

# UAF Graduate School

## STAFF MANUAL

Or

Everything You Wanted to Know About the UAF Graduate School  
But Didn't Know What Questions to Ask

Or

How I Can Make My Job Easier

[www.uaf.edu/gradsch](http://www.uaf.edu/gradsch)

## 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 head and/or dean has given you some direction about your responsibilities toward our students. We feel that 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.

If you ever have any questions, please don't hesitate to contact us:

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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 supercede the UAF catalog. Please use this as a reference and if you cannot find an answer to a specific question, please do not hesitate to call us.<sup>1</sup>

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<sup>1</sup> This handbook will be a work in progress. If you have any suggestions, clarifications, additions, or corrections, please alert the Graduate School staff.

## **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](http://www.uaf.edu/gradsch)).

## ***Department responsibilities***

### **Admissions:**

- When a potential student contacts the Graduate School (either by phone or email), we refer them to the specific department so they can get the most complete information about the graduate program they are interested in. Please respond to all requests. The Graduate School does not send out application materials, although we do advise students they can apply online.
- The recommended deadlines to be considered for departmental assistance are February 15<sup>th</sup> for fall semester and September 15<sup>th</sup> for spring semester. At the latest, applications for graduate school with all supporting documentation should be received by June 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for the spring semester. Are your departmental deadlines different? You will want to make sure that any other deadlines prospective students need to meet are well outlined in the information that you give them.
- The application deadline for INTERNATIONAL students is March 1<sup>st</sup> for the fall semester and September 1<sup>st</sup> for the spring semester.
- A student sends all of the application materials to the Office of Admissions. A graduate application packet includes:
  - Graduate application for admission (with a \$50.00 fee)
  - Transcripts from all colleges and universities attended
  - Test results (some departments require the GRE exam, MBA program requires the GMAT). Results of the GRE exam are required for all students whose undergraduate GPA is below a “B” (3.0). If a department decides to waive the

GRE requirement the department MUST submit a completed “GRE Exception Waiver” form to the Graduate School.

- Resume/Vitae
  - Statement of Academic Goals
  - 3 letters of recommendation
  - Other materials that may be required by specific departments (e.g. writing sample for creative writing program).
- The Office of Admissions sends the completed packet to the departments where they go through the departmental review process. Please track your applications and make sure they are reviewed in a timely manner. If you notice that a review committee, or department head has been holding on to an application, please find out why and encourage them to complete the process. Each application is a potential student waiting to hear whether or not they have been accepted. If there are mitigating circumstances, please stay in touch with the student and with the Office of Admissions, and keep them abreast of the situation. We have had departments hold on to applications for months (even years...really), and this is unacceptable. *(If your office closes for the summer, please make sure all your applications have been reviewed and decisions have been made prior to closing.)*
  - When a decision is made the “Admission Recommendation for Graduate Applicant” sheet (aka the “Outpending” sheet), needs to be completed and signed by the Dean of the college or school.
    - If the applicant is denied, there must be a reason included in the remarks/conditions section.
    - If a GRE requirement is requested to be waived a “GRE Exception Waiver Form” must be attached.
    - If the application is for an international student, the funding section must be filled out completely.
    - If a TOEFL requirement is waived, a completed “TOEFL Waiver Form” must be attached.

- The entire application packet with the completed “Outpending” sheet and other required documents (GRE or TOEFL waivers) is sent to the Graduate School (NOT ADMISSIONS), for the Graduate Dean’s approval.
- After the Graduate Dean has signed the outpending sheet, the original and any waivers are given to the Office of Admissions who completes the admissions process. The Graduate School keeps a copy of the outpending sheets, and any waiver forms and then sends the application packet with copies of the signed outpending sheet and other waivers back to the department.

### **Conditional Acceptance**

- Qualified applicants can be accepted for admission while enrolled in their last semester at another college. The acceptance is *conditional*, however, pending receipt of the final transcript indicating satisfactory completion of work in progress and the completion of graduation requirements prior to enrollment at UAF. The Office of Admissions tracks these conditions and will not allow a student to register until this condition has been completed.
- If a department requires that the GRE or TOEFL exam be taken as a condition to being admitted, then the Graduate School will track this requirement for one semester. If a student fails to take the required exam by the start of the semester, they will not be allowed to start classes.
  - International Students cannot be admitted conditionally.
- If a department requires that the GRE, TOEFL or other exam or class be taken *during the first semester or year that the student is in residence* as a condition of acceptance, it is the department’s responsibility to make sure the condition is met. Neither the Office of Admissions, nor the Graduate School will track these kinds of conditions.

