



THE ADMISSIONS PROCESS

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UAF's Marit Rjabov (#203) leads the pack through a heavy snowfall at the start of the women's race during the Alaska Nordic Cup ski competition at Birch Hill.

Applying for Admission: Occupational Endorsement Programs

When to Apply

Applications for admission to occupational endorsement programs are due no later than June 15 for fall semester, Nov. 1 for spring semester or May 1 for summer semester.

High school seniors are encouraged to apply for admission as early as the first semester of their senior year and should provide an official high school transcript including a list of courses in progress.

How to Apply

Apply online at www.uaf.edu/admissions/. Application forms may also be printed from the above website or requested from the Office of Admissions and the Registrar. Before an application can be reviewed, the Office of Admissions and the Registrar must receive:

- **Application for Admission**

Applications must be received before the published deadlines, along with a \$40 nonrefundable processing fee. 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**

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

For admission to occupational endorsement programs, official documentation must be provided showing that the applicant:

- A. is at least 18 years old, or
- B. has a high school diploma*, or
- C. has a General Educational Development (GED) diploma.

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

Program Completion

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 between 9 and 29 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

Office of Admissions and the Registrar

University of Alaska Fairbanks

First Floor, Signers' Hall

P.O. Box 757480

Fairbanks, AK 99775-7480

Email: admissions@uaf.edu

Online: www.uaf.edu/admissions/

Telephone: 907-474-7500

Toll-free: 800-478-1823

Fax: 907-474-7097

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 June 15 for fall semester, Nov. 1 for spring semester or May 1 for summer semester.

High school seniors are encouraged to apply for admission as early as the first semester of their senior year and should provide an official high school transcript including a list of courses 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

Apply online at www.uaf.edu/admissions/. Application forms may also be printed from the above website or requested from the Office of Admissions and the Registrar. Before an application can be reviewed, the Office of Admissions and the Registrar must receive:

- **Application for Admission**

Applications must be received before the published deadlines, along with a \$40 nonrefundable processing fee. 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**

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 Plus Writing (preferred), SAT or ACCUPLACER test. Test results for English and composition must be less than two years old; for math, less than one year 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 guidance office for information concerning the ACT Plus Writing, SAT or ACCUPLACER tests.

- **International Students**

See page 31 for additional information.

Admission Requirements

For admission to associate/certificate programs, official documentation must be provided showing that the applicant:

- A. is at least 18 years old, or
- B. has a high school diploma*, or
- C. has a General Educational Development (GED) diploma.

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

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

TRANSFER STUDENTS

Transfer students are eligible for admission if they left their previous accredited institution(s) in good standing. Admission status will be determined on an individual basis if a student attended an unaccredited postsecondary institution. Students transferring with fewer than 30 semester hours of transferable credit must submit placement scores from the ACT Plus Writing (preferred), SAT or ACCUPLACER test. Test results must be less than two years old. See Transferring Credits on page 34 for more information.

HIGH SCHOOL STUDENTS

High school students may take classes at UAF. There are two enrollment options — Secondary Student Enrollment and TECH PREP; both have specific registration requirements but do not require admission to UAF.

HOME-SCHOOLED STUDENTS

Home-schooled students may be admitted to an associate or certificate program if the student is at least 18 years old, holds a GED, graduated from a state-sponsored correspondence program with a high school diploma or with the approval of the director of admissions.

After Acceptance

Qualified applicants will receive a letter of acceptance once all items are received and evaluated. 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 and the Registrar 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 and the Registrar has accepted all necessary credentials.

REQUEST TO POSTPONE

An offer of admission to UAF is valid for the semester for which the applicant applied. Requests to postpone admission until a later semester may be made in writing to the Office of Admissions and the Registrar. Admission may be postponed for up to one calendar year. Students are required to notify the Office of Admissions and the Registrar if they are attending another school outside the University of Alaska Statewide System.

READMISSION OF FORMER DEGREE-SEEKING STUDENTS

Undergraduate degree-seeking students who choose not to enroll for a semester or more may be eligible to re-enroll in their original degree program without reapplying for admission. Students remain eligible to register for classes if:

- they have not been academically disqualified,
- they have not attended a non-UA institution since they were last enrolled at UAF,
- their lapse in enrollment is less than five years, and
- they are continuing with the same degree program as before.

Students who meet all of the above requirements should consult with their academic advisor and register for classes. Students who do not meet all of these requirements should submit an undergraduate application for admission along with the \$40 processing fee and transcripts of any non-UA course work taken. Students who are unsure about their status should contact the Office of Admissions and the Registrar.

• 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 94). 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. Students who are interested in Fresh Start should contact the Office of Admissions and the Registrar.

• 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/other/military/.

Where to Get More Information

Office of Admissions and the Registrar

University of Alaska Fairbanks
First Floor, Signers' Hall
P.O. Box 757480
Fairbanks, AK 99775-7480
Email: admissions@uaf.edu
Online: www.uaf.edu/admissions/
Telephone: 907-474-7500
Toll-free: 800-478-1823
Fax: 907-474-7097

Applying for Admission: Bachelor's Degree Programs

When to Apply

Freshman and transfer applications for admission to a bachelor's degree program are due no later than June 15 for fall semester, Nov. 1 for spring semester or May 1 for summer semester.

