



UAF photo by JR Ancheta.

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Kai Zhang listens to a lecture about Taiwanese culture during Summer Sessions' cultural night kick-off lecture.

# Academics and Regulations

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

## Communication via Email

UAF uses email to communicate with students about many important matters. Email is often the only way some information is distributed, so it's important that you regularly check your university email address or forward email from your UAF address to an address you check frequently.

The university automatically assigns each student an official UAF email account when the student enrolls (except students whose primary registration is through Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim or Northwest campuses). If you have multiple UAF email accounts, you should forward them to the one you check most often. You're responsible for knowing — and when appropriate, acting on — the contents of all university communications sent to your official UAF email account.

All notifications regarding waitlisted courses will be sent to your student preferred email address. To receive these important notifications be sure your email is current and you have selected your preferred student email at UAOnline.

If you want to receive university communications at a different email address, you need to forward email from your assigned UAF account to an email address of your choice. You can easily do this online at [www.alaska.edu/google/](http://www.alaska.edu/google/).

## Class Standing

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

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

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

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

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

**Undergraduate students** — Undergraduate students registered for 12 or more semester credits are classified as full-time students and those enrolled in 6 credits are considered half-time students. **To complete an undergraduate program in four years, you must earn 16 or 17 credits each semester.** You may enroll in up to 18 credits per semester without special permission. To enroll in more than 18 credits you need a 3.0 cumulative GPA and an overload approval from your advisor.

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

**Graduate students** — A graduate student who is registered for 9 or more semester credits, with 3 or more at the 600-level, is classified as a full-time student (audited credits are not counted toward workload). A graduate student enrolled in 5 credits is classified as half-time. Except in unusual circumstances, enrollment in the fall/spring semesters is limited to 1 credit per week. You may enroll in up to 14 credits per semester without special permission. To enroll in 15 – 19 credits you must be in good standing and obtain an overload approval from your advisor and department chair. Enrollment in more than 19 graduate credits will be allowed only in extraordinary circumstances, and requires good standing and overload approval from your advisor, department chair, dean and the dean of the graduate school.

Enrollment in the three-week summer session is limited to 3 – 4 credits per session, and enrollment in the six-week summer session is limited to 6 – 8 credits per session.

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

## Grading Options

### CREDIT/NO-CREDIT OPTION

**Undergraduates only** — The credit/no-credit option encourages students to explore areas of interest not necessarily related to their major. This option may be used for one undesignated elective (an elective that is not specifically required for your major) each semester. The deadline for choosing the credit/no-credit option is the third Friday after the first day of instruction for a semester. The instructor does not know your status in the course, and you complete the course the same way as other students in the class. Credit for

the course is awarded if your performance is at the C- grade level or higher; if your performance falls below that level, the course will not appear on your academic record. In either case, the course will not be included in any GPA calculations. If credit is granted, a CR grade will be entered for the course.

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

### AUDITING

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

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

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

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

### CHANGING FROM CREDIT TO AUDIT

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

## Grading System and Grade Point Average Computation

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

- A "A" (including A+ and A-) indicates a thorough mastery of course content and outstanding performance in completion of course requirements.
- B "B" (including B+ and B-) indicates a high level of acquired knowledge and performance in completion of course requirements.
- C "C" (including C+ and C-) indicates a satisfactory level of acquired knowledge and performance in completion of course requirements.
- D "D" (including D+ and D-) indicates a minimal level of acquired knowledge and minimal performance in completion of course requirements. This grade does not satisfy requirements for courses in the major, minor, core or graduate programs.
- F "F" indicates failure to meet a minimal level of understanding of course content and (or) performance in completion of course requirements. All F grades, including those earned in pass/fail courses, are included in the GPA calculations.
- P **Pass** — The pass grade indicates satisfactory completion of course requirements at either the undergraduate or graduate level. A pass grade does not affect your GPA but credits earned with pass grades may meet degree requirements and may be used as a measure of satisfactory progress. Satisfactory performance is the equivalent of a C grade (2.0) or better in undergraduate course work and B grade (3.0) or better in graduate courses. The entire class must be graded pass/fail and the grading system is noted in the class schedule.
- CR Indicates credit was given under the credit-no-credit option.
- DF **Deferred** — This designation is used for courses such as theses and special projects, which require more than one semester to complete. It indicates that course requirements cannot be completed or when institutional equipment breakdown resulted in non-completion by the end of the semester. Credit may be withheld without penalty until the course requirements are met within an approved time.
- AU **Audit** — A registration status indicating that you have enrolled for informational instruction only. No academic credit is granted. You may be given a W if you fail to attend a course you are auditing.
- W **Withdrawn** — Indicates withdrawal from a course after the first two weeks of a semester.
- I **Incomplete** — An incomplete is a temporary grade used to indicate that the student has satisfactorily completed (C [2.0] or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. Normally, an incomplete is assigned in a case when the student is current in the class until at least the last three weeks of the semester or summer session. Negligence or indifference are not acceptable reasons for an I grade.