## **Postponing Admission**

- Acceptance is valid only for the semester that the student applied. If student wishes to postpone admission until a later semester, the Office of Admissions must be notified. If your department receives notification from a student that they wish to postpone their acceptance (and it must be in writing), please forward the request to the Office of Admissions ([admissions@uaf.edu](mailto:admissions@uaf.edu)). The Office of Admissions will then resend a new outpending sheet to the department for approval. If the postponement is approved, the student will receive a new acceptance letter.
- Postponing acceptance is valid for up to one calendar year as long as they have not attended another school outside the University of Alaska system.



# *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 salary and tuition to the student. Fellows who receive a portion of their salary 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. During the summer and school breaks (Christmas, 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 waiver.
    - 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 waiver, 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

[GRADUATE ASSISTANTSHIP CONTRACT LETTER TEMPLATE]

[Date]

[Student Name]

[Address]

[Dear]

On behalf of the University of Alaska Fairbanks and Chancellor Jones, I am pleased to offer you a [select one: Teaching /Research/Teaching and Research] Assistantship in the [College/School/Institute] of the University of Alaska Fairbanks. Under this assistantship your duties will involve\_\_\_\_\_

This [select one: Teaching/ Research/ Teaching and Research] Assistantship will be effective \_\_\_\_\_ through \_\_\_\_\_ at \_\_\_\_\_ hours per week paid \$\_\_\_\_\_ bi-weekly for the term of the appointment, up to a total stipend amount of \$\_\_\_\_\_. This assistantship includes a tuition award, but does not include payment of fees [See note to PPAs at bottom of template]. **The tuition award will cover only courses directly related to your degree program.** Courses listed on your Graduate Study Plan or Advancement to Candidacy Forms are covered, as are others approved by your Advisory Committee Chair or Dept. Chair. The Graduate School will post the tuition award to your account upon receipt of the signed contract letter and after you have completed full-time registration.

This assistantship includes a tuition payment by the UAF for no more than 10 credits to cover three courses during each semester if the workload is 15-20 hours per week. If the workload is 10-14 hours per week, no more than five credits will be included. No tuition will be included if the workload is less than 10 hours per week. To be eligible for a tuition award, your stipend must begin on or before the beginning of the semester and end on or after the last day of final examinations (16 or more weeks).

This assistantship and continued support are contingent upon being a full-time graduate student (9 credits per semester), maintenance of satisfactory scholastic standing in a graduate degree program, satisfactory performance of assistantship duties as stated above, progress toward your degree, and availability of funds. If you do not perform the required duties or if you complete or leave the program before the specified end date, your assistantship may be adjusted or terminated immediately. The stipend and/or tuition awarded with this assistantship will be voided or rescinded if, at any time, the eligibility requirements outlined in this contract are not met. This includes maintaining the minimum enrollment hours required.

Students who receive an assistantship will not be permitted to engage in other remunerative activities and each student is limited to a 20-hour workweek during the academic year. Requests for exception to this policy should be made prior to employment and submitted to the Dean of the Graduate School and Vice Provost, through the chair of your graduate advisory committee, department chair, dean, and director (for RAs if applicable).

Any assistantship and continued support are subject to a satisfactory criminal background check at the option of the University and may be canceled upon arrest, indictment, conviction or formal charging of a criminal charge which, in the opinion of the University, creates an unreasonable risk or danger to safety of the University or its students, employees, invitees or the public. Any falsehood or failure to disclose convictions or other requested information may result in denial, loss or cancellation of assistantships and other benefits, or even of standing as a student.

Have you ever been convicted of a crime other than a traffic or juvenile offense? (Yes/ No). If so, specify the nature of the offense(s), the date(s) they occurred, the name and location of the court(s) and the sentence(s) imposed:

\_\_\_\_\_  
\_\_\_\_\_





## *Helping Students with Registration*

### **New Graduate Students**

- New graduate students need to print their registration form at <http://uaonline.alaska.edu>.
  - They need to log in using their student ID number and PIN (birth date)
  - 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 the Registrar (102 Signers’ Hall) or 194 or 308 Natural Science Facility.
  - 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 Registrar’s Office and asked to be “re-pinned”. The Registrar’s Office will check to see if the student is in good standing and had been registered for at least 6 credits the prior year.
    - If a student did not register for the required six graduate credits per academic year, nor filed a leave of absence form, the student will be required to file a request for reinstatement to graduate school.

