Graduate School Manual for Departmental Staff & Graduate Coordinators

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Listservs

Graduate Coordinators Listserv  https://lists.alaska.edu/mailman/listinfo/gradcoordinators-l

For official UAF & Graduate School information (workshops, scholarships/fellowships, etc.)
https://lists.alaska.edu/mailman/listinfo/gradacademic-l

For information on off-campus housing, job opportunities, outside funding, etc.
https://lists.alaska.edu/mailman/listinfo/gradschool-l
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Greetings!

Often the role of the Administrative Assistant, Coordinator, Executive Secretary, etc. is not clear when it comes to helping graduate students succeed in their academic programs. Hopefully your department chair and/or dean has given you some direction about your responsibilities towards our students. We feel it is important that you be familiar with the general rules, policies, guidelines, and requirements of our office so that we can give the best service possible to our students.

This handbook has been prepared to acquaint you with information, procedures, and policies with regard to our degree programs. It has been prepared in tandem with the Graduate Student Handbook. Together with the UAF catalog, this handbook will provide you with details about the degree requirements and responsibilities of our students. Please note that the UAF catalog is the “ultimate authority”. This handbook does not supersede the UAF catalog. Please use this as a reference and if you cannot find an answer to a specific question, do not hesitate to contact us.¹

Expectations

Graduate students are fully responsible for knowing and complying with all of the regulations and requirements for admission to graduate study and for the completion of the graduate degree requirements. However, students (and faculty) often rely on their assistants/coordinators (you) for guidance and information. For this reason, it would be helpful if you became familiar with the policies and regulations outlined in this manual, the UAF catalog, and on the Graduate School website (www.uaf.edu/gradsch).

¹ This handbook is a work in progress. If you have any suggestions, clarifications, additions, or corrections, please alert the Graduate School staff.
Admission

All students should be advised to apply as early as possible via UAonline. Required supplemental documents should be routed directly to the Office of Admissions and the Registrar.

Application Deadlines:

- Fall:
  - March 1st – deadline for International applicants
  - June 1st – deadline for domestic applicants
- Spring:
  - September 1st – deadline for International applicants
  - June 1st – deadline for domestic applicants
- Summer:
  - May 1st – deadline for all summer session students

Application Requirements:

- Electronic application + $60 application fee
- Official* transcripts from all post-secondary institutions attended
- Official GRE scores if the student’s undergraduate GPA is below a 3.0, or by department request
- Official TOEFL scores with a minimum score of 79 for international students
- Resume / Curriculum Vitae
- Statement of Goals
- Three letters of Recommendation

In addition, the department may have specific requirements such as a writing sample or art portfolio.

*Official documents being sent directly by the issuing institution, either electronically through a secure delivery service such as Parchment Exchange or by post.
Tracking Your Applicants:

A Banner report called SAR2ADM can help you to keep track of all applicants to your program for a specific semester. When you are getting close to deadlines, it is recommended that you run this report at least once per week.

In order to set up your parameters, you will want to fill in the following fields:

RPTNAME: SAR2ADM
1. TERM: 201403
2. ADMISSIONS TYPE:
3. STUDENT TYPE:
4. MAJOR CODE: PETE
5. DEGREE CODE:
6. COLLEGE CODE:
7. LEVEL CODE: GF
8. CAMPUS CODE:
9. APPLICATION STATUS CODE:
10. APPLICATION DECISION CODE:
11. REPORT SEQUENCE: N
12. ADDRESS PRIORITY: 1 ADDRESS TYPE: AR
13. POP SELECT APPLICATION:
14. POP SELECT IDENTIFIER:
15. POP SELECT CREATOR:
16. DECISION DATE START:
17. DECISION DATE END:
18. CREATE .dat FILE: N
19. EMAIL ADDRESS PRIORITY: EMAIL ADDRESS TYPE:
20. APPLICATION DATE START:
21. APPLICATION DATE END:
22. LIST ONLY NULL DECISION CODES: N
23. STATUS DATE START:
24. STATUS DATE END:

RECORD COUNT: 86

1: Term for which you are admitting.
4: Major code for your major(s)
7: Level code ‘GF’ for Graduate, Fairbanks
10: Application decision code can be filled in if you only want to see students that have been sent to review (DR) or students that are already admitted (AC/SC/AI/SI)

If you need help setting up your parameters or want coaching on using the SAR2ADM report, you can set up an appointment with the Admissions Manager at any time.
The Decision to Admit:
Once the department is ready to make their recommendation on admitting or denying a student, you should print the Graduate Admission Form (GARF) from the student’s file in OnBase. You will then mark whether the student is being admitted or denied, record funding being offered, and attach the GRE or TOEFL waiver request if the department is requesting an exception on those requirements. If a student is being denied, say why in the comments section. Then the form is ready for the following signatures:

Step 1: Department Chair
Step 2: Dean of School/College
Step 3: Dean of the Graduate School

It will be your responsibility to make sure the GARF moves through its necessary steps in as timely a manner as possible. Remember, each application is a potential student waiting to hear whether or not he or she has been accepted. The longer a student has to wait, the less likely he or she is to attend. For those the department is NOT admitting, giving them a timely response gives them more time to make alternate arrangements.

It is highly recommended that you hand-deliver GARFs to the graduate school rather than counting on inter-office mail.
Once the Dean of the Graduate School has made the final decision, the GARF will be sent back to Admissions to be processed.

Conditional Acceptance:
Qualified applicants can be accepted for admission while enrolled in their last semester at another college. The acceptance is conditional, pending receipt of the final transcript with degree posted. These students will not be eligible for financial aid until their outstanding requirements are met. In addition, if the student does not complete their undergraduate degree, they will not be allowed to register for graduate level courses.
Postponing Admission

Admission is only valid for the semester in which it is offered. If a student wishes to postpone, the department has the prerogative to re-review that student against a new group of peer applicants.

If your department receives notification from a student that indicates they wish to postpone their acceptance, please forward the request to admissions@uaf.edu. A new GARF will be sent to the department and if you choose to admit, the student will receive a new acceptance letter.

NOTE: A student may only postpone their application for one academic year. After that, they will need to re-apply.
Assistantships

Types of Assistantships

- **Teaching Assistant (TA):** a graduate teaching assistant may include lecturing, leading discussion groups, serving as an assistant to laboratory classes, counseling students, proctoring examinations, grading tests and papers, and providing general assistance in the instructional process.

- **Research Assistant (RA):** a research assistant performs research part-time under the direction or supervision of regular faculty members or supports the research initiatives of the institution.

- **Fellows:** this category is reserved for students who receive a fellowship, such as a Graduate School Fellowship, NSF Fellowship, or IGERT Fellowship that provides a stipend and a tuition award to the student. Fellows who receive a portion of their stipend from another source (i.e. a research grant) are still classified as a Fellow.

Work Hours and Employment Restrictions

- Graduate assistantships may be awarded for any number of hours up to 20 hours per week during the academic year (fall and spring). During the summer and school breaks (winter and spring break), graduate students may work up to 40 hours per week.

- Graduate Assistants with a full-time (20 hours a week) assistantship are NOT allowed to work as a part-time instructor, take another student position, or work in any other capacity for UAF or an outside entity, unless an exception is approved by the Dean of the Graduate School, through the student’s advisory committee, department chair, and dean, *prior to the work being performed.*

- Graduate students MUST BE full-time (9 credits or more) to be eligible for an assistantship; audited classes do not count toward full-time classification. *There are no exceptions to this policy.*

- Graduate students cannot serve as a principal investigator on an appointment or grant. If a graduate assistant writes a research, service, or instructional proposal that is funded by an external agency, a UAF faculty or staff member must serve as the principal investigator.

Tuition Awards

- Only courses directly related to a student’s degree program will be covered by a tuition award (e.g. recreation classes, etc. are not covered). Any exception to this policy must be in writing from the student’s major advisor to the Dean of the Graduate School.

- Teaching assistantships includes a payment of tuition made by the University:
If the workload is 15-20 hours a week, tuition will cover no more than 10 graduate credits.
If the workload is 10-14 hours a week, tuition will cover up to 5 graduate credits.
If the assistantship is for less than 10 hours a week, it does not include a tuition award.
And, the assistantship appointment begins on or before the first day of instruction and ends on or after the last day of final exams for the semester.