Students applying to baccalaureate programs after the published deadlines will be considered for admission into pre-major (see page 26), bachelor's intended status. Applications are processed in the order they are received. Applications received after the published deadlines may not be processed by the beginning of the semester.

High school seniors are encouraged to apply for admission as early as the first semester of their senior year and should provide an official high school transcript including a list of courses 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

Apply online at www.uaf.edu/admissions/. Application forms may also be printed from the above website or requested from the Office of Admissions and the Registrar. Before an application can be reviewed, the Office of Admissions and the Registrar must receive:

- **Application for Admission**

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

Students applying to baccalaureate programs after the published deadlines will be considered for admission into premajor, bachelor's intended status. Applications are processed in the order they are received. Applications received after the published deadlines may not be processed by the beginning of the semester.

- **Transcripts**

High school transcripts — Applicants with no college course work or fewer than 30 transferable semester credit hours of college credit must also submit official high school transcripts.

College transcripts — Applicants who have college-level coursework must send official college or university transcripts to UAF. To be considered official, 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/international/undergrad/ 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).
- One official copy of the transcript(s) should be sent from the applicant's international university to UAF. A second copy should be sent to the credentialing agency directly.
- Request the comprehensive course-by-course credential report.
- Undergraduate students seeking to transfer credits to UAF must send course descriptions or course catalogs (in English) directly to the UAF Office of Admissions and the Registrar.
- **Test Results**
Freshman and transfer applicants with fewer than 30 semester credit hours must submit the results of either the ACT Plus Writing (preferred) or the SAT examination. Test results for English and composition must be less than two years old; for math, less than one year 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 guidance office for information concerning the ACT Plus Writing or SAT. Please note, the ACCUPLACER, ASSET, COMPASS or other placement tests do not satisfy this requirement.
- **International Students**
See page 31 for additional information.

Admission Requirements

For admission to baccalaureate level programs, applicants must fulfill either:

Option 1:

- have a high school diploma*, and
- pass the 16-credit high school core curriculum (see Table 1) with a GPA of at least 2.5, and
- have a cumulative GPA of 3.0. No minimum ACT or SAT score is required, **OR**

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

English	Math	Social Sciences	Natural/Physical Sciences	Foreign Language
High School Core Curriculum —Required for all freshmen; 2.50 GPA in core; 16 credits total, which must include:				
4 cr	3 – 4 cr in college preparatory mathematics (selected from Algebra I, II, geometry, trigonometry, elementary functions, precalculus or calculus)	3 – 4 cr	3 – 4 cr (includes 1 cr lab science course in biology, chemistry or physics)	2 cr
College of Engineering and Mines • College of Natural Science and Mathematics • School of Fisheries and Ocean Sciences • School of Natural Resources and Agricultural Sciences				
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 – 4 cr	Physics or Chemistry-1 cr; Natural Sciences-1 cr; Elective-1cr. Both physics and chemistry are strongly recommended for engineering.	Same as high school core
College of Liberal Arts • School of Management • College of Rural and Community Development • General Studies (undecided or exploratory)				
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 – 4 cr	Same as high school core	Same as high school core

* 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.

Option 2:

- have a high school diploma*, and
- pass the 16-credit high school core curriculum (see Table 1) with a GPA of at least 2.5, and
- have a cumulative GPA of 2.5, and submit results of the ACT Plus Writing (preferred) with a score of 18 or SAT with a score of 1290.

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 above for entrance requirements to specific colleges and schools within the university.

Test results from the ACT Plus Writing (preferred) or SAT must be received before a student can be fully admitted. Test results for English and composition must be less than two years old; for math, less than one year old. This requirement will be waived for students who 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.

PRE-MAJOR

Students who have not met the minimum requirements for admission to a baccalaureate degree program will be admitted to pre-major status within the department of their choice.

Students will be changed to major status when they are in good standing and have completed 14 credits at the 100-level or above with a C (2.0) average or higher, 9 credits of which 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 vice provost. General studies students with 75 or more earned credits are required to declare a major prior to registration. Students receiving GI assistance or veterans' benefits may be required to change to a declared major to keep their benefits award. Students must have declared a major in order to participate in the Western Undergraduate Exchange program.

TRANSFER STUDENTS

A transfer student is defined as someone coming into the university with at least 30 transferable semester credits. Transfer students are eligible for admission to a baccalaureate program if they have a 2.0 GPA in their previous course work and left their previous institution(s) in good standing. If applying to a technical or scientific program, students may need to present a higher grade average and proof that they have completed appropriate background courses before they will be admitted. Students transferring into a baccalaureate degree program with fewer than 30 semester hours of transferable credit must also meet the freshman admission requirements listed on page 25. Admission status for students who have attended an unaccredited postsecondary institution will be determined on an individual basis. See Transferring Credits on page 34 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 registration 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 program allows qualified high school students to be formally admitted to UAF as general studies students. AHEAD students are assigned an academic advisor and follow the registration timeline for degree-seeking students. To qualify, students must have completed three-fourths of their high school core curriculum and have a cumulative 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 and the Registrar.

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). Applicants are required to submit scores from either the SAT or ACT Plus Writing 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, files will be shared with department chairs or faculty for further review.

Students who have not met the minimum requirements for admission to a baccalaureate degree program will be admitted to pre-major status within the department of their choice.

