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Engineering majors Sarah La Belle, center, and Shyla Keays, right, enjoy the pleasant weather on campus during the first day of fall classes.

# Applying for Admission: Occupational Endorsement Programs

## When to Apply

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

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

## How to Apply

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

1. **Submit an application for admission**  
Applications must be received before the published deadlines. There is no fee to apply for an occupational endorsement program.
2. **Submit official transcripts**  
Most applicants to occupational endorsement programs are not required to submit high school or college transcripts but all are strongly encouraged to do so. Transfer students who want to receive credit for prior work must submit official transcripts.

## Admission Requirements

For admission to occupational endorsement programs, official documentation must be provided showing that the applicant meets program age requirements by the first day of the semester (see individual program descriptions for minimum age requirements).

## Program Completion

Students should check with an advisor for the specific requirements for their program.

Occupational endorsement programs are designed to give students occupational training in a specific field. These programs require between 9 and 29 credit hours and will be posted to the student's transcript upon completion and approval by the academic department. The credit hours may be applied to other undergraduate degree programs when applicable.

## Where to Get More Information

Office of Admissions and the Registrar  
University of Alaska Fairbanks  
First floor, Signers' Hall  
P.O. Box 757480  
Fairbanks, AK 99775-7480  
Email: [admissions@uaf.edu](mailto:admissions@uaf.edu)  
Online: [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/)  
Telephone: 907-474-7500  
Toll free: 800-478-1823  
Fax: 907-474-7097

# Applying for Admission: Certificate or Associate Degree Programs

## When to Apply

Applications for admission to certificate or associate degree programs are due no later than June 15 for fall semester, Nov. 1 for spring semester and May 1 for summer semester.

High school seniors are encouraged to apply for admission as early as the first semester of their senior year and should provide an official high school transcript including a list of courses in progress. Transfer students should apply at least three to four months before the beginning of the semester in which they plan to enroll.

## How to Apply

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

### 1. Submit an application for admission

Applications must be received before the published deadlines, along with a \$40 nonrefundable application fee. The fee should be paid by check, credit card or money order in U.S. funds to the University of Alaska Fairbanks. Please do not send cash.

### 2. Submit official transcripts

Most applicants to certificate and associate degree programs are not required to submit high school or college transcripts, but all are strongly encouraged to do so. Transfer students who want to receive credit for prior work must submit official transcripts.

### 3. Submit official test results

Certificate and associate degree applicants with fewer than 30 semester credit hours must submit the results of the ACT Plus Writing (preferred), SAT or ACCUPLACER test taken within the last two years for English and composition placement. Most students will also need to submit ALEKS test scores taken within the last year for placement into math, DEVM or any course that requires a math prerequisite. Contact Testing Services at 907-474-5278 or your high school guidance office for information concerning the ACT Plus Writing, SAT or ACCUPLACER tests. Visit <http://go.alaska.edu/mathplacement/> to take the ALEKS test.

### • International Students

See page 31 for additional information.

## Admission Requirements

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

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

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

Students under the age of 18 who will not have a high school diploma or GED before the start of their first semester are not admissible but may take courses as a non-degree student. Upon turning 18 they may apply for admission to an associate or certificate program. Please note that in order to qualify for federal financial aid, you must have either a high school diploma or a GED.

## TRANSFER STUDENTS

Transfer students are eligible for admission if they left their previous accredited institution(s) in good standing. Admission status will be determined on an individual basis if a student attended an unaccredited/nonregionally accredited postsecondary institution. Students transferring with fewer than 30 semester hours of transferable credit must submit placement scores from the ACT Plus Writing (preferred), SAT or ACCUPLACER test for placement in English or composition courses, and the ALEKS test for placement into math courses. Test results must be less than two years old for English placement and less than one year old for math placement. See Transferring Credits on page 33 for more information.

## HIGH SCHOOL STUDENTS

High school students may take classes at UAF. There are two enrollment options for students interested in certificate or associate degree programs: Secondary Student Enrollment and TECH PREP. Both have specific registration requirements but do not require admission to UAF.

## HOME-SCHOOLED STUDENTS

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

## After Acceptance

Qualified applicants will receive a letter of acceptance once all items are received and evaluated. This letter will list any conditions under which the student is being admitted.

Qualified applicants who are in their last year of high school or are attending another college will receive conditional acceptance. Acceptance becomes final when the Office of Admissions and the Registrar receives official transcripts showing the student has satisfactorily completed all work in progress and that high school seniors have graduated. Acceptance to UAF is final only when the Office of Admissions and the Registrar has accepted all necessary credentials.

For additional program-specific application requirements, please see program descriptions starting on page 100.

### REQUEST TO POSTPONE

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

### READMISSION OF FORMER DEGREE STUDENTS

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

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

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

### • Fresh Start for Returning Students

Fresh Start can offer a new beginning for students who performed poorly at UAF when they last attended and who have taken at least a two-year break from classes. Students who withdrew from school or were dismissed for academic reasons may apply for readmission through the Fresh Start program and request that their entire prior academic record be disregarded. Students who qualify for Fresh Start will begin their college study anew, with no credits attempted or earned and no quality points reflected in future GPA calculations. Fresh Start can be used only once.

At least two years must have elapsed since the beginning of the last semester the applicant attended UAF. The applicant may be asked to present evidence that the conditions which resulted in poor academic performance have changed enough that there is a reasonable expectation the student can perform satisfactorily if permitted to resume college study.

All prior course work will remain part of the student's overall academic record and appear on transcripts, but none of the previously earned credits can be used in a new program. These credits will be included only in GPA computations for graduation with honors (see Graduation with Honors, page 95). A student admitted under Fresh Start may be allowed advanced standing or a waiver of requirements just as any other student, but will not be allowed credit by exam for courses lost in Fresh Start. Students who are interested in Fresh Start should contact the Office of Admissions and the Registrar.

### • Readmission of Service Members

The Higher Education Opportunity Act of 2008 requires that students who left school to serve in the uniformed services be readmitted into the same program with the same standing they had when they left. UAF allows for special readmission of these students. More information is available at [www.uaf.edu/veterans/](http://www.uaf.edu/veterans/).

## Where to Get More Information

### Office of Admissions and the Registrar

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

# Applying for Admission: Bachelor's Degree Programs

## When to Apply

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

Applications are processed in the order they are received. Applications received after the published deadlines may not be processed by the beginning of the semester.

High school seniors are encouraged to apply for admission as early as the first semester of their senior year and should provide an official high school transcript including a list of courses in progress. Transfer students should apply at least three to four months before the beginning of the semester in which they plan to enroll.

## How to Apply

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

### 1. Submit an application for admission

Applications must be received before the published deadlines, along with a \$50 nonrefundable application fee. The fee should be paid by check, credit card or money order in U.S. funds to the University of Alaska Fairbanks. Please do not send cash.

Applications are processed in the order they are received. Applications received after the published deadlines may not be processed by the beginning of the semester.

### 2. Submit official transcripts

To be considered official, transcripts must arrive in sealed envelopes from each institution attended.

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

**College transcripts** — Applicants who have college-level course work must send official college or university transcripts to UAF.

**International** — International applicants must present a comprehensive course-by-course credential report of all required academic transcripts compiled by an independent academic credential evaluation provider. UAF requires that

all applicants use one of the providers listed at [www.uaf.edu/admissions/apply/international/](http://www.uaf.edu/admissions/apply/international/) for this service. Please make note of the following:

- Transcripts/credentials from Canadian institutions are exempt from this requirement; they may be sent directly to UAF from the issuing institution. This excludes institutions in the province of Quebec.
  - One official copy of the transcript(s) must be sent from the applicant's international university to UAF. A second copy must be sent to the credential-evaluating agency.
  - Undergraduate students seeking to transfer credits to UAF must send course descriptions or course catalogs (in English) directly to the Office of Admissions and the Registrar.
3. **Submit official test results**  
Freshman and transfer applicants with fewer than 30 semester credit hours must submit the results of either the ACT Plus Writing (preferred) or the SAT examination.
- Contact Testing Services at 907-474-5278 or your high school guidance office for information concerning the ACT Plus Writing or SAT. Please note, the ACCUPLACER, ASSET, COMPASS, ALEKS or other placement tests do not satisfy this requirement.
- **International Students**  
See page 31 for additional information.

## Admission Requirements

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

### Option 1:

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

### Option 2:

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

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

English	Math	Social Sciences	Natural/Physical Sciences	Foreign Language**
<b>High School Core Curriculum — Required for all freshmen; 2.50 GPA in core; 16 credits total, which must include:</b>				
4 cr	3–4 cr in college preparatory mathematics (selected from Algebra I, II, geometry, trigonometry, elementary functions, precalculus or calculus)	3–4 cr	3–4 cr (includes 1-cr lab science course in biology, chemistry or physics)	2 cr
<b>College of Engineering and Mines • College of Natural Science and Mathematics • School of Fisheries and Ocean Sciences • School of Natural Resources and Extension</b>				
4 cr	Algebra-2 cr; Geometry-1 cr; Trigonometry-½ cr; At least an additional ½ cr of advanced math is recommended for computer science, mathematics, physics, statistics and engineering.	3–4 cr	Physics or Chemistry-1 cr; Natural Sciences-1 cr; Elective-1cr. Both physics and chemistry are strongly recommended for engineering.	Same as high school core
<b>College of Liberal Arts • School of Management • College of Rural and Community Development • General Studies (undecided or exploratory)</b>				
4 cr	Same as high school core; School of Management students should be well-prepared in mathematics with at least Algebra II, but precalculus or higher is preferred.	3–4 cr	Same as high school core	Same as high school core

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

\*\* Recommended but not required.