Research assistantships include a payment of tuition by specific grants/contracts:
If the workload is 15-20 hours a week, tuition will cover no more than 10 graduate credits.
If the workload is 10-14 hours a week, tuition will cover up to minimum of 5 graduate credits.
If the assistantship is for less than 10 hours a week, it does not have to include a tuition award, although it can if the grant/contract has tuition money available.

**Stipend Amounts**

The Graduate School sets minimum rates of pay for graduate students. Departments can set their own rates as long as the minimum rates are met.

- Masters student $15.73/hr
- Ph.D. student before advancement to candidacy
  - Without prior masters degree $15.73/hr
  - With prior masters degree $17.23/hr
- Ph.D. student after advancement to candidacy $18.74/hr
- These rates can be found at this address: [http://www.uaf.edu/gradsch/grants-and-fellowships/assistantships-teaching-and-research/](http://www.uaf.edu/gradsch/grants-and-fellowships/assistantships-teaching-and-research/).

Graduate assistantship contract letter template may be found at [http://www.uaf.edu/gradsch/faculty/forms/](http://www.uaf.edu/gradsch/faculty/forms/).

**Graduate Health Insurance**

Graduate health insurance is required to be paid by all assistantships and must be included in the student’s contract letter. The Graduate School sends the insurance premium twice a year, once in fall (usually the Friday after fee payment ends) and once in the spring (usually the Friday after fee payment ends). The spring premium covers a student for spring and summer. The premium is usually around $2,000/year/student. Students with questions regarding claims should contact Margaret Kellogg (mekellogg@alaska.edu or 907-474-7043) at the Center for Health and Counseling.
Helping Students with Registration

**New Graduate Students**

- New graduate students need to print their registration form at [http://uaonline.alaska.edu](http://uaonline.alaska.edu).
  - They need to log in using their student ID number and PIN (birth date: mmddyy)
    - Please have students set up the security questions so they can reset their own password.
    - The student has three (3) tries and then will be locked out and will have to contact the Office of Admissions and the Registrar to have the PIN reset.
  - They check their registration eligibility under “Registration”
  - They review and update their information on UAOnline
  - Have student select their courses and complete the registration form
  - Student meets with major advisor and goes over coursework.
    - Major advisor signs registration form
  - Student turns in registration form at the Office of Admissions and the Registrar (102 Signers’ Hall).
  - Student completes registration on the web according to the web registration instructions.

**Returning Graduate Students**

- Students who have continually registered every semester: Returning graduate students **do not** need to print off their registration form and get it signed by the major advisor. They can go directly to the web and register online.
- Students who have a break in registration:
  - If a student did not register in the preceding semester, they may discover that they are unable to register on the web. To fix this, the student or staff should contact the Office of Admissions and the Registrar or the Graduate School and asked to be “re-pinned”. The Office of Admissions and the Registrar or the Graduate School will check to see if the student is in good standing and had been registered for at least 6 credits the prior year.

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2 Many times the student has already changed this PIN and forgotten it. It can be reset at the Office of Admissions and the Registrar.
• If a student did not register for the required six graduate credits per academic year, and did not file a leave of absence form, the student will be required to submit a Request for Reinstatement form to the Graduate School. (The cost to be reinstate is $50.)

**Tuition and Fee Payment**

Graduate Students who do not have a tuition award can:

• Pay their tuition and fees online at [http://uaonline.alaska.edu](http://uaonline.alaska.edu)
• Pay by mail (UAF Bursar’s Office, PO Box 757640, Fairbanks AK 99775-7640)
• Pay in person during the scheduled fee payment dates.

Graduate Students who have a tuition award must:

• **Bring their tuition award letter (aka contract letter) to the Graduate School for processing.** The student should bring his or her letter to our office in person. All students with an RA, TA, or fellowship will need to fill out the Health Insurance Infosheet.
  o The Graduate School will certify that the student is:
    ▪ Eligible for the tuition award
    ▪ In good standing
    ▪ Taking only courses relevant to their degree program

The Graduate School will post the payment of tuition, graduate student health insurance, and payment of fees (if applicable) directly to the student’s account. Any tuition or fees that are not covered can be paid by the student either by paying online at: http://uaonline.alaska.edu, or by going through fee payment.