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

An incomplete must be made up within one year or it will automatically be changed to an F grade.

**One year is the longest amount of time allowable for completion of the I.** The I grade is not computed in the student's grade point average until it has been changed to a regular letter grade by the instructor or until one year has elapsed, at which time it will be computed as an F. A senior cannot graduate with an I grade in either a university or major course requirement. To determine a senior's grade point average for honors at graduation, the I grade will be computed as a failing grade.

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

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

**NG Non-graded** — Used for sections that are not graded, usually CEUs or lab sections. Has no impact on GPA calculation.

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

#### • Computing your GPA

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

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

\* Minimum grade possible for a course to count toward baccalaureate core, major, minor or degree requirements; or as a prerequisite for another course.

\*\* Minimum grade possible to earn credit for a course.

Note: Some degree programs require C or higher for their major or minor requirements. Check program listings for your degree requirements.

TABLE 11 **EXAMPLE OF GRADE POINT AVERAGE COMPUTATION**

Course	Credits	Grade	Credits x Grade points per credit	= Grade points
BIOL F213X	4	A	4 cr x 4 pts	16
COMM F131X	3	D+	3 cr x 1.3 pts	3.9
ENGL F111X	3	C-	3 cr x 1.7 pts	5.1
MATH F107X	3	B-	3 cr x 2.7 pts	8.1
HIST F131	3	F	3 cr x 0 pts	0
<b>Total</b>	<b>16</b>			<b>33.1</b>
				<b>33.1 grade points ÷ 16 credits = 2.07 GPA</b>

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

#### • Repeating Courses

All grades (original and retakes) for a course completed at UAF are included on your academic record, but only the last grade earned for a course is computed in your GPA unless the course is one that can be repeated for credit. For purposes of calculating honors for graduation, all courses (even those repeated) are included in the GPA.

## Attendance

UAF is committed to student success and academic integrity. UAF faculty expect that students are committed to academic achievement. You are expected to adhere to the class attendance policies set by your instructors.

**General Absences:** If you miss class, you are responsible for conferring with your instructor as soon as possible concerning your absence, and to discuss the possibilities for arranging alternative learning opportunities. Note that some departments drop students who miss the first day of class and who fail to obtain their instructor's prior approval for the absence.

**UAF Sanctioned Absences:** If you are scheduled to miss class for an academic requirement or to represent UAF in an official capacity (e.g. NCAA athletic competition or music ensemble performances), you must notify your instructor in writing by the first Wednesday of the semester in which the absences will occur. The notification should list all scheduled absences, and bear the signature of a UAF school official.

Instructors are encouraged to make reasonable accommodations for students who miss class to participate in these official UAF-recognized activities. However, it is your responsibility to follow up the notification of absence by discussing alternative learning opportunities with your instructors before the end of the drop/add period (typically the second Friday of the semester). Doing so will allow you to drop the class and to add another if, after a good faith effort, you and your instructor cannot arrange for comparable learning opportunities that would enable you to be successful in the class.