## *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>
- pay by mail (UAF Business 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 to the Graduate School for processing. Staff (you) or the student can bring their letter to our office in person or can fax it to us. The student must sign it before we can post their tuition. Please do not fax us letters that have not been signed.
  - 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 tuition award and payment of fees 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. Our purpose is to eliminate many of our graduate students from having to physically go through fee payment.

## *Academic Standards (from UAF catalog)*

### **Registration requirements**

- Full-time graduate students:
  - Must be registered for 9 credits – 3 must be graduate credits (600 level)
  - Audited courses do not count toward workload
  - Graduate students may enroll in up to 14 credits without special permission
- Maintaining good standing:
  - 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 relevant to the graduate degree, while actively working toward a degree, 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 15<sup>th</sup> of each year an annual report from the graduate advisory committee, certifying satisfactory progress.
  - Students must be registered for at least 3 GRADUATE (600 level) credits in the semester in which they plan to graduate.

### **Probation**

- Probation in UAF graduate degree programs
  - 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.
- Academic Probation
  - Students who have a GPA slightly below 3.0 and who have reasonable prospects for achieving a 3.0 GPA will be placed on academic probation, but are allowed to

continue in their program. However, students with a cumulative GPA less than 2.7 after their first year (or 18 credits for part-time students) of graduate study are advised that their chances of successfully completing the graduate program are poor, and that withdrawing is likely their best option. (A GPA of 2.67 for 18 credits would be the result of 2 C's and 4 B's for 6, 3-credit courses). Students with a GPA less than 3.0 after their second year of graduate study, or after one year of academic probation, whichever is later, will be academically disqualified from the your academic program in which they are enrolled.

- Assistantship probation
  - 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**

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

- Exceeding maximum time limit for degree.
- Not being registered at UAF for a minimum of 6 credits per year unless on approved leave of absence.
- 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>.
- **We recommend that departments make copies of all 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 Dean has signed are sent back to the department with her signature (e.g. Advancement to Candidacy, Leave of Absence).
- Faxed signatures 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.
  - 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 15<sup>th</sup> 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.

- ***Advancement to Candidacy:*** Advancement to Candidacy formally establishes the student’s specific degree requirements and 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.
  - A “Graduate Student Petition” form is used to request any changes to the Advancement to Candidacy once it has been approved. This form must be sent through the advisor, program head, and dean, to the Office of the Graduate School.
- ***Report on Examination:*** After the completion of any examination (comprehensive exam, thesis defense) the student must submit a “Report on 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.
- ***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.
- ***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.
- ***Graduate Petition Form:*** The Graduate Petition Form needs to be used for
  - Substituting required catalog courses that are or will be listed on the Graduate Study Plan and the Advancement to Candidacy form.
  - Deleting or adding courses to a submitted and approved Advancement to Candidacy form.
  - Extension of the time limits for completion of degree.
  - Changing research (698) credits to thesis (699) credits or the reverse.

- ***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 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 Business Office.

## ***Thesis Submission***

- Students who have questions regarding formatting their thesis should refer to the “Thesis Format Workbook”. It is on the Graduate School website and all students (and committee members) should be encouraged to read the workbook and attend a Thesis Format Workshop (held twice each semester).
- Students defend thesis or dissertation
  - Ph.D. students must submit a “Request for Outside Examiner” form to the Graduate School at least two week prior to the dissertation defense.
  - All science related departments should contact Barb Hameister at [bhameister@iarc.uaf.edu](mailto:bhameister@iarc.uaf.edu), to have all thesis/dissertation defenses listed in UAF Weekly Science Calendar.
- Students turn in one copy of completed thesis/dissertation to the Graduate School by the appropriate date.
  - Students are required to complete a “**Thesis Submission Form**” .
  - Students collect journal vouchers from department (if applicable).
  - The Graduate School pays for the two library copies for Ph.D. students, and we will provide the journal voucher.
  - Student takes the Thesis Submission Form to the UAF Business Office and pays for thesis binding.
  - Student brings Thesis Submission Form, any journal vouchers and receipt of payment from UAF Business Office to the Graduate School with at least one signed signature page (which must be on thesis paper with all original signatures), and a copy of the thesis (which is NOT on thesis paper).