Admission to a specific bachelor's degree program is based on a combination of your high school GPA and completion of specific high school courses. See Table 1 above for entrance requirements to specific colleges and schools within the university.

Test results from the ACT Plus Writing (preferred) or SAT must be received before a student can be fully admitted. This requirement will be waived for students who have successfully completed, with a grade of C or better, the equivalent of 3 credits of 100-level math and 100-level English composition from a regionally accredited institution of higher education within the last two years.

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

### PRE-MAJOR

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

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

### GENERAL STUDIES

Students accepted to bachelor's programs who do not select a major will be admitted as general studies students. General studies students with 75 or more earned credits are required to declare a major before registration. Students receiving GI assistance or veterans' benefits may be required to change to a declared major to keep their benefits award. Students must have declared a major to participate in the Western Undergraduate Exchange program.

### TRANSFER STUDENTS

A transfer student is defined as someone coming into the university with at least 30 transferable semester credits. Transfer

students are eligible for admission to a bachelor's program if they have a 2.0 GPA in their previous course work and left their previous institution(s) in good standing. If applying to a technical or scientific program, students may need to present a higher grade average and proof that they have completed appropriate background courses before they will be admitted. Students transferring into a bachelor's degree program with fewer than 30 semester hours of transferable credit must also meet the freshman admission requirements. Admission status for students who have attended an unaccredited postsecondary institution will be determined on an individual basis. See Transferring Credits on page 33 for more information.

### PROBATIONAL ACCEPTANCE

Applicants with previous college course work may be admitted with probationary status if their cumulative or most recent term grade point average is less than C (2.0).

### HIGH SCHOOL STUDENTS

High school students may take classes at UAF. The Alaska Higher Education Admission Decision program requires formal admittance to UAF. The other two enrollment options, Secondary Student Enrollment and TECH PREP, have specific registration requirements but do not require admission to UAF. See the registration section for description of non-admission opportunities.

- **AHEAD Program**

The Alaska Higher Education Admission Decision program allows qualified high school students to be formally admitted to UAF as general studies students. AHEAD students are assigned an academic advisor and follow the registration timeline for degree students. To qualify, students must have completed three-fourths of their high school core curriculum and have a cumulative 3.0 GPA or higher. Students who wish to apply to the AHEAD program may get a program application from the Office of Admissions and the Registrar.

## HOME-SCHOOLED STUDENTS

Home-schooled students who have gone through a state-recognized program and have a valid high school diploma may be admitted to a bachelor's program according to UAF admission standards. See page 25 for more information.

For home-schooled students who have not gone through a state-recognized program, admission to a bachelor's degree is through an individual review by the registrar and director of admissions (or a designee). Applicants are required to submit scores from either the SAT or ACT Plus Writing prior to an admission review. Additional supporting documentation, such as letters of recommendation, may be requested for review by the registrar and director of admissions. In some cases, files will be shared with department chairs or faculty for further review.

Students who have not met the minimum requirements for admission to a bachelor's degree program will be admitted to pre-major status within the department of their choice. Students will be changed to major status when their admissions file is complete, they are in good standing, and they have completed 14 credits at the 100 level or above with a C (2.0) average or higher, 9 credits of which must satisfy baccalaureate core requirements.

## After Acceptance

### CONDITIONAL AND FINAL ACCEPTANCE

Qualified applicants will receive a letter of acceptance once all items are received and evaluated. This letter will list any conditions under which the student is being admitted.

Qualified applicants who are in their last year of high school or who are attending another college will receive conditional acceptance. Acceptance becomes final when the Office of Admissions and the Registrar receives official transcripts showing the student has satisfactorily completed all work in progress and that high school seniors have graduated. Acceptance to UAF is final only when the Office of Admissions and the Registrar has accepted all necessary credentials.

### REQUEST TO POSTPONE

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

### APPLYING FOR A SECOND BACHELOR'S DEGREE

A student who has already earned a bachelor's degree at another institution and wants to complete a second bachelor's degree must apply for admission as an undergraduate transfer student. Upon official acceptance to a UAF undergraduate degree program, a student who earned a bachelor's degree from a regionally accredited institution will be considered to have completed the equivalent of the UAF baccalaureate core.

## READMISSION OF FORMER DEGREE-SEEKING STUDENTS

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

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

Students should be aware that poor academic performance at other campuses in the UA system may affect academic standing upon their return to UAF. Students who meet all of the above requirements should consult with their academic advisor and register for classes. Students who do not meet all of these requirements should submit an undergraduate application for admission along with the \$50 application fee and transcripts of any non-UA course work taken. Students who are unsure about their status should contact the Office of Admissions and the Registrar.

- **Fresh Start for Returning Students**

Fresh Start can offer a new beginning for students who performed poorly at UAF when they last attended, and who have taken at least a two year break from classes. Those who withdrew from school or were dismissed for academic reasons may apply for readmission and request that their entire prior academic record be disregarded. Students who qualify for Fresh Start begin their college study anew with no credits attempted or earned, and no quality points reflected in future GPA calculations. Fresh Start can be used only once.

At least two years must have elapsed since the beginning of the last semester the applicant attended UAF. The applicant may be asked to present evidence that the conditions which resulted in poor academic performance have changed enough that there is a reasonable expectation that the student can perform satisfactorily if permitted to resume college study.

All prior course work will remain part of the student's overall academic record and appear on transcripts, but none of the previously earned credits can be used in a new program. These credits will be included only in GPA computations for graduation with honors (see Graduation with Honors, page 131). A student admitted under Fresh Start may be allowed advanced standing or a waiver of requirements just as any other student, but will not be allowed credit by exam for courses lost in Fresh Start.

- **Readmission of Service Members**

The Higher Education Opportunity Act of 2008 requires that students who left school to serve in the uniformed services be readmitted into the same program with the same standing they had when they left. UAF allows for special readmission of these students. More information is available at [www.uaf.edu/admissions/other/military/](http://www.uaf.edu/admissions/other/military/).

## Where to Get More Information

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### Office of Admissions and the Registrar

University of Alaska Fairbanks

First floor, Signers' Hall

P.O. Box 757480

Fairbanks, AK 99775-7480

Email: [admissions@uaf.edu](mailto:admissions@uaf.edu)

Online: [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/)

Telephone: 907-474-7500

Toll free: 800-478-1823

Fax: 907-474-7097

# Applying for Admission: Graduate Degree Programs

## When to Apply

Applicants should apply to a graduate degree program at least six to nine months before the beginning of the semester in which they plan to enroll. Most departments require much earlier submission of credentials for graduate study. Contact the prospective department for specific deadlines. The number of students accepted is limited.

At the latest, applications for graduate admission with all supporting documentation must be received by June 1 for the fall semester and Oct. 15 for the spring semester. Earlier deadlines apply for international applicants.

Graduate students are strongly encouraged to apply early. Applications received near deadline will be processed as time permits or may be considered for the following semester.

## How to Apply

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

1. **Submit an application for admission**  
Applications must be received before the published deadlines, along with a \$60 nonrefundable application fee. The fee should be paid by check, credit card or money order in U.S. funds to the University of Alaska Fairbanks. Please do not send cash.
2. **Submit official transcripts**  
The Office of Admissions and the Registrar requires official transcripts of all college-level course work. To be considered official, transcripts must arrive in sealed envelopes from each institution attended.  
**Transcripts for International Applicants**  
International applicants must submit official transcripts showing that a bachelor's degree has been or will be earned, as well as official transcripts of all college-level course work. Certified English translations of all transcripts must be submitted to the Office of Admissions and the Registrar.
3. **Submit official test results**  
Results of the Graduate Record Exam are required for most graduate programs. Some programs also require GRE subject exams. Refer to the admission requirements of your prospective degree program to determine which tests are required. Results of the GRE are required for all students whose cumulative undergraduate GPA is below a B (3.0) average regardless of the departmental requirement.

4. **Submit resume/curriculum vitae**  
Include work and research experience, publications, patents, honors, professional and civic memberships, and foreign travel.
5. **Submit statement of academic goals**  
Write a statement indicating why study is desired in a particular program. Include qualifications and educational experience. (For applicants to education programs, a four-to-five-page self-evaluation essay is required.)
6. **Submit three letters of recommendation**  
Send at least three letters of recommendation from people able to vouch for the applicant's academic work, character and ability to undertake graduate study and research.