Graduate students, whether they are given their contract letters on time or not, are responsible for paying their student bill by the end of fee payment and will be assessed a late fee ($100) by the UAF Bursar’s Office if their bill is not paid in full or on an approved payment plan.

**Academic Standards (from 2014-15 UAF catalog)**

*Registration requirements*

• Graduate students (p. 45):
  o Full-time: must be registered for 9 credits – 3 must be graduate credits (600-level)
  o Part-time: must be registered for 5 credits – all 5 must be graduate credits (600-level)
  o Audited courses do not count toward workload
  o Graduate students may enroll in up 14 credits without special permission
Financial Aid has specific requirements for loan eligibility.

**Maintaining good standing (p. 48):**

- A graduate student must maintain a cumulative GPA of 3.0.
- Be registered at UAF for at least 6 credits per academic year (fall, spring, summer), in graduate or 400-level courses, unless on approved leave of absence.
- Have a current graduate study plan or advancement to candidacy on file with the Graduate School by the student’s second year of graduate study.
- Have on file with the Graduate School by May 15th of each year an annual report from the graduate advisory committee, certifying satisfactory progress.
- Students must be registered and enrolled for at least 1 or 3 graduate (600-level) credits in the semester in which they plan to graduate, depending on when and whether they are required to defend (p. 203). Students for whom no defense is required (e.g. M.B.A. students) need only be in 1 credit.

**Probation**

- Probation in UAF graduate degree programs (p. 48):
  - Probationary status indicates a student is not in good standing. When a student is placed on probation, the dean of the school or college and the advisory committee will tell the student what requirements are necessary to be returned to good standing. If a student does not return to good standing by the end of two semesters, the student may be dismissed from the program.
- Assistantship probation (p. 204):
  - A graduate student with a GPA of less than 3.0 for one semester will be allowed to petition to continue as a graduate assistant for the next semester. A maximum of one semester exception will be allowed per student. The student’s advisory committee chair, the department chair, dean and Graduate School Dean must approve the petition by the student.

**Academic Dismissal**

The Academic Dismissal policy may be found on page 49 of the catalog. If recommended by the department chair, graduate advisory committee and dean of the college or school, and approved by the dean of the Graduate School, a student will be dismissed because of unsatisfactory performance. Unsatisfactory performance is deemed as one or more of the following:

- Exceeding maximum time limit for degree.
• Not being registered at UAF for a minimum of 6 credits (400- or 600-level) per year unless on approved leave of absence.
• Having less than a 3.0 cumulative GPA for courses taken since admission to graduate school.
• Being on probationary status for more than two consecutive semesters.
• Violating the Student Code of Conduct.
• Lacking progress as judged by the advisory committee and documented on the student’s annual report.
• Having substantive inaccuracies in the original application for admission.

Student Paperwork

Required Forms to the Graduate School

• All required forms can be found on the Graduate School’s website: [http://www.uaf.edu/gradsch](http://www.uaf.edu/gradsch).
• We recommend that departments make copies of all completed forms before sending them to the Graduate School.
• Please check to see that all required signatures have been obtained on forms before sending them to the Graduate School.
• Only copies of forms that the Graduate School Dean has signed are sent back to the student via email with the Dean’s signature (e.g. Advancement to Candidacy, Leave of Absence). Departments may find all processed forms on OnBase.
• Faxed or electronic signatures as well as email approvals are acceptable on all forms (HOWEVER, only original signatures will be accepted on the thesis/dissertation signature page).