## Academic Progress

Freshman progress reports help students gauge their class performance and, if necessary, seek assistance early in the term. Instructors are responsible for ensuring that students are aware of the grading policy for a course and that homework, exams and other assignments are returned to students in a timely manner. Instructors who have freshmen enrolled in their classes are expected to submit freshman progress reports early in each semester.

## Academic Standards

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

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

## GOOD STANDING

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

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

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

## ACADEMIC HONORS

**Undergraduate and certificate students** — To be eligible for academic honors at the end of a semester, you must be a full-time student in a UAF undergraduate degree or certificate program who has completed at least 12 UA institutional credits graded with the letter grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F. If you have received an incomplete or deferred grade, your academic honors cannot be determined until those grades have been changed to permanent grades. Academic honors are recorded on your permanent record. You will make the chancellor's list with a semester GPA of 3.9 or better, or the dean's list with a GPA of 3.5 – 3.89. UAF announces the students who have earned honors each semester. Students with incompletes or deferred grades that are changed after publication of honors will not be announced separately. If you've requested that information not be released about you (under FERPA), your name will not be released to the media.

## PROBATION

**Undergraduate students** — Students whose semester and/or cumulative GPA falls below 2.0 after any semester including the summer session will be put on academic probation. Students on probation may not enroll in more than 13 credits a semester, unless an exception is granted by the appropriate dean. Probation may include additional conditions, as determined by the dean of the college or school.

in which the student's major is located. Students on probation will be referred for developmental advising/education and/or to an advising or support counseling center. The student will work with an academic advisor to prepare an academic plan for achieving a higher GPA; the advisor is responsible for forwarding this plan to the appropriate dean. A student on probation will not be allowed to register unless the academic plan is on file. Removal from probation requires the student's cumulative and semester GPAs to be at least 2.0.

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

### ACADEMIC DISQUALIFICATION

**Undergraduate students** — Undergraduate students on probation whose semester and cumulative GPA falls below a 2.0 for two consecutive regular (fall/spring or spring/fall) semesters will be placed on academic disqualification. Academically disqualified students may continue their enrollment at UAF only as non-degree students, are limited to 10 credits per semester and are ineligible for most types of financial aid.

To be eligible for readmission to an academic degree program, the student must:

1. Achieve a 2.0 cumulative grade point average by repeating courses previously failed at UAF and reapply for admission, or
2. Complete 9 credits for a baccalaureate or associate program, or 6 credits for a certificate program, with a GPA of 2.0 or higher. The courses may be completed at UAF and/or another regionally-accredited institution and must be letter-graded. Grades of P or CR will not be considered. In considering students for readmission, deans will look for coursework taken that relates to the student's intended program.

Students seeking readmission into an occupational endorsement program must have a 2.0 GPA.

Readmission to a degree program is not automatic or guaranteed. The student must reapply and the application must be approved by the dean. The student may apply to the same program from which they were disqualified, or to a different program or level (e.g. baccalaureate, associate or certificate). Readmission may be granted with a status of probation or with other conditions as specified by the dean. It is vitally important for academically disqualified students to work closely with their academic advisor in developing a realistic and timely educational plan.

### ACADEMIC DISMISSAL

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

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

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

## Appeal of Academic Decisions

The University of Alaska appeals policies can be found in the Regents' Policy and University Regulation Part IX — Student Affairs, Chapter 09.03, Student Dispute Resolution, available online at [www.alaska.edu/bor/policy-regulations/](http://www.alaska.edu/bor/policy-regulations/).

### GRADE ERROR POLICY

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

### GRADE APPEALS POLICY

A student who wishes to appeal a faculty decision on a final grade must submit a grade appeal form, available at the Office of Admissions and the Registrar. There are only two valid reasons for appeal of a grade: (1) an error in calculation of the grade, or (2) arbitrary and capricious grading. Evidence of either must be documented for an appeal to be successful. Merely wanting a higher grade is not sufficient grounds to justify an appeal.