## ADDITIONAL APPLICATION INFORMATION

- **Master of Fine Arts Applicants**  
Master of fine arts applicants must submit writing samples when applying for admission to the creative writing program. An art portfolio (usually slides) must be submitted when applying to the program in art.
- **Interdisciplinary Applicants**  
Submit a Proposed Graduate Study Plan (available at [www.uaf.edu/inds/](http://www.uaf.edu/inds/)) and a comprehensive research proposal. Applicants must also obtain commitment from UAF faculty members to serve as an advisory committee. Contact the Graduate School for specific interdisciplinary procedures.
- **International Students**  
See page 31 for additional information.
- **Students in Western Regional Graduate Programs**  
Students from Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming may be eligible for resident tuition through the Western Regional Graduate Program/Western Interstate Commission for Higher Education. This program is for students pursuing a graduate degree in clinical-community psychology, justice, northern studies or rural development. For more information about this program, contact the Graduate School at 907-474-7464, [uaf-grad-school@alaska.edu](mailto:uaf-grad-school@alaska.edu), or online at [www.uaf.edu/gradsch/](http://www.uaf.edu/gradsch/). Students with questions may also contact the WICHE Student Exchange Program at P.O. Box 9752, Boulder, CO 80301-9752, 303-541-0210, or <http://wiche.edu/wrgp/>.

## Admission Requirements

In general, applicants may be admitted to a graduate program if they have a bachelor's degree from an accredited institution with at least a 3.0 (B) cumulative undergraduate GPA and a 3.0 (B) GPA in their major. Equivalent accomplishments at a foreign university may be substituted. The undergraduate major should provide suitable preparation for continuation of studies in the field of choice. Some programs require the Graduate Record Exam or Graduate Management Admission Test and other special criteria for admission.

For the purposes of admission to graduate study, all grades, including those generated from retaking a course, are included in calculating GPA.

If an applicant meets the minimum requirements for the university, the Office of Admissions and the Registrar sends the complete application to the academic department. Program heads and/or committees in fields of interest will determine the adequacy of the student's preparation and whether or not departmental facilities are sufficient for their aims.

Information on specific degree programs is available from academic departments or by contacting the Graduate School at 907-474-7464, [uaf-grad-school@alaska.edu](mailto:uaf-grad-school@alaska.edu), or [www.uaf.edu/gradsch/](http://www.uaf.edu/gradsch/).

## After Acceptance

Qualified applicants can be accepted for admission while enrolled in their last semester at another college. Acceptance is conditional, however, pending receipt of the final transcript indicating satisfactory completion of work in progress and the completion of graduation requirements prior to enrollment at UAF.

Final acceptance to UAF is complete only when the Office of Admissions and the Registrar receives and accepts all credentials.

### REQUEST TO POSTPONE

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

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

## Where to Get More Information

### Office of Admissions and the Registrar

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

### Graduate School

University of Alaska Fairbanks  
 202 Eielson Building  
 PO Box 757560  
 Fairbanks, AK 99775-7560  
 Email: [uaf-grad-school@alaska.edu](mailto:uaf-grad-school@alaska.edu)  
 Online: [www.uaf.edu/gradsch/](http://www.uaf.edu/gradsch/)  
 Telephone: 907-474-7464

# Applying for Admission: International Students

## When to Apply

International students may apply for admission to associate, bachelor's and graduate degrees. Applications for admission from international students must reach the Office of Admissions and the Registrar before March 1 for the fall semester and Sept. 1 for the spring semester.

Processing applications for international students takes several months. International students must complete all UAF application requirements as well as meet requirements for U.S. immigration agencies.

## Admission Requirements

More information regarding the process for application to associate, bachelor's or graduate programs can be found in the Getting Started section of this catalog beginning on page 23.

*Note to prospective international students: I-20s Certification of Eligibility for F-1 Status cannot be issued for programs that are offered only through distance delivery. I-20s will not be issued for the AAS degree in professional piloting.*

### UNDERGRADUATE APPLICANTS

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

1. Submit an application for admission.
2. Send secondary school and/or university transcripts to an approved credential evaluation agency and request a comprehensive course-by-course credential report. UAF requires that all applicants use one of the providers listed at [www.uaf.edu/admissions/apply/international/](http://www.uaf.edu/admissions/apply/international/) for this service.
 

Transcripts from Canadian institutions (excluding Quebec) are exempt from this requirement; they may be sent directly from the issuing institution.
3. Send secondary school and/or university transcripts to the Office of Admissions and the Registrar (certified official, translated into English).
 

The Office of Admissions and the Registrar requires official transcripts of all high school and/or college-level course work be signed and sealed by the registrar of the institution(s) attended. Transcripts must be issued in the original language and include certified English translations. Please see page 25 for undergraduate student transcript requirements.
4. Submit test scores from the SAT or ACT Plus Writing.

5. Submit official TOEFL or IELTS test scores.
6. Send a copy of your passport identification page to the Office of Admissions and the Registrar.
7. Complete UAF's financial statement and provide supporting documentation.

International students must sign a financial statement and provide documentation that they have funds available to pay all expenses at UAF, as well as round-trip transportation between their home and Alaska.

### GRADUATE APPLICANTS

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

1. Review your department's requirements and application deadlines.
2. Submit an application for admission.
3. Send university transcripts to the Office of Admissions and the Registrar (certified official, translated into English). Please see page 29 for graduate student transcript requirements.
4. Submit official GRE or GMAT test scores if required by your department or you have less than a 3.0 GPA on a 4.0 scale.
5. Submit your resume/curriculum vitae.
6. Submit your statement of goals.
7. Submit three letters of recommendation.
8. Submit official TOEFL or IELTS test result.s
9. Submit a copy of your passport identification page.
10. Complete UAF's financial statement and provide supporting documentation. International students must sign a financial statement and provide documentation that they have funds available to pay all expenses at UAF, as well as round-trip transportation between their home and Alaska.

## Required Funding Amounts

The minimum estimated cost for one school year at UAF for an international student is \$31,675 for undergraduate students and \$31,170 for graduate students. This covers university fees, room and board on campus, and a reasonable amount of personal expenses. It does not include transportation to and from Alaska, summer living or winter clothing costs. Add approximately \$4,500 for summer living expenses.

Residents of countries which hold approved sister city/sister province agreements qualify for resident tuition. A complete list of sister cities and provinces is in Table 2. For international students who are residents of a sister city, the estimated cost for one school year at UAF is \$21,020 for an undergraduate and \$23,610 for a graduate student. Because the application for F-1 visas requires international students to affirm that they do not intend to live in the United States permanently, they are not eligible for resident tuition fees.

## Immigration Requirements

Once a student has been accepted to UAF, the Office of International Programs and Initiatives will issue a Form I-20, which students must present at a U.S. embassy or consulate in their country of citizenship in order to obtain an F-1 (student) visa. The I-20 form requires the university to certify to U.S. immigration agencies that a student has been accepted for full-time enrollment and has sufficient funds to meet estimated expenses for an academic program.

Anyone who is already in the United States on an F-1 visa must maintain a full-time course load and may not enroll as a part-time student (less than 12 credits per semester for undergraduate students, or less than 9 credits per semester for graduate students).

## English Proficiency Requirements

Students on an F-1 visa are required to submit scores from the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) exam unless English is the primary language of their country of origin (e.g., Great Britain, New Zealand, Australia, Canada [except Quebec]). English proficiency may be demonstrated by:

1. Passing the TOEFL with a minimum score of 79 (Internet-based exam), or 213 (computer-based exam), or 550 (paper-based exam) or
2. Passing the IELTS with a minimum score of 6.5.

A score from the TOEFL or IELTS is required and cannot be waived even though English may be the language of instruction in your educational system. Additionally, some graduate departments may require a higher TOEFL or IELTS score in order to qualify for admission.

Requests for exception to this policy must be submitted in writing to the Office of Admissions and the Registrar. At minimum, students must demonstrate:

1. Successful completion (C or higher) of college-level, non-ESL English composition course; or
2. Other substantiation acceptable to the Office of Admissions and the Registrar. Other tests may be required to satisfy application requirements for specific undergraduate or graduate degree programs.

For clarification on TOEFL waivers, please contact the Office of Admissions and the Registrar.

TABLE 2 **UA SISTER CITIES AND PROVINCES**

Country	City or Province
Australia	Darwin
Canada	Inuvik, Northwest Territory Whitehorse, Yukon Territory
China	Harbin, Heilongjiang Province
Great Britain	Whitby, England
India	Pune
Japan	Chitose, Hokkaido Prefecture, Kanayama, Nemuro, Noshiro, Obihiro, Saroma, Teshio
Korea	Inchon
Mongolia	Erdenet City
Norway	Hammerfest, Mo, Tromsø
Philippines	Camiling
Russia	Khabarovsk Region, Magadan, Mirnyy, Noglicki, Okha, Providenya, Vladivostok, Yakutsk, Yelisovo
Taiwan	Chiayi Township

## Request to Postpone

If applicants are unable to attend, they must notify the Office of Admissions and the Registrar and the Office of International Programs and Initiatives. Undergraduate applicants may request a postponement for one calendar year. Graduate admission may be postponed for up to one calendar year with the approval of the academic department and the dean of the graduate school. UAF's financial statement and any outstanding transcripts will need to be resubmitted.