List of Forms

• **Appointment of Advisory Committee Form:** Students should submit the “Appointment of Advisory Committee” form and have an initial meeting with their graduate committee before the end of their first year of enrollment. At this meeting the committee should discuss the “Graduate Study Plan” (GSP), and agree on its content.
  o The Appointment of Advisory Committee form is also used when there has been a **change** to a graduate student’s committee.
• **Annual Report:** Students should meet formally with their committee at least once per year and it is required that an “Annual Report” be on file in the Graduate School by May 15th of each year for a student to remain in good standing.
• **Graduate Study Plan**: The Graduate Study Plan (GSP) outlines the curriculum of study and timetable to be followed by the graduate student in meeting graduate degree requirements and must be on file with the Graduate School by the end of their second semester in a UAF graduate degree program. It must match the program requirements set forth in the student’s entry catalog.

• **Advancement to Candidacy**: This form formally establishes the student’s specific degree requirements. If there is a discrepancy between the Advancement and the catalog requirements, it must either be addressed in the substitutions section of the Advancement itself or on a Graduate Student Petition. It is in the best interest of both the student and the advisory committee that the student applies for candidacy as soon as they qualify. At the latest, the Application for Advancement to Candidacy form must be submitted at least one semester prior to applying for graduation.

• **Graduate Student Petition**: This form is used to **add courses to or delete courses** from the Advancement to Candidacy once it has been approved, **request extensions** in time toward completion, **change thesis credits to research credits (and vice-versa)**, or as an accompaniment to the Advancement to **address discrepancies** between the Advancement and the program requirements. This form must be sent through the advisory committee, program head, and dean, to the Office of the Graduate School.

• **Report on Comprehensive Examination**: After the completion of a student’s comprehensive examination the student must submit a “Report on Comprehensive Examination” signed by the committee chair, committee members, the department chair, and Dean (and, for Ph.D. candidates, the outside examiner). It is the student’s responsibility to see that this form is completed; however, many departments submit this form on behalf of the student. The original should be sent to the Graduate School.

• **Report on Project Defense or Thesis/Dissertation Defense**: After the completion of a student’s Project or Thesis/Dissertation Defense the student must submit a “Report on Project or Thesis/Dissertation Defense” signed by the committee chair, committee members, the department chair, and Dean (and, for Ph.D. candidates, the outside examiner). It is the student’s responsibility to see that this form is completed. However, many departments submit this form on behalf of the student. The original should be sent to the Graduate School.

• **Request for Outside Examiner**: All Ph.D. students must submit a request for an outside examiner **at least two weeks before** an oral comprehensive exam or dissertation defense. Outside examiners are not required for master’s students. Students must have a date, time, and location (room & building) before submitting this request online.
• **Leave of Absence:** If a student needs to temporarily suspend studies while earning a graduate degree, they must submit an approved Leave of Absence form to the Graduate School.

• **Reinstatement to Graduate Degree Status:** Students who do not meet registration requirements and fail to file an approved leave of absence may request reinstatement to their graduate degree program. A “Reinstatement to Graduate Degree Status” form must be filled out and signed by the student’s advisor and the appropriate department head, and approved by the Dean of the Graduate School. There is a $50.00 reinstatement fee that must be paid to the UAF Bursar’s Office or at UAOnline.

**Thesis and Project Submission**

• Students who have questions regarding formatting their thesis should refer to the “Thesis Format Handbook”. It is on the Graduate School website and all students (and committee members) should be encouraged to read the handbook and attend a Thesis Formatting Workshop (held twice each fall, spring, and summer semester).

• Students defending a dissertation:
  o Ph.D. students must submit a “Request for Outside Examiner” form to the Graduate School at least two weeks prior to the dissertation defense.

• All theses and dissertations are now submitted electronically.
  o Prior to submitting their electronic thesis or dissertation, students must turn in their **Signature Page** to the Graduate School with all the signatures (two originals on regular paper).
  o Students must complete the **Electronic Thesis or Dissertation (ETD) Submittal Process** by logging into [http://www.etdadmin.com/UAF](http://www.etdadmin.com/UAF) and creating an account. This is the website where they will be submitting their document to the Graduate School.
  o Payment for printing and binding is part of the ETD process. Students **no longer** need to order a copy for the Rasmuson Library archive. Having any copies printed is the student’s choice and can be ordered from UMI/Proquest during the submission process, or the document can be sent to another business for printing/binding. Payment for UMI/Proquest copies is via credit card.
  o Students must also print, sign, and give the Graduate School a copy of the **UAF/UMI Publishing Agreement Form**.