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

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

Qualified applicants will receive a letter of acceptance once all items are received and evaluated. 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 and the Registrar 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 and the Registrar has accepted all necessary credentials.

REQUEST TO POSTPONE

An offer of admission to UAF is valid for the semester for which the applicant applied. Requests to postpone admission until a later semester may be made in writing to the Office of Admissions and the Registrar. Admission may be postponed for up to one calendar year. Students are required to notify the Office of Admissions and the Registrar if they are attending another school outside the University of Alaska Statewide System.

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

Undergraduate degree-seeking students who choose not to enroll for a semester or more may be eligible to re-enroll in their original degree program without reapplying for admission. Students remain eligible to register for classes if:

- they have not been academically disqualified,
- they have not attended a non-UA institution since they were last enrolled at UAF,
- their lapse in enrollment is less than five years, and
- they are continuing with the same degree program as before.

Students who meet all of the above requirements should consult with their academic advisor and register for classes. Students who do not meet all of these requirements should submit an undergraduate application for admission along with the \$50 processing fee and transcripts of any non-UA course work taken. Students who are unsure about their status should contact the Office of Admissions and the Registrar.

- **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 133). 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/other/military/.

Where to Get More Information

Office of Admissions and the Registrar

University of Alaska Fairbanks

First Floor, Signers' Hall

P.O. Box 757480

Fairbanks, AK 99775-7480

Email: admissions@uaf.edu

Online: www.uaf.edu/admissions/

Telephone: 907-474-7500

Toll-free: 800-478-1823

Fax: 907-474-7097

Applying for Admission: Graduate Degree Programs

When to Apply

Applicants should apply to a graduate degree program six to nine months before the beginning of the semester in which they plan to enroll. At the latest, applications 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. Contact the 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

Apply online at www.uaf.edu/admissions/. Application forms may also be printed from the above website or requested from the Office of Admissions and the Registrar. Before an application can be reviewed, the Office of Admissions and the Registrar must receive:

- **Graduate Application for Admission**

Applications must be received before the published deadlines, along with a \$60 nonrefundable processing fee. 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 and the Registrar requires official transcripts of all college-level course work. To be considered official, transcripts must arrive in sealed envelopes from each institution 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 to the Office of Admissions and the Registrar.

- **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 cumulative 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 study is desired in a particular program. Include 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 the applicant's academic 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/inds/) and a short research proposal. Applicants must also obtain commitment from a UAF faculty member to serve as advisory committee chair. Contact the Graduate School for specific interdisciplinary procedures.

- **International Students**

See page 31 for additional information.

- **Students in Western Regional Graduate Programs**

Students from Arizona, California, 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/Western Interstate Commission for Higher Education (WRGP/WICHE). This program is for students pursuing a graduate degree in clinical-community psychology, justice, northern studies or rural development. For more information about this program, contact the Graduate School at 907-474-7464, gradschool@uaf.edu, or online at www.uaf.edu/gradsch/. Students with questions may

also contact the WICHE Student Exchange Program at P.O. Box 9752, Boulder, CO 80301-9752, 303-541-0210, or online at <http://wrgp.wiche.edu>.

Admission Requirements

In general, applicants may be admitted to a graduate program if they 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. The undergraduate major should provide 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 and/or committees in fields of interest will determine the adequacy of the student's preparation and whether or not departmental facilities are sufficient for their aims.

Information on specific degree programs is available from academic departments or by contacting the Graduate School at 907-474-7464, gradschool@uaf.edu, or online at www.uaf.edu/gradsch/.

After Acceptance

Qualified applicants can be accepted for admission while enrolled in their last semester at another college. 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 is complete only when the Office of Admissions and the Registrar receives and accepts all credentials.

REQUEST TO POSTPONE

An offer of admission to UAF is valid for the semester for which the applicant applied. Requests to postpone admission until a later semester may be made in writing to the Office of Admissions and the Registrar. Admission may be postponed for up to one calendar year with the approval of the academic department and the dean of the graduate school. Students are required to notify the Office of Admissions and the Registrar if they are attending another school outside the University of Alaska Statewide System.

All graduate student requests to postpone are subject to approval by the department to which the student is applying.

Where to Get More Information

Office of Admissions and the Registrar

University of Alaska Fairbanks
First Floor, Signers' Hall
P.O. Box 757480
Fairbanks, AK 99775-7480
Email: admissions@uaf.edu
Online: www.uaf.edu/admissions/
Telephone: 907-474-7500
Toll-free: 800-478-1823
Fax: 907-474-7097

Graduate School

University of Alaska Fairbanks
202 Eielson Building
PO Box 757560
Fairbanks, AK 99775-7560
Email: gradschool@uaf.edu
Online: www.uaf.edu/gradsch/
Telephone: 907-474-7464

Applying for Admission: International Students

When to Apply

Applications for admission from international students must reach the Office of Admissions and the Registrar 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

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 and the Registrar 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 issued in the original language and also must include certified English translations. Please see page 25 for undergraduate student transcript requirements and page 29 for graduate student transcript requirements.

• Immigration requirements

Once a student has been accepted to UAF, the Office of International Programs and Initiatives 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 already 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 \$27,965 for undergraduate students, and \$28,195 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 \$4,500 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/ in Chapter 5.10, Tuition and Student Fees. For additional information see Estimated 2011 – 2012 UAF Annual Costs on page 7.