## Where to Get More Information

### Office of Admissions and the Registrar

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

### Office of International Programs and Initiatives

University of Alaska Fairbanks  
P.O. Box 757760  
215 Eielson Building  
Fairbanks, AK 99775-7760  
Email: [uaf-internationalprograms@alaska.edu](mailto:uaf-internationalprograms@alaska.edu)  
Online: [www.uaf.edu/oip/](http://www.uaf.edu/oip/)  
Telephone: 907-474-5327  
Fax: 907-474-5979

# Transferring Credits

## Transferring Credits

Credit accepted at UAF that has been earned from other regionally accredited institutions, through military educational experiences, or credit accepted by special approval is considered transfer credit. Where possible, transfer credit is equated with UAF courses. See Table 3 for a list of substitutions within the University of Alaska system and Table 4 for substitutions from non-UA institutions.

UAF is a member of the Servicemembers Opportunity Colleges network. For additional information about the SOC program, see [www.uaf.edu/veterans/soc/](http://www.uaf.edu/veterans/soc/) or contact the Office of Admissions and the Registrar.

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

The following regulations apply to transfer of credit:

1. Students are eligible for transfer of credit if they have been admitted to an undergraduate degree or certificate program.
2. The applicability of transfer credit to a student's major and/or minor requirements is subject to approval by the major and/or minor department. Transfer students must fulfill the UAF graduation and residency requirements, including those specific to their programs.
3. Undergraduate credits earned at the 100 level or above with a C- grade or higher at institutions accredited by one of the six regional accrediting agencies will be considered for transfer. Transfer credit is not granted for courses with doctrinal religious content or for graduate courses (for undergraduate programs).
4. Transfer credit is awarded for courses in which the student received grades of C- or better. Instructor permission may be required for purposes of registration if the transfer credit courses have not satisfied the prerequisite requirements.
5. Any student who has completed a bachelor's degree from a regionally accredited institution will be considered to have completed the equivalent of the baccalaureate core, the associate of arts core and the associate of science core when officially accepted to a bachelor's, associate of arts or associate of science program at UAF. These students will also be considered to have completed the equivalent of the communication, computation and human relations requirements for the associate of applied science and the certificate.
6. Any student who has completed an associate of arts or an associate of science degree from a regionally accredited institution will be considered as having satisfied the 100- and 200-level UAF general education (core) requirements.
7. Any transfer student who has completed the baccalaureate general education requirements at any regionally accredited four-year institution is considered to have completed the baccalaureate core requirements (excluding oral intensive and writing intensive) at UAF. The student is responsible for providing an official statement and documentation certifying GER completion at the previous institution.
8. Transfer credit is not included in computation of the UAF GPA except to determine eligibility for graduation with honors.
9. Class standing (e.g., freshman, sophomore) is based on the number of college credits accepted in transfer by UAF, combined with any courses completed in residence at UAF.
10. Credits may be awarded for formal service schooling and military occupational specialties (MOS) based on recommendations in the "Guide to the Evaluation of Educational Experience in the Armed Services," published by the American Council on Education. Credit completed through the Community College of the Air Force or Department of Defense courses is included in the category of military experience.
11. A student will be awarded credit for currently valid government and professional certifications that have been reviewed and approved for designated course equivalencies at UAF. A list of these programs is available in the Office of Admissions and the Registrar.
12. Credit may also be awarded for satisfactory completion of training programs, based on recommendations of the American Council on Education and the National Program on non-Collegiate Sponsored Instruction. The award of credit is subject to review and approval of appropriate UAF faculty.

TABLE 3 UA SYSTEM 2014-2015 TABLE OF SUBSTITUTIONS

Use this course substitution table to determine how individual courses that meet UAA or UAS general education requirements may substitute for individual UAF baccalaureate core courses. This table applies only to courses taken within the University of Alaska system. Students transferring courses from outside the UA system should consult Table 4 — Table of Substitutions: Non-UA Institutions or visit [www.uaf.edu/admissions/apply/transfer/](http://www.uaf.edu/admissions/apply/transfer/).

Baccalaureate core requirements (number of credits needed)	To meet these UAF core course requirements	Use any of these UAA general education courses	Use any of these UAS general education courses
<b>COMMUNICATION (9 CR)</b>			
Written Communication (3 cr)	ENGL F111X	ENGL 111	ENGL 111
Written Communication (3 cr)	ENGL F211X or F213X	ENGL 211, 212, 213, 214, 311, 312 or 414	ENGL 211, 212
Oral Communication (3 cr)	COMM F121X, F131X or F141X	COMM 111, 235, 237 or 241	COMM 111, 235, 237, 241
<b>PERSPECTIVES ON THE HUMAN CONDITION (18 CR)*</b>			
History (3 cr) Political Economy (3 cr) Social Culture (3 cr)	HIST F100X ECON/PS F100X ANTH/SOC F100X	ANTH 101, 200, 202, 250; BA 151; CEL 292; ECON 123, 201, 202, 210; EDEC 105; ENVI 212; GEOG 101; HNRS 292; HS 220; HUMS 106; INTL 101; JPC 101; JUST 110, 251, 330, 375; LEGL 101; LSSS 111; PS 101, 102, 311, 351; PSY 111, 150, 200; SOC 101, 110, 201, 202, 251, 342, 351; SWK 106, 243; URS 121; WS 200	ANTH 101, 202, 211 ECON 100, 201, 202 GEOG 101; GOVT 101, 102, 230, 251; HIST 105, 106, 131, 132; PSY 101, 250; SOC 101, 201
Literature (3 cr)	ENGL/FL F200X	ART 261, 262, 360A, 360B; ENGL 121, 201, 202, 301, 302, 305, 306, 307, 310, 383, 445; HIST 101, 102, 121, 122, 131, 132, 341; HNRS 192; HUM 211, 212; (languages: AKNS 101A, 101B, 101C, 101E, 102A, 102B, 102C, 102E, 201; ASL 101, 102, 201, 202; CHIN 101, 102, 201, 202; FREN, GER, JPN, RUSS, SPAN 101, 102, 201, 202, 301, 302); LING 101; MUS 221, 222; PHIL 101, 201, 211, 212, 313, 314; PS 331, 332, 333; THR 311, 312, 411, 412	ENGL 215, 223, 224, 225, 226, 261; HIST 105, 106, 131, 132; HUM 120; JOUR 101; (languages: AKL 105, 106, 107, 108; ASL, FREN, RUSS, SPAN 101, 102 or other approved world languages); PHIL 101, 201, 301
Aesthetics (3 cr)	ART/MUS/THR F200X, or HUM F201X, or ANS F202X	AKNS 215, 216; ART 160, 261, 262, 360A, 360B; DNCE 170; MUS 121, 124, 215, 216, 221, 222; THR 111, 311, 312, 411, 412	ART 160, 261, 262; MUS 123; THR 111, 211, 212
Ethics (3 cr)	BA F323X, or COMM F300X, or JUST F300X, or NRM F303X, or PHIL F322X, or PS F300X	PHIL 301, 302, 303, 304, 305	PHIL 301
<b>FOREIGN LANGUAGE OPTION</b>			
*OR complete 12 credits from the Perspectives on the Human Condition options above, plus two semester-length courses in a single Alaska Native language or other non-English language, or three semester-length courses (9 credits) in American Sign Language at the university level.			
<b>MATHEMATICS (3 CR)</b>			
	MATH 103X, F107X, F161X, F200X*, F201X*, F202X*, F262X*, or F272X*; STAT F200X * or any math course having one of these as a prerequisite	MATH 107, 108, 109, 172, 200, 201, 272; STAT 252, 253, 307	MATH 106, 107 (or higher-level mathematics course for bachelor's de- gree); STAT 107, 273 (or higher-level statistics course for bachelor's degree)
<b>NATURAL SCIENCES (8 CR)</b>			
Complete any two 4-cr natural science courses with lab sections	ATM F101X; BIOL F100X, F101X, F103X, F104X, F115X, F116X, F120X, F213X, F214X; CHEM F100X, F103X, F104X, F105X, F106X; GEOG F111X; GEOS F100X, F101X, F106X, F112X, F120X, F125X; MSL F111X; PHYS F102X, F103X, F104X, F115X, F175X, F211X, F212X, F213X	ASTR 103 & 103L, 104 & 104L; BIOL 102 & 103, 111, 112, 115, 116, 178 & 179; CHEM 103 & 103L, 104 & 104L, 105 & 105L, 106 & 106L; ENVI F211 & 211L; GEOL 111 & 111L, 115 & 115L, 178 & 179, 221; LSIS 102, 201, 202; PHYS 123 & 123L, 124 & 124L, 211 & 211L, 212 & 212L (each must include at least 1 credit of lab to meet UAF core requirement)	BIOL 103, 104, 105, 106, 111, 112; CHEM 103, 105, 106; ENVS 102; GEOG 102; GEOL 104; PHYS 102, 103, 104, 211, 212 (each must include at least 1 credit of lab to meet UAF core requirement)

## TRANSFERRING CREDITS WITHIN THE UA SYSTEM

In general, undergraduate credits earned at the 100 level or above at a University of Alaska institution will transfer to UAF. In addition, in order to serve students who transfer among the three institutions that make up the University of Alaska system, UAF, UAA and UAS have identified fully transferable general education requirements for baccalaureate degrees.