- The Graduate School does a format check on thesis and emails a list of any necessary corrections to the student.
- The student makes the corrections, and brings the back to the Graduate School the exact number of copies of the thesis student has requested (on Thesis Submission Form) to be bound. One copy MUST be on thesis paper.
- After the Graduate School receives the copies of the thesis they send a “final clearance” to the Graduation Office. At this point, the student has completed all of the Graduate School’s requirements to graduate.
  - When the Graduation Office receives the final clearance paperwork they change the students thesis (699) grades from DF to P in the system.
  - 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.
- The Graduate School sends the copies of the theses to the Rasmuson Library. The library sends the theses to the University of Washington to be bound. This process usually takes 8-12 weeks. The bound copies are returned to the library, who distributes them according to the address(es) that the student put on the Thesis Submittal Form.
  - The contact person in the Rasmuson Library is Asha Lal at x7403, [fnal@uaf.edu](mailto:fnal@uaf.edu)).
- ***Extensions*** to the published Graduate School thesis submittal deadlines must be requested by the committee chair (not the student) and the committee chair must also confirm that the rest of the committee, the department chair and the school or college dean will adjust their deadlines correspondingly. Note that the Graduate School’s agreement to a deadline extension places no obligation on department chairs or deans to extend; it is up to them. At the Graduate School level, 1-day extensions are *usually* automatic (but the chair needs to ask). 1-week extensions are often granted but on a first come, first served basis, and 2-week extensions may be granted in special circumstances, but are strictly limited because they require a very quick turnaround for format review. We cannot grant extensions beyond the two-week period.

## *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.

**Career Services:** UAF Career Services provides career counseling, career and graduate school literature, and job search assistance for students, alumni, staff, and faculty. The staff can critique resumes, cover letters and are available to conduct practice interviews. A job listings/internships board is available both in the Center and at their website: [www.uaf.edu/career](http://www.uaf.edu/career)

**Rural Student Services:** Rural Student Services (RSS) is the vital link between the Fairbanks campus and the rural Alaska communities. RSS serves as a Native student center in the Brooks Building to provide an atmosphere where students can share Native cultural traditions on campus and attend Native student club activities, as well as being a welcoming student-gathering place.

**Writing Center:** The Writing Center is open Sunday through Friday for tutoring all enrolled students. The staff, composed of English graduate teaching assistants and outstanding undergraduate students, reviews student writing projects at any stage from planning to drafting to revising. The Graduate School provides a teaching assistant through the Writing Center to work specifically with graduate students. The Graduate School encourages international students to visit the Writing Center to have their papers checked for grammar issues before submitting their draft copy for revisions.

**Disability Services:** The Disability Services program, located in the Center for Health and Counseling, provides services to students with documented disabilities. Academic accommodations are free of charge and available to any student who qualifies as an individual with a disability and is enrolled in at least one credit hour. Disability Services maintains adaptive computer workstations at several places on campus for students with disabilities. Workstations include voice-activated software, screen enlargers and screen readers. UAF has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus. More information on their program is on the web at: [www.uaf.edu/chc/disability.html](http://www.uaf.edu/chc/disability.html).

## *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.
  - *Privately funded scholarships* are 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: [www.uaf.edu/giving/scholarships/](http://www.uaf.edu/giving/scholarships/).
  - *University of Alaska Foundation* scholarships are available for students attending any campus in the UA system. The deadline is March 1. Applications are available online at: [www.alaska.edu/uafound/processPolicy/awards.xml](http://www.alaska.edu/uafound/processPolicy/awards.xml).
- **Graduate Fellowships** are awarded to faculty members on behalf of a student, and are intended to promote recruitment of Ph.D. students, especially in fields where research assistantships are limited, and to foster research and proposal development in concert with the major professor. They are not intended to support a student for the entire course of their degree program. Each graduate fellowship consists of an \$11,000 stipend for the 9-month academic year plus tuition for up to 9 credits per semester. Summer support is not provided. The fellowships are renewable for a second year for Ph.D. students, but are one year only for Master's students.
  - The student's department upon receipt of the award generates graduate the Fellowship letters and sends a copy to the Graduate School.