English Proficiency Requirements

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

Where to Get More Information

Office of Admissions and the Registrar

University of Alaska Fairbanks
 First Floor, Signers' Hall
 P.O. Box 757480
 Fairbanks, AK 99775-7480
 Email: admissions@uaf.edu
 Online undergraduate requirements: www.uaf.edu/admissions/international/undergrad/
 Online graduate requirements: www.uaf.edu/admissions/international/grad/
 Telephone: 907-474-7500
 Toll-free: 800-478-1823
 Fax: 907-474-7097

Office of International Programs and Initiatives

University of Alaska Fairbanks
 P.O. Box 757760
 215 Eielson Building
 Fairbanks, AK 99775-7760
 Email: fyisa@uaf.edu
 Online: www.uaf.edu/oip/
 Telephone: 907-474-5327
 Fax: 907-474-5979

Undergraduate Course Placement and Transfer Credits

Course Placement

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 Plus Writing, 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. Placement exams must be taken within two calendar years

prior to the start of the course, except for mathematics placement exams which must be taken within one calendar year. 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 community campus as well as Testing Services, the Academic Advising Center, Community and Technical College, Rural Student Services, Center for Distance Education and Northern Military Programs at Fort Wainwright, Eielson Air Force Base and Delta Career Advancement Center.

For placement into English F111X or any developmental English course, students must also have a scored writing sample such as an SAT or ACT writing sample, or a UAF-generated writing sample given along with ASSET, COMPASS, or ACCUPLACER or other placement tests.

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

MATHEMATICS AND DEVELOPMENTAL MATHEMATICS	ACT MATH	SAT MATHEMATICS	COMPASS PRE-ALGEBRA ALGEBRA COLLEGE ALGEBRA TRIGONOMETRY	ACCUPLACER ARITHMETIC ELEMENTARY ALGEBRA COLLEGE MATH	ASSET FORM B2 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	Elementary Algebra: 37 – 55 and Intermediate Algebra: 23 – 40
DEVM F105/F106 (DEVM F066*)	20 – 22	470 – 520	Algebra 50 – 75	Elementary Algebra: 70 – 120	Elementary Algebra: 37 – 55 and Intermediate Algebra: 23 – 40
DEVM F060/F062 (DEVM F056*/F066*/ 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 – 55 and Elementary Algebra: 23 – 36
DEVM F050 (DEVM F056*/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.

Students who enroll in a developmental or core course without meeting the requirements may be withdrawn from the course through the faculty-initiated withdrawal process. Prerequisite courses must be taken within two calendar years prior to the start of developmental and lower division core math courses. 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, students may be required to take developmental English, developmental studies (for reading) and/or developmental mathematics courses. These courses are designed to help students achieve competencies necessary to succeed in college-level courses. A student will be placed in English F111X if the student's ACT writing test score is 7 or above, the ACT English score is 18 or above and the ACT reading score is 22 or above (or your SAT writing score is 430 and SAT critical reading score is 510 or above, or the score on another university-approved placement test is equivalent). However, if the student's standardized test scores are below these minimums and if the high school cumulative GPA is 3.0 or higher, the student may enroll in English F111X with permission of the director of composition or community campus English/humanities faculty. Students enrolling in developmental English or English courses are required to complete a UAF-approved writing sample for placement as well as the ACT Plus Writing, SAT or ACCUPLACER.

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

Minimum test scores for placement into math and developmental math courses are listed in Table 2 and for English writing and reading courses in Table 3 and Table 4.

It is best to consult with an academic advisor or faculty in the developmental education, English or math department(s) with questions regarding appropriate course placement.

FOREIGN LANGUAGE

Students may not register for foreign language classes higher than F101 unless they have received credit through CLEP, AP, transfer or another UAF-approved test for the prior levels. Students may enroll in the level of a language at which they are competent, based on prior experience.

COURSE PREREQUISITES

Course prerequisites indicate what previous preparation is needed 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

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

TABLE 3 **ACT/SAT ENGLISH, DEVELOPMENTAL ENGLISH AND READING COURSE PLACEMENT SCORES**

COURSES	ACT ENGLISH	ACT READING	ACT WRITING TEST*	SAT CRITICAL READING	SAT WRITING
ENGL F211X/F213X**	29 – 36	N/A	10 – 12	N/A	640 – 800
ENGL F111X***	18 – 28	22 – 36	7 – 9	510 – 800	430 – 630
ENGL F111X*** + DEVS F105	18 – 28	17 – 21	7 – 9	410 – 500	430 – 630
ENGL F111X*** + DEVS F052	18 – 28	1 – 16	7 – 9	200 – 400	430 – 630
DEVE F070***	11 – 17	22 – 36	4 – 6	510 – 800	250 – 420
DEVE F070*** + DEVS F105	11 – 17	17 – 21	4 – 6	410 – 500	250 – 420
DEVE F070*** + DEVS F052	11 – 17	1 – 16	4 – 6	200 – 400	250 – 420
DEVE F060	1 – 10	22 – 36	2 – 3	510 – 800	200 – 240
DEVE F060 + DEVS F105	1 – 10	17 – 21	2 – 3	410 – 500	200 – 240
DEVE F060 + DEVS F052	1 – 10	1 – 16	2 – 3	200 – 400	200 – 240
DEVS F105	N/A	17 – 21	N/A	410 – 500	N/A
DEVS F052	N/A	1 – 16	N/A	200 – 400	N/A
Adult Basic Education	N/A	N/A	N/A	N/A	N/A

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 two years old.