Appeals must be received on or before the 30th day of instruction of the next regular semester. By submitting a grade appeal, the student acknowledges that no additional mechanisms exist within the university for the review of the grade, and that the university's administration can not influence or affect the outcome of the review. A copy of the full procedure can be obtained online on the registrar's website at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/) or through the Office of Admissions and the Registrar, the vice chancellor of students, the Academic Advising Center or any community campus office.

## ACADEMIC DECISIONS OTHER THAN GRADES

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

To appeal academic decisions, the student should first address the person who made the decision. Often problems can be resolved and misunderstandings cleared up through this step. If the student does not find the informal review decision acceptable, the student may initiate a formal appeal procedure. Formal appeals must be made in writing, and must be received by the provost no later than 10 days after the student has learned the outcome of the informal review. The office of the provost, university registrar, vice chancellor of students, or dean of the graduate school (for graduate student issues) can give you advice and answers to questions about the process.

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

## Students' Rights and Responsibilities

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

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

### STUDENT CODE OF CONDUCT

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

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

owned or controlled by the university or at activities authorized by the university.

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

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

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

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

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

Alleged violations of the Code of Conduct will be reviewed in accordance with procedures specified in regents' policy, university regulations and UAF rules and procedures. For additional information and details about the Student Code of Conduct, contact the dean of students or visit [www.alaska.edu/bor/](http://www.alaska.edu/bor/).

### STUDENT BEHAVIORAL STANDARDS

Education at the university is conceived as training for citizenship as well as for personal self-improvement and

development. Generally, UAF behavioral regulations are designed to help you work efficiently in courses and live responsibly in the campus environment. They are not designed to ignore your individuality but rather to encourage you to exercise self-discipline and accept your social responsibility. These regulations, in most instances, were developed jointly by staff and students. Contact the dean of students for more information.

## Information Release and FERPA

The Office of Admissions and the Registrar is responsible for keeping student education records. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit a written (letter or fax) request to the Office of Admissions and the Registrar that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the Office of Admissions and the Registrar, registrar-designated staff will refer the student to the appropriate personnel or office to access the record.
2. The right to request the amendment of a record that they believe is inaccurate or misleading. A student may ask the university to amend the student's education records if he/she believes they are inaccurate or misleading or otherwise in violation of the student's privacy or other rights. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the university denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The university may release, without consent, certain directory information.

The university discloses education records without a student's written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person designated by the university to perform an assigned function on behalf of the university, including an individual employed by the university as an administrator, supervisor, instructor, or administrative staff member (including law enforcement unit personnel and health staff) or a volunteer; a person or company with whom

the institution has contracted to perform a service instead of using university employees (such as an auditor, attorney, or other third party); a member of the Board of Regents; a governmental entity or any other entity with which a student is placed as part of his or her education; or a student serving on an official committee (such as a judicial or academic review committee or scholarship committee), or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs the student's education record in order to perform work appropriate to his or her position.

Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled.

The following information is designated as directory information by the university:

- a. Names of students
- b. Dates of attendance at the university
- c. Program/major field(s) of study
- d. Degrees and certificates received including dates
- e. Participation in officially recognized university activities
- f. Academic and co-curricular awards, honors, and scholarships received and dates received
- g. Weight and height of students on athletic teams
- h. Students' electronic mail addresses
- i. Hometown; city and state

A student may inform the Office of Admissions and the Registrar in writing that he/she does not give permission for the university to release his/her directory information or may submit the request through UAOnline at <http://uaonline.alaska.edu>. The request is valid until a subsequent request to release directory information is received in writing or through UAOnline.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

The University of Alaska Board of Regents' Policy and University Regulation (09.04.) regarding education records can be reviewed at [www.alaska.edu/bor/policy-regulations/](http://www.alaska.edu/bor/policy-regulations/).

- **Honors and Scholarships**

Names of students receiving awards, scholarships or appearing on the dean's list or chancellor's list are released to the media unless a student has requested that no directory information be released. Instructions for electing FERPA confidentiality are available online at [www.alaska.edu/student-services/ferpa/elect/](http://www.alaska.edu/student-services/ferpa/elect/).