• PhD students have additional items needed at the time of their dissertation submittal
  • Survey of Earned Doctorates (a web survey)
  • A 50-word abstract (there are guidelines)
- A high-resolution photo for publication in the Fairbanks News-Miner.
- The Graduate School does a format check on all theses and dissertations and emails a list of any necessary corrections to the student. And a deadline for submitting their final copies.
- The student makes the corrections, and will upload a new copy for final approval.
- After the Graduate School approves a finalized thesis or dissertation a “final clearance/thesis approval” is sent to the Graduation Office. At this point, the student has completed all of the Graduate School’s thesis requirements to graduate.
  - When the Graduation Office receives the final clearance paperwork they change the students thesis (699) grades from DF to P in Banner.
  - Departments must submit a “Change of Grade” form to change any research (698) credits from DF to P. The Graduate School does NOT do these changes.
- An electronic version of each thesis and dissertation will be sent to the Rasmuson Library to be archived in UA’s Institutional Repository. The contact person in the Rasmuson Library is Jeanette Altman at x7481 jaltman2@alaska.edu.
- The Graduate School does not review graduate projects, however, digital copies of all projects must be submitted to the Graduate School for digital archiving in UA’s Institutional Repository, along with the Project Consent form, Exit Survey completion page, and Report on Project Defense.
  - Students should include a signature page with their committee's names and signatures, a full title page modeled after the example in the Thesis Formatting Handbook, and an abstract along with their project. This will allow the library archivists to obtain enough data for the collection. Contact the Graduate School if you have any questions.

**Deadline Extensions**

**Requests submitted directly by students are not accepted.**

The major advisor must write a memo to the Dean of the Graduate School, Dr. John C. Eichelberger, through their Department Chair and Dean, requesting the extension on the student’s behalf and outlining the circumstances behind the necessity of the request.

Requests for extension must be made no later than:
- Spring: April 7th
- Summer: August 1st
No extensions are given at this time for fall semester submittals.

The Department Chair and Dean must sign the memo showing that they have acknowledged this request for an extension and they will be available to review the student’s thesis/dissertation in a timely manner so that the student can meet the extension deadline.

No extensions will be granted for any time after: April 21st for Spring, August 15th for Summer as this does not leave enough time for the Graduate School staff to review the student’s thesis/dissertation, time for the student to make any necessary corrections, and clear the student to graduate by the deadline imposed by the Office of Admissions and the Registrar.

If an extension is granted and the student does not make the deadline, the student will be required to register (and pay) for three graduate credits the semester they do submit your thesis/dissertation to the Graduate School.

Extensions are made on a first come/first served basis and not all extensions will be approved.
Student Resources at UAF

There are a variety of resources available to graduate students at UAF. For hours and information about services provided, students should contact the department directly.

- Rural Student Services
  Rural Student Services (RSS) provides a vital link between the rural communities and the University. While RSS works in cooperation with other UAF departments and programs, they also provide an atmosphere, which allows students to comfortably exercise their traditions on campus. They are located in the Brooks Building, Room 200 or visit: http://www.uaf.edu/ruralss/.

- Writing Center
  The Writing Center is a student-staffed, student-oriented service of the English Department. The tutors, English Department teaching assistants and a few outstanding undergraduate students, can assist students in all phases of the writing process. To learn more about the Writing Center visit their website at http://www.alaska.edu/english/writing-center/.

- Disability Services
  The Disability Services provides accommodations to students with documented disabilities. UAF has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus. The Disability Services is located in room 208 of the Whitaker Building and is open weekdays during the regular academic year. More information on their program is on the web at: http://www.uaf.edu/disability.
Financial Support and Other Resources

There are a variety of different types of financial aid available to graduate students at UAF. The most prevalent is graduate assistantships, however grants, scholarships and fellowships are also available to graduate students.

- **Grants** are typically based on financial need, while scholarship awards are based on academic achievement and promise as well as financial need. These types of aid do not have to be repaid. Most grants and scholarships are designed for undergraduate students, although there are a few available for graduate students.