* The ACT English Test score determines placement for students who have different placement actions based on their ACT Writing test score.

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

*** DEVE F109—Preparatory College Writing III or DEVS F104—University Communications is strongly recommended for students who earn a grade of C or lower in DEVE F070 or earn lower than a C in ENGL F111X on their first attempt.

equated with UAF courses. See Table 5 for a list of substitutions within the University of Alaska System and Table 6 for substitutions from non-UA institutions. UAF is a member of the Servicemembers Opportunity Colleges (SOC) network. For additional information about the SOC program, contact the Office of Admissions and the Registrar.

UAF's transfer credit resource website at <http://uaonline.alaska.edu> shows most courses previously evaluated by UAF and is an unofficial reference for undergraduate students who are considering transferring to UAF. An official evaluation of transfer credits will be provided after formal application and admission to a degree program at UAF.

The following regulations apply to transfer of credit:

1. Students are eligible for transfer of credit if they have been admitted to an undergraduate degree or certificate program.

2. The applicability of transfer credit to a student's major and/or minor requirements is subject to approval by the major and/or minor department. Transfer students must fulfill the UAF graduation and residency requirements, including those specific to their programs.
3. 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 is not granted for courses with doctrinal religious content or for graduate courses (for undergraduate programs).
4. Transfer credit is awarded for courses in which the student received grades of C- or better. Instructor permission may be required for purposes of registration if the transfer credit courses have not satisfied the prerequisite requirements, or if the transferable grade

TABLE 4 **ACCUPLACER/ASSET/COMPASS ENGLISH, DEVELOPMENTAL ENGLISH AND READING COURSE PLACEMENT SCORES**

COURSES	ACCUPLACER SENTENCE SKILLS	ACCUPLACER READING COMPREHENSION	ACCUPLACER WRITEPLACER PLUS*	ASSET FORM B2 WRITING SKILLS	ASSET FORM B2 READING SKILLS	UAF WRITING SAMPLE* FOR USE WITH ASSET	COMPASS WRITING SKILLS	COMPASS READING SKILLS	COMPASS E-WRITE (2-8)*	COMPASS E-WRITE (2-12)*
ENGL F211X/ F213X**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ENGL F111X***	80 – 120	105 – 120	6 – 8	45 – 54	46 – 53	17 – 25	52 – 100	89 – 100	7 – 8	9 – 12
ENGL F111X*** + DEVS F105	80 – 120	70 – 104	6 – 8	45 – 54	38 – 45	17 – 25	52 – 100	69 – 88	7 – 8	9 – 12
ENGL F111X*** + DEVS F052	80 – 120	55 – 69	6 – 8	45 – 54	35 – 37	17 – 25	52 – 100	62 – 68	7 – 8	9 – 12
DEVE F070***	60 – 79	105 – 120	4 – 5	40 – 44	46 – 53	11 – 16	41 – 51	89 – 100	5 – 6	6 – 8
DEVE F070*** + DEVS F105	60 – 79	70 – 104	4 – 5	40 – 44	38 – 45	11 – 16	41 – 51	69 – 88	5 – 6	6 – 8
DEVE F070*** + DEVS F052	60 – 79	55 – 69	4 – 5	40 – 44	35 – 37	11 – 16	41 – 51	62 – 68	5 – 6	6 – 8
DEVE F060	40 – 59	105 – 120	2 – 3	35 – 39	46 – 53	5 – 10	32 – 40	89 – 100	3 – 4	3 – 5
DEVE F060 + DEVS F105	40 – 59	70 – 104	2 – 3	35 – 39	38 – 45	5 – 10	32 – 40	69 – 88	3 – 4	3 – 5
DEVE F060 + DEVS F052	40 – 59	55 – 69	2 – 3	35 – 39	35 – 37	5 – 10	32 – 40	62 – 68	3 – 4	3 – 5
DEVS F105	N/A	70 – 84	N/A	N/A	38 – 45	N/A	N/A	69 – 88	N/A	N/A
DEVS 058	N/A	55 – 69	N/A	N/A	35 – 37	N/A	N/A	62 – 68	N/A	N/A
Adult Basic Education	0 – 39	0 – 54	0 – 1	23 – 34	23 – 34	0 – 4	0 – 31	0 – 61	2	2

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 two years old.

* The ACCUPLACER Sentence Skills, COMPASS Writing Skills, or ASSET Writing Skills score determines placement for students who have different placement actions based on their writing sample (essay) score.

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

*** DEVE F109—Preparatory College Writing III or DEVS F104—University Communications is strongly recommended for students who earn a grade of C or lower in DEVE F070 or earn lower than a C in ENGL F111X on their first attempt.

TABLE 5 **UA SYSTEM 2011 – 2012 TABLE OF SUBSTITUTIONS**

Use this course substitution table to determine how individual courses that meet UAA or UAS general education requirements may substitute for individual UAF baccalaureate core courses. This table applies only to courses taken within the University of Alaska system. Students transferring courses from outside the UA system should consult Table 6 – Table of Substitutions: Non-UA Institutions.