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

Transfer students from UAA or UAS who have completed all general education requirements in the baccalaureate program before transferring to UAF will have completed all requirements for the UAF baccalaureate core. Courses taken to complete the general education requirements at UAA or UAS will meet UAF baccalaureate core requirements according to the current UA table of substitutions (see Table 3). Students should notify the UAF Office of Admissions and

the Registrar if they completed the general education requirements at UAA or UAS prior to enrollment in a major program of study at UAF.

Completion of the 38-credit requirements of the UAF baccalaureate core (excluding the writing and oral intensive upper-division requirements) meets the general education requirements at UAA and UAS.

For more information about transfer credit visit [www.uaf.edu/admissions/apply/transfer/](http://www.uaf.edu/admissions/apply/transfer/).

## Alternate Ways to Earn Credit

### TESTING SERVICES

As a national test center, UAF Testing Services administers paper-and-pencil and computer-based exams. The office advises UAF students, prospective students and the community on national testing matters for college admissions and placement and for career and professional certification. Testing Services also coordinates credit by examination for local tests and for the College-Level Examination Program (CLEP). The

TABLE 4 **TABLE OF SUBSTITUTIONS: NON-UA INSTITUTIONS**

This table describes courses accepted by transfer to UAF from institutions outside the University of Alaska system and that may substitute for UAF's core curriculum. Students transferring from either UAA or UAS should consult Table 3 – UA System 2014–2015 Table of Substitutions, or visit [www.uaf.edu/admissions/apply/transfer/](http://www.uaf.edu/admissions/apply/transfer/).

Core Curriculum Courses	Transfer Courses
MATH F103X—Concepts and Contemporary Applications of Mathematics, MATH F107X—Functions for Calculus or MATH F161X—Algebra for Business and Economics	a 100-level or above mathematics course having a prerequisite of at least two years of high school algebra
MATH F200X, F201X, F202X, F262X, F272X, STAT F200X	a calculus or statistics course at the 100 level or above
ENGL F111X—Intro to Academic Writing	the required first-semester composition course at the 100 level (must be basic freshman composition and not developmental)
ENGL F211X—Academic Writing About Literature or ENGL F213X—Academic Writing About Soc and Nat Sciences	the second half of the introductory composition series at the 100-level or above
COMM F121X—Introduction to Interpersonal Communication COMM F131X—Fundamentals of Oral Communication Group Context or COMM F141X—Fundamentals of Oral Communication Public Context	a 100-level or above performance course in fundamentals of speech communication, public speaking or small group communication
Natural Sciences—8 credits	courses in basic natural sciences (biology, chemistry, earth sciences, physics) with labs, at the 100 level or above. Nonlab courses are transferable only as a second natural science course. To fulfill core requirements, a transfer student must complete two lab courses or two labs. Transfer of credit for courses in a natural science other than those listed requires approval of the dean of the College of Natural Science and Mathematics.
Perspectives on the Human Condition	
HIST F100X—Modern World History	introductory courses in different social sciences
ECON/PS F100X—Political Economy	
ANTH/SOC F100X—Individual, Society and Culture	
ENGL/FL F200X—World Literatures	an introductory course in the humanities
ART/MUS/THR F200X, HUM F201X, ANS F202X—Aesthetic Appreciation	an introductory course in the arts which does not stress skills acquisition
BA F323X, COMM F300X, JUST F300X, NRM F303X, PHIL F322X, PS F300X—Ethics (Values and Choices)	an upper-division course in ethics, or, with approval of the Philosophy Department, a lower-division course in ethics
Other	
Library and Information Research (0–1 credit)	a 100-level library skills course
Foreign Language (may be substituted for 6 credits of Perspectives on the Human Condition)	two semester-length courses in a single Alaska Native language or other non-English language, or three semester-length courses (9 credits) in American Sign Language at the university level

office also does private proctoring. For more information and registration materials, contact Testing Services, 211 Gruening Building, 907-474-5278, [uaf-testing-dept@alaska.edu](mailto:uaf-testing-dept@alaska.edu) or [www.uaf.edu/testing/](http://www.uaf.edu/testing/).

### CREDIT FOR NATIONAL EXAMS

There are several ways to earn college credit by receiving a passing score on a national exam. For any of the following exam options, grades are not computed in the UAF GPA. Credit received for exams is not considered UAF residence credit and is not considered to be part of the semester course load for classification as a full-time student. Credit is awarded to current or previously enrolled degree students at UAF. The credit for national exam options are briefly outlined here.

- **College-Level Examination Program**

CLEP is a national testing program that awards college credit for some introductory courses. The exams cost \$105 each (costs subject to change) and are administered daily.

See Table 5 for a list of CLEP general and subject exams accepted at UAF. To register for a CLEP exam or for more information, contact UAF Testing Services at 907-474-5278 or [uaf-testing-dept@alaska.edu](mailto:uaf-testing-dept@alaska.edu). The following criteria apply to CLEP exams:

1. Students can earn up to 6 semester credits upon successful completion of a General CLEP exam in the discipline of college mathematics, humanities, natural sciences or social sciences/history. Students who have already earned some credits in the discipline, from any source, will be awarded the difference in credits upon successful completion of the exam. (General CLEP exams are listed in bold font in Table 5.)
2. Students may not duplicate a course for which credit has already been earned or in which the student is currently enrolled.
3. Students must wait at least one year after the end of an audited course before taking the CLEP Subject exam for that course.
4. The minimum passing score for approved CLEP exams is 50, with the exception of the following foreign languages scores: **French** semester I and II minimum 50, semesters III and IV minimum 59; **German** semester I minimum 39, semester II minimum 50, semester III minimum 55, semester IV minimum 60; **Spanish** semester I minimum 39, semester II minimum 50, semester III minimum 57, semester IV minimum 63.

- **College Board Advanced Placement Exams**

UAF grants advanced credit, with waiver of fees, for exam results of three or higher on the College Board (CEEB) Advanced Placement Tests (see Table 6). These exams are normally taken during the junior or senior year in high school.

To receive CEEB advanced placement credit, ask that an official report of the exam results be sent to the Office of Admissions and the Registrar from the College Board. Credits may be earned for more than one advanced placement exam.

- **Credit for Language Testing**

UAF accepts successful test results from Brigham Young University or other national testing programs (subject to approval from the Department of Foreign Languages and Literatures) in languages for which no CLEP test is available, for a maximum of 12 credits. The first 10 credits may be applied to the core curriculum language requirement, and any additional credits will be awarded general humanities credit. Results must be submitted directly to the Office of Admissions and the Registrar by the testing agency. For more information on foreign language testing opportunities, call UAF Testing Services at 907-474-5278 or [uaf-testing-dept@alaska.edu](mailto:uaf-testing-dept@alaska.edu).

Students who are speakers of non-English languages transferring from foreign partner universities to UAF are exempted from taking a foreign language test to demonstrate fluency in that language. Complete the language exemption/core credit waiver form and file it with the Office of Admissions and the Registrar. Upon approval, 6 credits of core Perspectives on the Human Condition coursework will be waived. This applies only to students participating in formalized articulation agreements established between UAF and partner institutions.

- **DANTES-DSST (Standardized Subject Tests)**

DSST is a national testing program that offers exams in traditional academic, vocational/technical and business subject areas. Credit is awarded for successfully completing DSST tests as recommended by the American Council on Education. Acceptance of the DSST exam for a specific catalog course or as a major/minor requirement is subject to department approval. DSST exams cost \$105 each (costs subject to change). To register for a DSST exam, contact UAF Testing Services at 907-474-5278, or email [uaf-testing-dept@alaska.edu](mailto:uaf-testing-dept@alaska.edu) about the availability of DSST testing.

- **International Baccalaureate**

The International Baccalaureate Diploma Program is a two-year curriculum for students ages 16 to 19 and is similar to the final year of secondary school in Europe. UAF grants advanced credit, with a waiver of fees, for IB higher-level and some standard-level exams on which students have earned a score of 4 or better, or a score of 5 or better for mathematics (see Table 7). To receive IB credit, students should submit an official copy of their IB exam results to the Office of Admissions and the Registrar.

