the beginning of the next regular semester. By submitting a grade appeal, 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. A copy of the full procedure can be obtained online on the Registrar's Office website at [www.uaf.edu/reg/](http://www.uaf.edu/reg/) or through the Registrar's Office, the vice chancellor of student and enrollment services, the Academic Advising Center or any community campus office.

### ACADEMIC DECISIONS OTHER THAN GRADES

Students who want to appeal an academic decision such as denial of admission, faculty-initiated withdrawal, dismissal from program or pass/fail decisions of a faculty committee on non-course examinations (such as qualifying, comprehensive or thesis examinations) must submit an appeal within 30 class days after the beginning of the next regular semester.

To appeal academic decisions, you should first address the person who made the decision. Often problems can be resolved and misunderstandings cleared up through this step. If the student does not find the informal review decision acceptable, the student may initiate a formal appeal

procedure. Formal appeals must be made in writing, and must be received by the Provost no later than 10 days after the student has learned the outcome of the informal review. The office of the provost, university registrar, vice chancellor of student and enrollment services, or dean of the graduate school (for graduate student issues) can give you advice and answers to questions about the process.

By submitting a request for a review, the student acknowledges that no additional mechanisms exist within the university for the review of the decision, and that the university's administration can not influence or affect the outcome of the review.

## Students' Rights and Responsibilities

The university subscribes to principles of due process and fair hearings as specified in the "Joint Statement on Rights and Freedoms of Students." This document can be found in the Office of Student and Enrollment Services. You are encouraged to read it carefully.

Most students adjust easily to the privileges and responsibilities of university citizenship. The university attempts to provide counsel for those who find the adjustment more difficult. UAF may terminate enrollment or take other necessary and appropriate action in cases where a student is unable or unwilling to assume the social responsibilities of citizenship in the university community.

### STUDENT CODE OF CONDUCT

UAF students are subject to the Student Code of Conduct. In accordance with board of regents' policy 09.02.01, UAF will maintain an academic environment in which freedom to teach, conduct research, learn and administer the university is protected. Students will benefit from this environment by accepting responsibility for their role in the academic community. The principles of the student code are designed to encourage communication, foster academic integrity and defend freedoms of inquiry, discussion and expression across the university community.

UAF requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or violates the rights of others is prohibited. Students and student organizations are responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized by the university.

The university may initiate disciplinary action and impose disciplinary sanctions against any student or student organization found responsible for committing, attempting to commit or intentionally assisting in the commission of any of the following prohibited forms of conduct:

- a. cheating, plagiarism or other forms of academic dishonesty
- b. forgery, falsification, alteration or misuse of documents, funds or property

- c. damage or destruction of property
- d. theft of property or services
- e. harassment
- f. endangerment, assault or infliction of physical harm
- g. disruptive or obstructive actions
- h. misuse of firearms, explosives, weapons, dangerous devices or dangerous chemicals
- i. failure to comply with university directives
- j. misuse of alcohol or other intoxicants or drugs
- k. violation of published university policies, regulations, rules or procedures
- l. any other actions that result in unreasonable interference with the learning environment or the rights of others.

This list is not intended to define prohibited conduct in exhaustive terms, but rather offers examples as guidelines for acceptable and unacceptable behavior.

Honesty is a primary responsibility of you and every other UAF student. The following are common guidelines regarding academic integrity:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless the course instructor grants permission. Only those materials permitted by the instructor may be used to assist in quizzes and examinations.
2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in compositions, theses, and other reports.
3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.

Alleged violations of the Code of Conduct will be reviewed in accordance with procedures specified in regents' policy, university regulations and UAF rules and procedures. For additional information and details about the Student Code of Conduct, contact the associate vice chancellor for student and enrollment services, visit [www.alaska.edu/bor/](http://www.alaska.edu/bor/) or refer to the student handbook that is printed in the back of the class schedule for each semester. Students are encouraged to review the entire code.

### STUDENT BEHAVIORAL STANDARDS

Education at the university is conceived as training for citizenship as well as for personal self-improvement and development. Generally, UAF behavioral regulations are designed to help you work efficiently in courses and live responsibly in the campus environment. They are not designed to ignore your individuality but rather to encourage you to exercise self-discipline and accept your social responsibility. These regulations, in most instances, were developed jointly by staff and students. You should become

familiar with campus policies and regulations as published in the student handbook.

## Information Release and FERPA

The Registrar's Office is responsible for keeping student education records. The university's policies regarding access to student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) are available at [www.uaf.edu/reg/ferpa/](http://www.uaf.edu/reg/ferpa/).

### • Directory Information

The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. Forms to request that directory information not be released are available in the Office of the Registrar.

No directory information will be released until the last day of late registration. Any request to withhold directory information will continue until a student provides permission, in writing, for the university to release such. After that, information will be released when appropriate.

The names of students who have requested their directory information be withheld will not appear in the published university chancellor's and dean's lists.

The following is considered directory information:

1. Name
2. E-mail address
3. Home city and state
4. Weight and height of students on athletic teams
5. Dates of attendance at UAF
6. Program/major field(s) of study
7. Degrees and certificates received, including dates
8. Participation in officially recognized university activities
9. Academic and co-curricular honors, awards and scholarships received, including dates

### • Honors and Scholarships

Names of students receiving awards, scholarships or appearing on the dean's list or chancellor's list are released to the media unless a student has either requested that directory information not be released or has submitted a written request to the Office of Marketing and Communications not to release honors information by five working days after the end of the semester in which the honors were earned.