Baccalaureate Core Requirements (number of credits needed)	To meet these UAF core course requirements:	Use any of these UAA general education courses:	Use any of these UAS general education courses:
COMMUNICATION (9 CR)			
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
PERSPECTIVES ON THE HUMAN CONDITION (18 CR)*			
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; CEL 292; ECON 123, 201, 202, 210; EDEC 105; ENVI 212; GEOG/INTL 101; HNRS 292; HS 220; HUMS/SWK 106; INTL 101; JPC 101; JUST 110, JUST/SOC 251, JUST 330; LSSS 111; PARL 101; PS 101, 102, 311, PS/SOC 351; PSY 111, 150; SOC 101, 110, 201, 202; SWK 243; WS200	ANTH 101, 202, 211 ECON 100, 201, 202 GEOG 101; GOVT 101, 102, 230, 251; HIST 105, 106, 131, 132; PSY 101, 250; SOC 101, 201
Literature (3 cr)	ENGL/FL F200X	ART 261, 262, 360A, 360B; ENGL 121, 201, 202, 301, 302, 305, 306, 307, 310, 383, 445; HIST 101, 102, 121, 122, 131, 132, 341; HNRS 192; HUM 211, 212; (Languages: AKNS 101A, 101B, 101C, 102A, 102B, 102C, 201; ASL 101, 102, 201, 202; CHIN 101, 102; FREN, GER, JPN, RUSS, SPAN 101, 102, 201, 202, 301, 302); LING 101; MUS 221, 222; PHIL 101, 201, 211, 212, 313, 314; PS 331, 332, 333; THR 311, 312, 411, 412	ENGL 215, 223, 224, 225, 226, 261; HIST 105, 106, 131, 132; HUM 120; JOUR 101; (Languages: AKL 105, 106, 107, 108; 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 ANS F202X	AKNS/MUS 215; ART 160, 261, 262, 360A, 360B; DNCE 170; MUS 121, 124, 221, 222; THR 111, 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 PHIL F322X, or PS F300X	PHIL 301, 302, 303, 304, 405	PHIL 301
FOREIGN LANGUAGE OPTION			
*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.			
MATHEMATICS (3 CR)			
	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, 200, 201, 272; STAT 252, 253, 307	MATH 107, 131 (or higher mathematics course for bachelor's degree); STAT 107 (or higher statistics course for bachelor's degree)
NATURAL SCIENCES (8 CR)			
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 & 103L, 104 & 104L; BIOL 102 & 103, 111, 112, 115, 116, 178 & 179; CHEM 103 & 103L, 104 & 104L, 105 & 105L, 106 & 106L; GEOL 111, 115 & 115L, 178 & 179, 221; LSIS 102, 201, 202; PHYS 123 & 123L, 124 & 124L, 211 & 211L, 212 & 212L (each must include at least 1 credit of lab to meet UAF core requirement)	BIOL 103, 104, 105, 106, 111, 112; CHEM 103, 105, 106; ENVS 102; GEOL 104; GEOS 102; PHYS 102, 103, 104, 211, 212 (each must include at least 1 credit of lab to meet UAF core requirement)

- is not equal to a C (2.0) or better (the minimum grade required for prerequisite courses).
5. 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.
 6. Any student who has completed an associate of arts or an associate of science degree from a regionally accredited school satisfying one of the criteria below will be considered as having satisfied the 100- and 200-level UAF general education (core) requirements:
 - a. The AA or AS degree is from the University of Alaska, or
 - b. The public universities in the state in which the community college is located also waive their core requirements in recognition of completing an AA or AS degree, that is, have established a 2+2 program, or
 - c. The community college and/or community college district is accredited by the Northwest Commission on Colleges and Universities (the agency that accredits UAF), or
 - d. The associate program has been approved by the UAF Core Review Committee as satisfying the 100- and 200-level general education (core) requirements.
 7. Students who satisfy UAF core requirements by meeting criteria described in 5 or 6 above may not have met prerequisite requirements for registration.
 8. Transfer credit is not included in computation of the UAF GPA, except to determine eligibility for graduation with honors.

TABLE 6 **TABLE OF SUBSTITUTIONS: NON-UA INSTITUTIONS**

This table describes courses accepted by transfer to UAF, from institutions outside the University of Alaska system, which may substitute for UAF's core curriculum. Students transferring from either UAA or UAS should consult Table 5 – UA System 2011 – 2012 Table of Substitutions, or visit 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, STAT F200X	a calculus or statistics 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 (may be substituted for 6 credits of Perspectives on the Human Condition)	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 7 CLEP EXAMS CURRENTLY ACCEPTED

Test Name	UAF Course	Credits
Algebra (College)	MATH F107X or F161X	4/3
American Government	PS F101	3
Biology, General	BIOL F115X/F116X	8
Calculus	MATH F200X	4
Chemistry, General	CHEM F105X/F106X	8
College Composition	ENGL F111X	3
College Mathematics	Mathematics elective credits	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 5 or Table 6 (the tables of substitutions) to determine what other courses may meet baccalaureate core requirements.

TABLE 8 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 5 or Table 6 (the tables of substitutions) to determine what other courses may meet baccalaureate core requirements.