**TABLE 5 COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)  
EXAMS CURRENTLY ACCEPTED**

Examination Name	UAF Course Equivalent	Credits
Algebra (College)	MATH F107X or F161X	4/3
American Government	PS F101	3
Calculus	MATH F200X	4
Chemistry, General	CHEM F105X/F106X	8
College Composition	ENGL F111X	3
<b>College Mathematics</b>	<b>Mathematics elective credits</b>	<b>3</b>
Financial Accounting	ACCT F261	3
French (College level)	FREN F101/F102 FREN F201/F202	5/5 3/3
German (College level)	GER F101/F102 GER F201/F202	5/5 3/3
History of the U.S. I	HIST F131	3
History of the U.S. II	HIST F132	3
Human Growth and Development	PSY F240	3
<b>Humanities</b>	<b>Humanities elective credits</b>	<b>6</b>
<b>Natural Sciences</b>	<b>Natural sciences elective credits</b>	<b>6</b>
Precalculus	MATH F107X/F108	4/3
Principles of Macroeconomics	ECON F202 or ECON F100X substitute	3
Principles of Microeconomics	ECON F201	3
Psychology (Introductory)	PSY F101	3
<b>Social Sciences/History</b>	<b>Social sciences elective credits</b>	<b>6</b>
Sociology (Introductory)	SOC F100X or sociology elective	3
Spanish (College level)	SPAN F101/F102 SPAN F201/F202	5/5 3/3
Western Civilization I	HIST F101 or HIST F100X substitute	3
Western Civilization II	HIST F102 or HIST F100X substitute	3

*X = Course meets baccalaureate core requirement.*

*Students should consult Table 3 or Table 4 (the tables of substitutions) to determine what other courses may meet baccalaureate core requirements.*

*Must have minimum score of 50 in order to receive UAF credit, with the exception of foreign language exams where score determines number of credits awarded.*

**TABLE 6 COLLEGE BOARD ADVANCED PLACEMENT (AP)  
EXAMS CURRENTLY ACCEPTED**

Examination Name	UAF Course Equivalent	Credits
Art: History	ART F261/F262	6
Art: 2-D, 3-D and Drawing	Art electives*	6
Biology	BIOL F115X/F116X	8
Chemistry	CHEM F105X/F106X	8
Chinese Language and Culture	CHNS F101/F102	10
Computer Science A	CS F201	3
Economics—Macro	ECON F202 or ECON F100X substitute	3
Economics—Micro	ECON F201	3
English Language	ENGL F111X	3
English Literature	ENGL F111X	3
Environmental Science	GEOS F125X	4
European History	HIST F101/F102	6
French Language and Culture	FREN F101/F102	10
German Language and Culture	GER F101/F102	10
Government and Politics: Comparative	PS F201	3
Government and Politics: U.S.	PS F101	3
Human Geography	GEOG F101	3
Italian Language and Culture	Foreign Language electives	8
Japanese Language and Culture	JPN F101/F102	10
Latin	Foreign Language electives **	8
Math: Calculus AB	MATH F200X	4
Math: Calculus BC	MATH F200X/F201X	8
Music Theory (score of 3)	MUS F103	3
Music Theory (score of 4 or 5)	MUS F131/F133	5
Physics B	PHYS F103X/F104X	8
Physics C: Mechanics	PHYS F211X	4
Physics C: Electricity and Magnetism	PHYS F212X	4
Psychology	PSY F101	3
Spanish Language and Culture	SPAN F101/F102	10
Spanish Literature and Culture	Spanish electives (200 level) SPAN F201	2 3
Statistics	STAT F200X	3
U.S. History	HIST F131/F132	6
World History	HIST F100X	3

*X = Course meets baccalaureate core requirement.*

\* *Portfolios may be submitted to the Art Department for further evaluation.*

\*\* *Does not satisfy Perspectives on the Human Condition Core requirement.*

*Students should consult Table 3 or Table 4 (the tables of substitutions) to determine what other courses may meet baccalaureate core requirements.*

*Must have minimum score of 3 in order to receive UAF credit, with the exception of Music Theory.*

TABLE 7 INTERNATIONAL BACCALAUREATE EXAMS CURRENTLY ACCEPTED

Examination Name	Level	UAF Course Equivalent	Credits
Biology	HL	BIOL F115X/F116X	4/4
Chemistry	SL	CHEM F103X/F104X	4/4
Chemistry	HL	CHEM F105X/F106X	4/4
Classical Greek	HL	Humanities electives*	6
French	SL	FREN F101/F102	5/5
French	HL	FREN F101/F102 FREN F201/F202	5/5 3/3
German	SL	GER F101/F102	5/5
German	HL	GER F101/F102 GER F201/F202	5/5 3/3
Japanese	SL	JPN F101/102	4/4
Japanese	HL	JPN F101/102 JPN F201/F202	5/5 5/5
History of Europe & the Islamic World	HL	HIST F100X substitute HIST elective	3 3
Latin	HL	LAT F101/F102*	3/3
Language A1 (English)	HL	ENGL F111X and ENGL elective	3 3
Mathematics	HL	MATH F200X	4
Mathematics w/Series & ODE option	HL	MATH F200X MATH F201X	4 4
Mathematics and Further Math	HL SL	MATH F200X, F201X, MATH elective	8 3
Philosophy	HL	PHIL F102	3
Physics	SL	PHYS F103X	4
Physics	HL	PHYS F103X/F104X	4/4
Russian	SL	RUSS F101/102	5/5
Russian	HL	RUSS F101/102 RUSS F201/202	5/5 4/4
Social & Cultural Anthropology	SL HL	ANTH F100X substitute ANTH F242	3 3
Spanish	SL	SPAN F101/102	5/5
Spanish	HL	SPAN F101/102 SPAN F201/202	5/5 3/3
Theatre	SL	THR F200X	3
Theatre	HL	THR F200X THR elective	3 1
20th-C World History: History of Africa	HL	HIST F100X substitute HIST elective	3 3
20th-C World History: History of the Americas	HL	HIST F100X substitute HIST elective	3 3
20th-C World History: History of Asia & Oceania	HL	HIST F100X substitute HIST elective	3 3
20th-C World History: History of Europe & the Middle East	HL	HIST F100X substitute HIST elective	3 3
Visual Arts	HL	ART F105/F161	3/3

X = Course meets baccalaureate core requirement.

Students should consult Table 3 or Table 4 (the tables of substitutions) to determine what other courses may meet baccalaureate core requirements.

\* Does not satisfy Perspectives on the Human Condition core requirements.

If an international baccalaureate exam is not in this table, contact the Office of Admissions and the Registrar at registrar@uaf.edu for more information.

Must have minimum score of 4 (or score of 5 in mathematics) to receive UAF credit.

## UAF CREDIT BY EXAM

Credit by exam can be earned at UAF by students who are currently enrolled. Most courses are available for credit by exam, except those with numbers ending -90 through -99 (193, 292, 497, etc.). A course challenged for credit cannot duplicate a course for which credit has already been granted or in which the student is currently enrolled. It is up to the discretion of the department and instructor to decide which courses can be challenged, the testing method and grading procedures. Credit by exam may not be requested for audited courses until one year has passed since the end of the semester in which the course was audited.

Credit by examination forms may be obtained online at [www.uaf.edu/testing/](http://www.uaf.edu/testing/), under UAF-Specific Tests, or at the Office of Testing Services in 211 Gruening. For more information on challenging a course call Testing Services at 907-474-5278.

## UAF ADVANCED PLACEMENT CREDIT

### • English

Students with ACT or SAT scores that place them in English F211X or F213X may receive local advanced placement credit for English F111X upon completion of English F211X or F213X with a grade of C or better.

Students who have received transfer credit that substitutes for English F211X or F213X with a grade of C or better and who meet the ACT or SAT test score requirement may also receive credit for English F111X.

To receive this credit, students must submit the Application for English F111X Credit form to the Office of Admissions and the Registrar. The form is available at the Office of Admissions and the Registrar or the UAF English Department.

### • Alaska Native Language

After completing a course in which the student was placed (above 101) and earning a B grade or higher, the student may ask to receive credit for the two immediately preceding prerequisite courses, if any. However, credit cannot be awarded for such courses if university credit has already been granted. Credit will not be awarded for special topics courses, individual study courses, literature or culture courses, conversation courses, or any course taught in English.

## CREDIT FOR PRIOR LEARNING

The Academic Advising Center administers the credit for prior learning program, wherein students may earn undergraduate credit based on university-level learning they have obtained outside the classroom. Students can document the university-level learning they have gained through employment, volunteer service or other life experiences with a portfolio or copies of licenses and certificates earned. Certificate, associate or bachelor's degree students may earn up to 25 percent of total program requirements through the credit for prior learning program.

Credentials for admitted degree students who are currently enrolled are reviewed by faculty from participating departments who determine if this process is appropriate and make recommendations for awarding prior learning credit. Review is based on equivalency to courses listed in this catalog. Credit received for prior learning does not affect your GPA and is not considered residence credit. The university will award transfer credit for specified national and state authorizations, certificates, credentials and/or examinations (see Transferring Credits, page 33) that do not need credit for prior learning review. For further information or assistance, contact the Academic Advising Center, 510 Gruening Building, 907-474-6396 or [uaf.advising@alaska.edu](mailto:uaf.advising@alaska.edu). The credit for prior learning student handbook is available at [www.uaf.edu/advising/cpl/](http://www.uaf.edu/advising/cpl/).

