

Your
comprehensive
guide to
navigating
Graduate School

GRADUATE STUDENT HANDBOOK



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Naturally Inspiring



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Greetings!

Congratulations on your acceptance to your UAF graduate program. We at the Graduate School are here to assist you during your time at UAF. This handbook has been prepared to help you through your graduate program. As you read through, make notes, ask questions, and give us feedback on how to make this a better resource. Once again, congratulations and best of luck with your studies!

The UAF Graduate School's Graduate Student Manual will acquaint you with information, procedures, and policies with regard to your degree program. Together with the UAF catalog, this handbook will provide you with information about your degree requirements and responsibilities as a student. Please note that the UAF catalog is the "ultimate authority". This manual does not supersede the UAF catalog. Please use this as a reference and if you cannot find an answer to a specific question, please do not hesitate to contact your advisor, academic office or any of us at the Graduate School.

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UAF is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIXcompliance/nondiscrimination.

How the UAF Graduate School communicates information regarding events or opportunities:

Email

To access your UAF email, please go to <https://google.alaska.edu>

It is highly recommended that if you are not going to check your UAF email account regularly that you forward it to a personal account. You may also set a preferred email address in [UAOnline](#).

Facebook

Add us as a Facebook friend: University of Alaska Fairbanks Graduate School
<https://www.facebook.com/University-of-Alaska-Fairbanks-Graduate-School-239711056240/>

Twitter

Follow us on Twitter: UAF Graduate School (@uafgrad)
<https://twitter.com/uafgrad>

Listservs

For official UAF & Graduate School information (workshops, scholarships/fellowships, etc.)

<https://lists.alaska.edu:8025/mailman/listinfo/gradacademic-l>

For information on off-campus housing, job opportunities, outside funding, etc.

<https://lists.alaska.edu:8025/mailman/listinfo/gradschool-l>

Website

<http://www.uaf.edu/gradsch>

All forms can now be signed electronically through DocuSign or Adobe.

Please be sure to “**send a copy**” to uaf-grad-school@alaska.edu instead of setting the form to have the Graduate School or Dr. Castellini “sign” the form(s) as many of the forms must be reviewed first.

Expectations

As a graduate student you are fully responsible for knowing and complying with all of the regulations and requirements for the completion of the graduate degree you are seeking. For this reason, it is essential that you become familiar with the policies and regulations outlined in this manual, in the UAF catalog, and on the Graduate School website www.uaf.edu/gradsch. All Graduate School forms can be found on the main UAF Graduate School website.

Keeping on Track in Your Program

Student roles and responsibilities include:

ALL STUDENTS:

How to Earn a Graduate Degree; <http://catalog.uaf.edu/graduate/>

Temporary Leave of Absence

If you need to temporarily suspend studies while earning a graduate degree, you must submit an approved [Leave of Absence](#) (Form 17) to the Graduate School.

Reinstatement

Graduate students failing to either register for at least six credits at the 400-/600-level or obtain a leave of absence will be dropped from graduate study and will have to apply for **reinstatement** (Form 18) before resuming their program. You may request reinstatement to your program if you were a graduate student in good standing (overall GPA & most recent semester GPA—3.0 minimum) and your last enrollment at UAF was less than 2 years ago. Reinstatement is not guaranteed. Otherwise, you will need to reapply (full admission application) to your program.

Students in Non-thesis/non-project programs (MBA, MSDM, and MEd other and Graduate Certificate & Licensure students)

Students in these programs can find information appropriate to their degree by contacting the following people:

- *For students pursuing an MEd with the “Other” option, or those pursuing Graduate Certificates or Licensure in Elementary Education, Secondary Education, Special Education or Counseling:*
 - *Jane Monahan; jmonahan@alaska.edu; 907-474-5362; <http://www.uaf.edu/soe>*

- *For students pursuing an MBA or MSDM*
 - *Amber Lammers; allammers@alaska.edu; 907-474-4622; <http://www.uaf.edu/som>*

- *Graduate Certificate – Statistics*
 - *Department of Mathematics and Statistics;*
 - UAF-MathAndStat-Dept@alaska.edu; 907-474-7332;
<http://www.uaf.edu/dms/>
- *Graduate Certificate – Science Teaching and Outreach*
 - *Laura Conner; ldconner@alaska.edu; 907-474-6950;*
<http://cns.m.uaf.edu/sto/>

ALL STUDENTS COMPLETING A THESIS OR PROJECT

Appointment of Committee

Identify and seek departmental approval for a committee of at least three members for Master's students and at least four members (all must have a PhD) for PhD students that are willing to supervise your graduate program, including the final thesis/project. The committee must include a chair, which is the faculty member with whom you work most closely on your research project or thesis¹. Some departments permit Affiliate Faculty or other qualified persons to serve on graduate committees. Check with your department to find out their policies on committee composition.