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

9. Class standing (e.g., freshman, sophomore, etc.) is based on the number of college credits accepted in transfer by UAF, combined with any courses completed in residence at UAF.
10. Credits may be awarded for formal service schooling and military occupational specialties (MOS) based 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.
11. A student 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 and the Registrar.
12. 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 general, undergraduate credits earned at the 100-level or above at a University of Alaska institution will transfer to UAF. In addition, 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.

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

Transfer students from UAA or UAS who have completed all general education requirements in the baccalaureate program prior to transferring to UAF will have completed all requirements for the UAF baccalaureate core. Courses taken to complete the general education requirements at UAA or UAS will meet UAF baccalaureate core requirements according to the current UA table of substitutions (see Table 5). Students should notify the UAF Office of Admissions and the Registrar if they completed the general education requirements at UAA or UAS prior to enrollment in a major program of study at UAF.

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

For more information about transfer credit visit www.uaf.edu/admissions/undergrad/transfer/.

Alternative Ways to Earn Credit

UAF ADVANCED PLACEMENT CREDIT

• English

Students with appropriate test scores may receive local advanced placement credit in English. Students with an SAT Writing score of 640 or higher, an ACT English score of 29 or higher, or an ACT Plus Writing score of 10 or higher, may receive credit for ENGL F111X upon completion of ENGL F211X or F213X with a C grade or better.

To receive this credit, students must submit the application form for ENGL F111X credit, available from the Office of Admissions and the Registrar or the English department, to the Office of Admissions and the Registrar at the end of the semester in which ENGL F211X or 213X was successfully completed.

• Alaska Native Language

After completing a course in which the student was placed (above 101) and earning a B grade or higher, the student 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. 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

Students placed in an advanced math course who have completed MATH F201X, 202X or 302 at UAF with a C grade or better may receive credit for any prerequisite calculus course(s). Students should contact the Department of Mathematics and Statistics for more information.

CREDIT BY EXAM

There are several ways to 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 the UAF GPA. Credit by exam is not considered UAF residence credit and is not considered to be part of the semester course load for classification as a full-time student. Credit by exam is awarded to current or previously enrolled degree-seeking students at UAF. The credit by exam options are briefly outlined here. For more information contact the UAF Office of Testing Services, 211 Gruening, 907-474-5277, email fytest@uaf.edu, or www.uaf.edu/testing/.

• CLEP (College Level Examination Program)

CLEP is a national testing program that awards college credit for some introductory courses. The exams cost \$102 each (costs subject to change) and are administered daily.

See Table 7 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. No credit will be awarded for successfully completing the general exam in the subject areas of humanities, social sciences/history, natural sciences or college mathematics if the student has already earned (from any source) 6 semester credits in any of the subject areas listed above.
 2. Students may not duplicate a course for which credit has already been earned or in which the student is currently enrolled.
 3. Students must wait at least one year after the end of an audited 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 and semester IV minimum 63.
- **College Board Advanced Placement Exams**
UAF grants advanced credit, with waiver of fees, for exam results of three or higher on the College Board (CEEB) Advanced Placement Tests (see Table 8). These exams are normally taken during the junior or senior year in high school.
To receive CEEB advanced placement credit, request that an official report of the exam results be sent to the Office of Admissions and the Registrar from the College Board. Credits may be earned for more than one advanced placement exam.
 - **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 and the Registrar by the testing agency. For more information on foreign language testing opportunities, call UAF Testing Services at 907-474-5277, or email fytest@uaf.edu.
Students who are speakers of non-English languages transferring from foreign partner universities to UAF are exempted from taking a foreign language test to demonstrate fluency in that language. Complete the language exemption/core credit waiver form and file it with the Office of Admissions and the Registrar. Upon approval, 6 credits of core Perspectives on the Human Condition coursework will be waived. This applies only to students participating in formalized articulation agreements established between UAF and partner institutions.
 - **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 DSST tests as recommended by the American Council on Education. Acceptance of the DSST 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 email 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. Subject to departmental approval, UAF awards credit for IB higher-level exams on which students have earned a score of 4 or better. Students should submit an official copy of their IB exam results to the Office of Admissions and the Registrar.
 - **UAF Credit by Exam**
Credit by exam can be earned at UAF by students who are currently enrolled. 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 not duplicate a course for which credit has already been granted or in which the student is currently enrolled. Credit by exam may not be requested for audited courses until one year has passed since the end of the semester in which the course was audited.
Credit by examination forms may be obtained online at www.uaf.edu/testing/, under UAF-Specific Tests, or at 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 34) 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 uaf.advising@alaska.edu. To access the credit for prior learning student handbook online, go to www.uaf.edu/advising/cpl/.

COMPETENCY TESTING

Students with appropriate background experience may address two components of the UAF Core Curriculum via competency testing. Credit by exam is not available.

- **Library Competency Exam**

The Library Competency Exam, administered by UAF Testing Services, is offered to fulfill the core curriculum requirement for LS F101X and LS F100X. The LCE, offered daily in Testing Services for \$25, is designed to test or verify a student's existing knowledge of standard library functions, services and organization. While no credit is awarded for passing this exam, a score of at least 85 percent will fulfill the core curriculum requirement for LS F101X and LS F100X. Please contact Testing Services at 474-5277 or 211 Gruening Building for more information.