## COMPETENCY TESTING

Students with appropriate background experience may complete certain components of the UAF core curriculum via competency testing. Credit by exam is not available.

- **Library Competency Exam**

The Library Competency Exam, administered by UAF Testing Services, is offered to fulfill the core curriculum requirement for LS F101X and LS F100X. The LCE, offered daily in Testing Services for \$25, is designed to test or verify a student's knowledge of standard library functions, services and organization. While no credit is awarded for passing this exam, a score of at least 85 percent will fulfill the core curriculum requirement for LS F101X and LS F100X. Please contact Testing Services at 907-474-5278, [uaf-testing-dept@alaska.edu](mailto:uaf-testing-dept@alaska.edu) or 211 Gruening Building for more information.

- **Computer Skills Placement Exam**

The Computer Skills Placement Exam, administered by UAF Testing Services, is offered to fulfill the degree requirement for AIS F101, required by students seeking a BBA degree at UAF. The CSP, offered daily in Testing Services for \$25, is designed to test or verify a student's knowledge of information technology and file management procedures; word processing (Word), spreadsheets (Excel), databases (Access) and presentation (PowerPoint) software; and information and communication skills. While no credit is awarded for passing this exam, a score of at least 70 percent will fulfill the degree requirement for AIS F101. Please contact Testing Services at 907-474-5278, [uaf-testing-dept@alaska.edu](mailto:uaf-testing-dept@alaska.edu) or 211 Gruening Building for more information.

- **Oral Communication Competency Exam**

Requests for competency testing for COMM F141X—Fundamentals of Oral Communication, Public Context, will be considered only if, in the opinion of a member of the Communication Department faculty, a student presents evidence of substantive prior experience in formal public speaking situations (competency testing is not available for COMM F131X). Neither prior oral intensive course work nor COMM F442—Professional Public Speaking are considered evidence of substantive prior experience. If the prior experience is sufficient, the individual will be asked either: a) to provide a video (not audio) recording of a formal public speaking presentation at least 10 minutes in length, or b) to present a 10-minute persuasive speech before a live audience, with at least one member of the Communication Department faculty present. This process may be attempted only once. The date for live speeches will be established each semester, at a single time during the fourth to sixth week of classes. While no credit is awarded for passing this exam, a grade of at least a B (3.0) for either type of presentation will fulfill the core curriculum requirement for COMM F141X. For more information and an application for competency testing, contact the Department of Communication at 907-474-6591 or 503 Gruening.

# Registration

You must register and pay tuition and fees to attend classes and earn credit. Registration is held each semester on dates published in the academic calendar (see inside front cover for the Fairbanks campus). For special programs, short courses, seminars and other classes not part of the regular academic calendar, registration is as needed.

Details about procedures and schedules for registering are published online and in separate publications at each campus. Registration instructions for the Fairbanks campus are provided in the UAF registration guide, available at the Office of Admissions and the Registrar and online at <http://uaonline.alaska.edu> or [www.uaf.edu/register/](http://www.uaf.edu/register/).

The first day of instruction for all semester-length courses is the date indicated in the official semester academic calendar. That date might not be the first day that a class meets.

If you register for courses, the university holds you financially responsible for payment of your tuition and fees. The university **may drop your registration** if you do not pay. Other consequences for nonpayment include not being able to receive your grades or transcripts.

## ACADEMIC ADVISING IS REQUIRED

Academic advising is an important part of planning for your education. Degree students must obtain an academic advisor's signature every semester to begin the registration process. All degree and certificate students are required to have an academic advisor. You will work in tandem with your academic advisor to develop a viable educational plan that reflects your academic interests and goals. Your academic advisor will assist you in determining the best options, alternatives and sequences of classes to take. Non-degree students may also see an academic advisor, and it is recommended for those taking 9 or more credits in a semester or for those who have accumulated 30 or more UAF credits. Non-degree students who have been academically disqualified must meet with an academic advisor each semester to develop a realistic and timely educational plan. Academic advising is available at several campuses. See Services and Resources, page 73, for more information.

TABLE 8 **IMPORTANT REGISTRATION CHANGE DEADLINES**

Action*	Begins**	Ends	Notes
Adding a class	First day of registration for the semester	Second Friday after the first day of instruction for the semester	Advisor's signature not required
Dropping a class (class does not appear on transcript)	First day of registration for the semester	Third Friday after the first day of instruction for the semester	Advisor's signature required for student in degree program after the second Friday after the first day of instruction
Faculty-initiated drop (class does not appear on transcript)	First day of instruction for the semester	Third Friday after the first day of instruction for the semester	Faculty member will notify the Office of Admissions and the Registrar
Withdrawing from a class (class appears on transcript with W grade)	After the third Friday after the first day of instruction for the semester	Ninth Friday after the first day of instruction	Advisor's signature required for student in degree program
Dropping or withdrawing from all classes	First day of registration for the semester	Ninth Friday after the first day of instruction	Advisor's signature required for student in degree program. Total withdrawal form must be completed.
Credit/No-credit option	First day of registration for the semester	Third Friday after the first day of instruction for the semester	Undergraduates only Only electives not specified in a student's core, major, minor and degree programs are eligible for this option.
Faculty-initiated withdrawal (class appears on transcript with W grade)	After the third Friday after the first day of instruction for the semester	Ninth Friday after the first day of instruction for the semester	Faculty member will notify the Office of Admissions and the Registrar. Students receive an email notification at their UAF account.
Late withdrawal from a class***	After the last day for student-initiated withdrawals	Last day of instruction for the semester	Advisor's signature required for student in degree program.
Appeal for late withdrawal	After the last day for student-initiated withdrawals	30 class days after the beginning of the next regular semester	Reviewed by a campus appeals committee

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

\* Add, drop, withdrawal and credit/no-credit option deadlines will be adjusted proportionally for courses that are less than a semester in length.

\*\* The first day of instruction for all semester-length courses is the date indicated in the official semester academic calendar. It might not be the first day that a class meets.

\*\*\* Late withdrawals are allowed for exceptional cases only, and approval is not automatic.

## NON-DEGREE STUDENTS

Anyone who wants to attend classes at UAF as a non-degree student may register, as long as they have the appropriate permissions. Students under the age of 18 may take courses as a non-degree student. Current high school students should refer to the High School and Secondary School Students section below.

Non-degree students are subject to placement examination requirements for courses, and they must maintain a 2.0 GPA to remain in good standing. Any non-degree student who wants to be considered a degree candidate must submit an application for admission, meet regular admission requirements and submit transcripts. Non-degree students are not eligible for financial aid or priority registration.

It's important for potential graduate students to understand that credits earned as a non-degree student might not be accepted for use toward a graduate degree program. Please see the transfer credit section of How to Earn a Graduate Degree (page 200).

## HIGH SCHOOL AND SECONDARY SCHOOL STUDENTS

High school and secondary students may take classes at UAF. One program, Alaska Higher Education Admission Decision, requires formal admittance to UAF (see Admissions Requirements). Secondary student enrollment and TECH PREP, however, do not entail formal admission.

- **Secondary Student Enrollment**

The secondary student enrollment process allows secondary school students to register for UAF classes. A student meeting course prerequisites may enroll in university classes with permission of the instructor or the department chair. Students must consult their appropriate school district officials and school counselors for approval prior to registration if they wish to use university courses to meet high school graduation requirements.

Registering for courses at UAF establishes a permanent academic record that reflects student academic performance in all courses attempted.

*Note: Enrollment in UAF courses as a secondary student does not constitute formal admission to the university for the purposes of earning a certificate or degree. Please note that in order to qualify for federal financial aid, you must have either a high school diploma or a GED.*

- **TECH PREP Opportunities**

The TECH PREP program allows students to earn credits toward a UAF certificate or associate degree by completing career and technical education classes in high school that have been approved for college credit by UAF. The classes available for credit vary from school to school, but in general they are taken from the following areas: applied business; automotive; airframe and powerplant; human services; computer information office systems; allied health; drafting; emergency medical services; and welding. For more information, contact your high school counselor or the Community and Technical College at 907-455-2800.

## Course Placement

### PLACEMENT REQUIREMENTS

Many UAF courses require placement. All students planning to take courses with specific placement requirements must meet those requirements before registering for those courses. Specific writing, reading and math placement requirements are listed in the sections below.

Students need mathematics placement at DEVM F105 or above and ENGL F111X placement to register for core science courses.

### PLACEMENT TESTS

Test results are required for first-time degree or certificate students, transfer students with fewer than 30 transfer credits, or students planning to take 100-level English, reading, mathematics, natural sciences and general education courses. UAF mathematics placement test results must be on file with the Office of Admissions and the Registrar or the local regional campus registration office before you can register for DEVM, math, statistics or general education science classes. Results from American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT) or, for associate degree or certificate students, the ASSET, ACCUPLACER or COMPASS test must be on file with the Office of Admissions and the Registrar before you can register for classes. Your ability to register may be blocked if you have not submitted required test scores.

Students who enroll in any course without meeting placement or prerequisite requirements may be dropped or withdrawn from the course through the faculty-initiated withdrawal process.