- **Scholarships** are available from several different sources both on and off campus.
  - University of Alaska Foundation and UAF privately funded scholarships are also available at UAF. The deadline for applications is February 15. Early applications are strongly encouraged. The Financial Aid Office coordinates scholarship applications with the various departments, which evaluate the applications for appropriate scholarships. Applications are available online at: [http://www.uaf.edu/finaid/scholarships](http://www.uaf.edu/finaid/scholarships).

- **Other funding sources** are available to assist graduate students in accomplishing their educational and research goals while at UAF. There are sources within your department, in the Graduate School, and external to the university. Depending on the source, the funds may be used for living expenses, (stipend or salary), tuition, equipment, supplies, or travel.

- **Thesis Completion Fellowships** are intended to support students without a source of funding to support thesis writing. The fellowship provides a stipend during the academic year, beginning in September, plus tuition for 9 credits (enrolled at UAF) each semester. The stipend is in the amount of $1,687.50 per month generally up to 8 months (max $13,500.00) for Ph.D. students and $1,687.50 per month generally up to 4 months (max $6,750.00) for Master's students. Prior recipients of a Dissertation-Year or Thesis Completion Fellowship are not eligible. Evaluation of applications will be based on academic achievements, prior timely progress in graduate coursework and thesis or dissertation research, and a plan plus time-line for completion of the thesis or dissertation within the duration of the fellowship.

  Thesis Completion Fellowship letters are generated by the Graduate School.
International Students at UAF

International student are faced with unique situations that American students don’t usually encounter. They must comply with immigration regulations and adapt to a new and different culture. The international student advisor serves as a liaison between student and the U.S. immigration authorities, authorizes documents for student visas, helps them adjust to the U.S., Alaska and UAF, provides counseling for personal, academic and employment-related problems and serves as a resource for information and support. The International Advisor can be contacted by telephone at (907) 474-7677 or (907) 474-7583.

Immigration requirements

UAF will help students comply with U.S. immigration laws. UAF is committed to assisting students in ways that prevent status violations from occurring.

- F-1 and J-1 students new to UAF must physically check in with the International Advisor (IA) prior to registering for classes. The IA will review the student’s immigration documents, and must confirm to U.S. immigration authorities that the student has arrived on campus.
- International students cannot drop below a full course of study without prior authorization from the IA. Failure to obtain advanced approvals is considered an immigration status violation.
- “Full-time” means a minimum of 12 credits per semester for undergraduates, and 9 credits for graduate students of these credits, no more than 3 credits can be independent study or distance education. Acceptable reasons for reduced credit load include:
  - In the first semester, students who experience academic difficulties (for example, unfamiliarity with American teaching methods or incorrect grade placement);
  - Graduate students who have completed required coursework may register for thesis or research credits only but must enroll in at least 9 credits;
  - Students in their final term of study may enroll in less than full time credit but must have approval for reduced course load before the end of the semester’s late registration period;
  - Students who have a medical problem may be authorized a reduced credit load or take the semester off (this reduction cannot exceed an aggregate of 12 months, the request must be accompanied by a doctor’s statement and must be authorized when the medical condition begins – not afterwards.)
  - Students must request and be approved for a reduced course load before falling below full-time status.
Status

U.S. regulation 8 CFR 214.2(f)(5) relating to immigration duration of status states:

i. General. Except for border commuter students covered by the provisions of paragraph (f)(18) of the above regulation, an F-1 student is admitted for duration of status. **Duration of status is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies.** An F-1 student may be admitted for a period up to 30 days before the indicated report date or program start date listed on Form I-20. **The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study.**

ii. Change in educational levels. An F-1 student who continues from one educational level to another is considered to be maintaining status, provided that the transition to the new educational level is accomplished according to the procedure outlined in paragraph (f)(8) of this section. Note: the IA must be notified and a new I-20 issued for the new level of study. Changes of major also required IA notification and a new I-20.

iii. Annual vacation. An F-1 student at an academic institution is considered to be in status during the annual (or summer) vacation if the student is eligible and intends to register for the next term.

iv. Preparation for departure. An F-1 student who has completed a course of study and any authorized practical training following completion of studies will be allowed an additional 60-day period to prepare for departure from the United States or to transfer in accordance with paragraph (f)(8) of this section. However, an F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for an additional period for departure.