- **Computer Skills Placement Exam**

The Computer Skills Placement Exam, administered by UAF Testing Services, is offered to fulfill the degree requirement for AIS F101, required by students seeking a BBA degree at UAF. The CSP, offered daily in Testing Services for \$25, is designed to test or verify a student's existing knowledge of information technology and file management procedures; word processing (Word), spreadsheets (Excel), databases (Access) and presentation (Powerpoint) software; and information and communication skills. While no credit is awarded for passing this exam, a score of at least 70 percent will fulfill the degree requirement for AIS F101. Please contact Testing Services at 474-5277 or 211 Gruening Building for more information.

- **Oral Communication Competency Exam**

Requests for competency testing for COMM F141X—Fundamentals of Oral Communication, Public Context, will be considered only if, in the opinion of a member of the Communication Department faculty, a student presents evidence of substantive prior experience in formal public speaking situations (competency testing is not available for COMM F131X). Neither prior oral intensive coursework, nor COMM F442—Professional Public Speaking, are considered evidence of substantive prior experience. If the prior experience is sufficient, the individual will be asked either: a) to provide a video (not audio) recording of a formal public speaking presentation at least 10 minutes in length, or b) to present a 10 minute persuasive speech before a live audience, with at least one member of the Communication Department faculty present. This process may be attempted only once. The date for live speeches will be established each semester, at a single time during the fourth to sixth week of classes. While no credit is awarded for passing this exam, a grade of at least a B (3.0) for either type of

presentation will fulfill the core curriculum requirement for COMM F141X. For more information and an application for competency testing, contact the Department of Communication at 474-6591 or 503 Gruening.

INDEPENDENT LEARNING

The Independent Learning Program, administered by the Center for Distance Education, offers an alternative for people who seek a college education but cannot attend classes. The unique advantage of independent learning, often called e-learning, is its flexibility. Students select their own hours of study and work at their own pace in surroundings they choose. E-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 e-learning courses count as residence credit. When a student enrolls in an e-learning course during the regular semester enrollment period and completes 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 students enroll in an e-learning course at other times of the year, the credit and grade will not affect the credit load or semester GPA for any other semester enrollments but will be counted in cumulative totals. It's important to realize that enrollment in these year-based courses does not count toward current semester credit load, and therefore, is not included in determining full-time or part-time student status. The student's status (full- or part-time) can affect things like financial aid or athletics eligibility.

The Center for Distance Education maintains a comprehensive website at <http://distance.uaf.edu> where policies regarding enrollment, transfer, withdrawal, extension, fees, materials and course descriptions may be found. A printed listing of courses and CDE policies may also be requested. For more information contact the Center for Distance Education at 2175 University Avenue South in Fairbanks, phone: 800-277-8060 or 907-479-3444, fax: 907-479-3443, email: 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

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 registration guide, available in March 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/register/.

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.

MANDATORY ACADEMIC ADVISING

Academic advising is an important part of planning for your education. Degree-seeking students must obtain an academic advisor's signature every semester 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 academic advisor will assist you in determining the best options, alternatives and sequences of classes to take. Non-degree students may also see an academic 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. Non-degree students who have been academically disqualified must meet with an academic advisor each semester to develop a realistic and timely educational plan. Academic advising is available at several campuses. See Services and Resources, page 74, for more information.

TABLE 9 **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 Office of Admissions and the Registrar
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 Office of Admissions and the Registrar. Students receive an email notification at their UAF account.
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 signature required for all students
Appeal for late withdrawal	After the last day for student-initiated withdrawals	20 class days after the beginning of the next regular semester	Reviewed by a campus appeals committee

Add/drop forms (if necessary), total withdrawal forms and credit-no-credit forms must be submitted to the Office of Admissions and the Registrar 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 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.

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 English, reading, mathematics, natural sciences core and perspectives on the human condition core courses. Results from American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT) or, for associate degree or certificate students, the ASSET, ACCUPLACER or COMPASS test must be on file with the Office of Admissions and the Registrar 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 may register, as long as they have the appropriate permissions. Students under the age of 18 may take courses as a non-degree student. Upon turning 18, they may apply for admission to an associate or certificate program. 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 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 198).

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; human services; computer information office systems; allied health; drafting; emergency medical services; and welding. For more information, contact your high school counselor or the Community and Technical College at 907-455-2800.

Adding, Dropping and Withdrawing from Classes

Information about the add/drop process can also be found at <http://uaonline.alaska.edu>, in the registration guide at the Office of Admissions and the Registrar or at www.uaf.edu/register/. 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 Office of Admissions and the Registrar. 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 9.

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 online coursefinder at www.uaf.edu/coursefinder/ 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 either of the first two meetings of a basic course 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 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. However, it may impact your financial aid. Be sure to check with the Financial Aid Office before withdrawing from classes.

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. Fees and tuition are not automatically refunded for W grades.

- **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 at www.uaf.edu/reg/ or from the Office of Admissions and the Registrar. 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. Fees and tuition are not automatically refunded for W grades.

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, avoiding an unsatisfactory grade or ignorance of policies are not serious and compelling reason for seeking a late withdrawal and will not be approved.

Appeals for late withdrawals must be submitted within 20 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/, through the Office of Admissions and the Registrar 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" (2.0) 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

Office of Admissions and the Registrar

University of Alaska Fairbanks
102 Signers' Hall
P.O. Box 757495
Fairbanks, AK 99775-7495
Email: registrar@uaf.edu
Online: www.uaf.edu/reg/
Telephone: 907-474-7500