Writing placement exams must be taken within two calendar years before the start of a course; mathematics placement exams must be taken within one calendar year prior. Students enrolling in developmental or lower-division core courses must have completed any prerequisite courses within two calendar years of their enrollment.

### COURSE PREREQUISITES

Course prerequisites indicate what previous preparation is needed to enroll in a course. An instructor has the right to drop any student from the course if he or she does not meet the prerequisite or has not received a grade of C- or better in all prerequisite courses. An instructor also has the right to waive a course prerequisite if the instructor documents that the student possesses the background required to succeed in the class. Students who take a course at a higher level than a corresponding prerequisite course required for a degree program are not exempt from taking that required course.

### WRITING

Placement into writing courses requires either prerequisite course credit or a standardized placement test that measures academic skills such as critical thinking and reading. The score from any of the tests (see Table 10) places the student in the appropriate writing class. A writing sample, given on the first day of class, may modify this placement. Degree

or certificate students placed in developmental writing or reading courses should register for them during their first semester. These courses help students gain competencies necessary to succeed in college-level courses. If the student's standardized test scores are below the minimums in Table 10 and if the student's high school cumulative GPA is 3.0 or higher, the student may be given permission to enroll in English F111X by the director of university writing or rural campus English/Arts and Letters faculty.

On the basis of test scores, students may be required to take developmental English and/or developmental studies courses. These courses help students gain competencies necessary for success in college-level courses.

## MATHEMATICS

Mathematics course placement varies according to the type of degree the student is planning to pursue and the corresponding math course(s) needed. (See the degree program requirements for more detail.) The UAF mathematics placement test is used to determine math placement. Minimum test scores for placement in math and developmental math courses are listed in Table 9.

Students who have limited access to or limited experience with the Internet should contact the Department of Mathematics and Statistics or the Department of Developmental Education for assistance.

## FOREIGN LANGUAGE

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

TABLE 9 **MATH, STATISTICS AND DEVELOPMENTAL MATH PLACEMENT SCORES**

COURSES	ALEKS PPL
MATH F200X, MATH 272X	78–100
MATH F205, MATH F262X	70–100
MATH F108	65–77
STAT F200X	60–100
MATH F107X, MATH 161X	55–77
DEVM F105, DEVM F106, MATH F103X	30–54
DEVM F060 (DEVM F066, HLTH F116, TTCH F131)	15–29
DEVM F050 (DEVM F056)	0–14

*Note: In cases where a student has multiple placement test scores, placement recommendations will be made using the test scores that provide the highest placement.*

*Students, in consultation with their academic advisor or course instructor, may opt to take a course lower than their placement.*

## Adding, Dropping and Withdrawing from Classes

Information about the add/drop process can also be found at <http://uaonline.alaska.edu>, in the registration guide at the Office of Admissions and the Registrar or at [www.uaf.edu/register/](http://www.uaf.edu/register/). Adds, drops and withdrawals are not final until the student has completed the appropriate procedure, paid any relevant fees or tuition and submitted all necessary paperwork to the Office of Admissions and the Registrar. If you drop a class within specified time frames, the course will not be part of your academic transcript. Important deadlines are listed in Table 8.

## NONATTENDANCE DROP POLICY

Students are expected to begin attending classes on the first day of instruction. Some departments, in trying to find space for students on waitlists, require that you attend the first class

TABLE 10 **ENGLISH, DEVELOPMENTAL ENGLISH AND DEVELOPMENTAL STUDIES COURSE PLACEMENT SCORES**

COURSES	ACT ENGLISH + READING Total Combined Score	SAT WRITING + CRITICAL READING Total Combined Score	ACCUPLACER SENTENCE SKILLS + READING COMPREHENSION Total Combined Score	ASSET FORM B2 WRITING SKILLS + FORM B2 READING SKILLS Total Combined Score	UAF WRITING SAMPLE* FOR USE WITH ASSET FORM B2	COMPASS WRITING SKILLS + READING SKILLS Total combined score
ENGL F211X, ENGL F213X	60–72	1340–1600	N/A	N/A	N/A	N/A
ENGL F111X*	36–59	860–1330	170–240	82–107	19–25	146–200
DEVE F109	30–35	760–850	140–169	76–81	16–18	116–145
DEVE F104*	26–29	680–750	110–139	70–75	12–15	98–115
DEVE F060	18–25	540–670	80–109	66–69	9–11	76–97
DEVS F105	26–29	680–750	110–139	70–75	12–15	98–115
DEVS F052	18–25	540–670	80–109	66–69	9–11	76–97
Adult Basic Education**	2–17	400–530	0–79	46–65	0–8	0–75

*Note: DEVE F068 is a writing support group tutorial class, recommended based on the student's needs for writing assistance along with any DEVE or ENGL writing course listed in the table. Students may take up to 3 credits of DEVE F068 per semester for as many semesters as needed.*

\* ENGL F111X-plus pairs a section of ENGL F111X with DEVE F068. Qualifying students are those who have a combined ACCUPLACER 135–169 score and are referred by their academic advisor to the Director of University Writing to interview for the program.

\*\* For an Adult Basic Education program listing, go to [www.jobs.alaska.gov/abe/abe\\_dir.pdf](http://www.jobs.alaska.gov/abe/abe_dir.pdf)

session or notify the department in advance that you cannot attend the first class. If you miss the first class without notifying the department, you may be dropped from the course, and the space may be assigned to a student on the waitlist.

Because of the high demand for composition (ENGL F111X, 211X, 213X, 313 or 414) and basic speech (COMM F131X or 141X) courses, students who fail to attend either of the first two meetings of a basic course will be dropped even if they registered in advance and paid their fees. If space becomes available in a class from which you have been dropped by the department, you need to follow the add procedure to re-enroll.

## WITHDRAWING

- **Withdrawing from a Class**

If you withdraw from a class later than the third Friday after the first day of instruction (last day to drop classes), a grade of W appears on your academic record. The W grade does not affect your GPA. However, it may impact your financial aid. Be sure to check with the Financial Aid Office before withdrawing from classes. The last day you can withdraw from a class is the ninth Friday after the first day of instruction. For specific dates, see the academic calendar on the inside cover of this catalog. Fees and tuition are not automatically refunded for W grades.

- **Total Withdrawal from All Classes**

If you want to withdraw from all your classes later than the third Friday after the first day of instruction (last day to drop classes), use a Total Withdrawal form available at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/) or from the Office of Admissions and the Registrar. You'll receive a W grade for all classes, which does not impact your GPA. A student-initiated total withdrawal is subject to the same deadlines as withdrawal from a class. For specific dates, see the academic calendar on the inside cover of this catalog. Fees and tuition are not automatically refunded for W grades.

## WITHDRAWALS AFTER THE DEADLINE

Appeals for a late withdrawal after the student-initiated withdrawal deadline — the ninth Friday after the first day of instruction — are exceptions to policy and are allowed only in exceptional cases. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in immediate family; 2) serious illness or injury of student or immediate family; and 3) factors outside of student's control (for example, fire or flood). Failing a course, avoiding an unsatisfactory grade or ignorance of policies are not serious and compelling reason for seeking a late withdrawal and will not be approved.

Appeals for late withdrawals must be submitted within 30 class days after the beginning of the next regular semester. Forms for an appeal for late withdrawals are available at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/), through the Office of Admissions and the Registrar in Signers' Hall on the Fairbanks campus, or through local campus student services offices. Once

received, the appeal will be evaluated by a campuswide committee, which will return a decision to the student. The decision of the university is final, and a student who files a written appeal under these procedures shall be expected to abide by the final disposition of the review, as provided, and may not seek further appeal of the matter under any other procedure within the university.

## FACULTY-INITIATED DROP OR WITHDRAWAL

Class instructors have the right to drop students who do not meet course prerequisites, did not obtain a grade of C- or better in all prerequisite courses, or who have not participated substantially in a course. Faculty-initiated drops submitted through the third Friday after the first day of instruction will be treated as a dropped class and will not appear on any student transcript. The faculty-initiated withdrawal may occur after the third Friday but before the ninth Friday after the first day of instruction. A grade of W will appear on a student's academic record for faculty-initiated withdrawals.

## Directed and Individual Study

**Directed study** courses allow a student to contract with an instructor to enroll individually in a course that is listed in the catalog but in a semester in which the course is not offered in the regular schedule.

For example, a directed study proposal may be approved if the course is not being offered that semester and the student needs to complete the course for graduation. The title for the directed study course will include DS.

**Individual study** courses provide students with opportunities to improve their knowledge in areas of study not listed in the current catalog. A student who requests or is advised to undertake such an individual study should present a brief proposal and syllabus to the appropriate faculty member. The syllabus must be attached to an individual study form. This requirement does not apply to directed study courses. An individual study course number will end in 97.

Registration for directed and individual study courses is not available via the web. To register for a directed or individual study course, download the request form from [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/) or pick up a copy at the Office of Admissions and the Registrar. Submit the completed form to the Office of Admissions and the Registrar.

## Where to Get More Information

### Office of Admissions and the Registrar

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