Failure to maintain status means that the F-1 student has violated a requirement of the regulation governing the F-1 visa category. Some examples of failure to maintain status include dropping from full-time to part-time enrollment without prior approval from the USCIS DSO (at UAF the IA), attending a school other than the one a student is authorized to attend (as indicated by the school listed on the student’s I-20), failure to apply for a timely transfer or I-20 extension, or change in level of study or major, unauthorized employment and/or failure to report a change of address.

The student’s record will be updated with SEVIS every semester. Students who fail to maintain status lose the privileges of their student status and must leave the U.S. or become subject to deportation. Specific consequences may include denial of re-entry to the U.S., inability to move from undergraduate to graduate status, denial of requests for practical training, denial of request to change visa status, and possible denial of all future visa applications.
If a student drops below a full course of study without prior approval from the DSO, it would be reported to U.S. immigration authorities, via SEVIS, and he or she would be out of status. The student may apply to immigration for reinstatement if the violation resulted from circumstances beyond his or her control. Reinstatements are intended to be rare benefit for exceptional cases. The student may not apply for reinstatement under any circumstances if he or she is out of status longer than five months. If the immigration authorities do not reinstate the student, he or she may not appeal that decision.

Graduate students who have completed required coursework may register for thesis or research credit only. Students in their final term of study need only the credits required to complete the degree but must request and receive reduced course load approval prior to the end of the late registration.

**Working on Campus**

An international student is limited to working on campus unless they receive special permission. In many cases employment is available through the student’s academic department through research assistantships, teaching assistantships or other types of student jobs. It is possible to work in other parts of campus, outside of the student’s department, but only with permission from the **International Programs & Initiatives** office. Employment is limited to 20 hours per week while classes are in session. Under U.S. immigration regulations there are no exceptions. Working over 20 hours in any week is a violation of status. The SEVIS record and related student status must be terminated and the student leave the U.S. immediately.

**Financial Aid**

Financial aid is limited for international students at UAF. Students should check with their department regarding what resources are available. International students may apply for UA privately funded scholarships. Check with the **Financial Aid Office** or the **International Programs & Initiatives** office for more information.
Health Insurance

Health insurance is *required* for all international students in F-1 or J-1 status (including Canadian students). International students who meet specific requirements may get a waiver from the International Programs & Initiatives office. Graduate students funded through a Research Assistantship, Teaching Assistantship or University-backed Fellowships are automatically covered by the Graduate Health Insurance policy. This coverage meets Office of International Programs insurance requirement.
Contact List

Admissions:
Jennifer Hedrick, Admission Manager  jehedrick@alaska.edu  x5526  
Rosario Sheets, Admissions Coordinator  rhsheets@alaska.edu  x6212

Graduation:
Holly Sherouse, Graduation Manager  holly.s@alaska.edu  x6214  
Hayley Williams, Graduation Coordinator  hrstaples@alaska.edu  x6177

Office of International Programs and Initiatives
Carol Holz  carol.holz@alaska.edu  x7677

UAF Weekly Science Calendar
Please email Barb Hameister at: bhameister@iarc.uaf.edu with announcements for thesis/dissertation defenses for all science related topics. She will advertise them in the UAF Weekly Science Calendar.
The Road Map to Graduation

1st Semester of Program:
- Appointment of Committee due by last day of instruction

2nd Semester of Program:
- Graduate Study Plan (GSP) must be filed by last day of instruction
- Annual Report due by May 15th of every year

At Least One Semester Prior to Graduation:
- Advancement to Candidacy

Other Required Forms:
- Report on Comprehensive Exam (all but MBA students)
- Report on Language/Research Tool (if required)

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† Advancement to Candidacies may be turned in at any time prior to the deadline.

* These dates are approximations and may vary within a few days each year. Please check with the Graduation Department the semester you plan to graduate for that semester’s deadlines. If the deadline falls on a weekend, then the deadline is the prior Friday.