- **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 \$1,000 per month generally up to 8 months (max \$8000) for Ph.D. students and \$1,000 per month generally up to 6 months (max \$6000) 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 course-work 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.
- **Summer Research Tuition Scholarships:** The Graduate School awards Summer Research Tuition Scholarships to UAF graduate students who will receive a teaching or research assistantship during the summer months (between May and September). The assistantship must not exceed 20 hours a week. (Students that are working full-time during the summer months are not eligible for the Summer Research Tuition Scholarship). The Summer Research Tuition Scholarships will pay tuition for research or thesis credits as follows:
  - TA/RA for 10-14 hours per week during the summer will receive payment of tuition for three credits of thesis or research (698/699) only.
  - TA/RA for 15- 20 hours per week during the summer will receive payment of tuition for six credits of thesis or research (698/699) only.
  - The Graduate School generates summer Research Tuition Scholarship letters.
- **Travel Grants:** Three times a year the Graduate School offers competitive travel grants for graduate students who are giving a presentation at a professional conference. Preference is given to students who are first authors. Recipients are eligible to receive only one Travel Grant during the course of their degree program. The maximum amount of a travel grant award is \$600.00.

## *Being an International Student at UAF*

International students 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 (Carol Holz) serves as a liaison between the student and the U.S. Immigration Service, authorizes documents for student visas, helps them adjust to the U.S., Alaska and UAF, and provides counseling for personal and academic problems. The international student advisor can be contacted by telephone at (907) 474-7677 or (907) 474-5327.

### **Immigration requirements**

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

- F-1 and J-1 students new to UAF must physically check in with the International Student Advisor (ISA) prior to registering for classes. The ISA will review the student's visa documents, and confirm to SEVIS that the student has arrived on campus.
- International students will not be able to drop below a full course of study after the last day of late registration without prior authorization from the ISA.
- "Full-time" means 9 credits per semester for graduate students. Acceptable reasons for reduced credit load include:
  - In the first semester, students who experienced 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;
  - Students in their final term of study need only the credits required to complete the degree;

- Students who have a medical problem can reduce their credit load or take the semester off (this reduction cannot exceed an aggregate of 12 months and the request must be accompanied by a doctor's statement.)

## Status

The Immigration and Naturalization Service, Department of Justice, regulation 8 CFR 214.2(f)(5) 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 transfer procedure outlined in paragraph (f)(8) of this section.
- 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. A student attending a school on a quarter or trimester calendar who takes only one vacation a year during that vacation, if the student has completed the equivalent of an academic year prior to taking the vacation.
- 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 DSO, attending a school other than the one a student is authorized to attend, failure to apply for a timely transfer or I-20 extension, or change in level of study, unauthorized employment and 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 visa and 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, that "event" would be reported to INS, 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 immigration does 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.

Students who have a medical problem can reduce their credit load or take the semester off (this reduction cannot exceed an aggregate of 12 months and the request must be accompanied by a doctor's statement).

### **Working on Campus**

International students are limited to working 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 funding. It is possible to work in other parts of campus, outside of the student's department, but only with special permission from the international programs office. For more information contact the Office of International Programs.

### **Financial Aid**

Financial aid is limited for international students at UAF to a few venues. There are a few scholarships available to international students that are privately funded. Students need to check with the Financial Aid Office or the Office of International programs for more information.

**Health insurance is required** for all international students with F-1 or J-1 visas (including Canadian students). International students who meet specific requirements may get a waiver from the International Programs Office.

## *Office of Admissions Staff*

Libby Eddy                      [fnofe@uaf.edu](mailto:fnofe@uaf.edu)                      x6570

Admissions Reviewers:

(A-F) Becky Norris                      [fnran@uaf.edu](mailto:fnran@uaf.edu)                      x7522

(G-O) John Holz                      [fnjch@uaf.edu](mailto:fnjch@uaf.edu)                      x7954

(P-Z) Leslie Thomas                      [fnlat2@uaf.edu](mailto:fnlat2@uaf.edu)                      x6226

## *Office of International Programs*

Carol Holz, International Student Advisor    [carol.holz@uaf.edu](mailto:carol.holz@uaf.edu)    x7677

## *UAF Weekly Science Calendar*

Please email Barb Hameister at: [bhameister@iarc.uaf.edu](mailto: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.

## *Graduate Coordinators List Serve*

[GradCoordinators-L@lists.uaf.edu](mailto:GradCoordinators-L@lists.uaf.edu)

## *Graduate Students List Serve*

[GradSchool-L@lists.uaf.edu](mailto:GradSchool-L@lists.uaf.edu)