Submit an [Appointment of Graduate Advisory Committee](#) (Form 2) to the Graduate School and have an initial meeting with your graduate committee before the end of your first year of enrollment. At this meeting the committee should discuss the "Graduate Study Plan" (GSP), and agree on its content (at minimum, it must match the program requirements in your catalog. See the section on Graduate Study Plans below). You will also submit an "Annual Report" form, which is an official record of your committee meeting. You will meet formally with your committee at least once per year and submit an "Annual Report" after each meeting.

Decide, in consultation with the graduate committee chair, an appropriate topic for research. Draft a description of the research project and receive committee approval prior to enrolling in the thesis (699)/project (698) credits.

Regulatory Approvals

Consult with your committee chair about obtaining any regulatory approvals required for your research. University and/or agency approvals are needed for research involving human subjects, vertebrate animals, marine mammals, endangered species, public lands, radioactive materials, biohazards, hazardous materials, and other regulated activities. Note, that in many cases the approval process is lengthy, so get started early.

Complete any training required to comply with regulations governing your research or to help ensure your safety while conducting research. For example, the University requires that you have training to work in laboratories and in remote field locations, and with human subjects, vertebrate animals, hazardous materials, and radioactive materials.

If you have any questions, contact the Office of Research Integrity at 907-474-7800 or uaf-ori@alaska.edu.

¹ Throughout this manual "Thesis" is used interchangeably with "Dissertation".

Graduate Study Plan

In consultation with your committee and the UAF catalog, prepare a [Graduate Study Plan \(GSP\)](#) (Form 3). The GSP should list the following:

- 1) When you plan on taking the courses noted in the catalog of the semester you began your program. Courses **MUST** match the catalog requirements or be accompanied by a graduate petition form indicating why the courses listed do not (e.g. if you list CHEM F688, but the program requires CHEM F692, the petition will indicate the substitution)
- 2) Other courses required by your committee (including deficiency courses)
- 3) A description of your research topic
- 4) The topics that will be included on your comprehensive examination

The GSP serves as a road map for graduate study and should be drafted early in your program (preferably by the end of your first year of study). The GSP serves as a working agreement of mutual expectation between you and your committee and should be written together. The completed Graduate Study Plan requires approval by the advisory committee, department chair, dean of your school or college, and for interdisciplinary students the dean of the Graduate School.

Depending on the length of your degree program, the first draft of the GSP may be your final one, although *it is not unusual to find it necessary to revise your GSP several times during your studies*. Possible reasons for revising a GSP are: a planned course is cancelled, initial results or funding changes dictate a change in research direction, etc. This is permitted and encouraged.

Annual Report of Advisory Committee (aka Annual Report)

Meet frequently with your committee chair and with the other committee members. Once a year is an absolute minimum for arranging a meeting of the entire committee. More frequent meetings are strongly suggested, especially at the beginning and end of your program. Most students should meet with their committee chair at least monthly to discuss their progress, especially when actively conducting research and writing a thesis. **At one committee meeting each year, you need to present a progress report.** Check with your committee well in advance of the meeting to find out what they expect in terms of content and format of the report. Based on your progress report, your committee will submit an [Annual Report of Advisory Committee](#) (Form 5), which will indicate whether or not you are making satisfactory progress toward your degree. **You must review and sign the Annual Report Form!** Your annual report will be kept in your graduate student file.

If you are not satisfactorily progressing through your program, your committee will submit a “Conditional” or “Unsatisfactory” progress report and will usually specify the conditions that you must meet to return to good standing and achieve satisfactory progress. Students receiving a “Conditional” or “Unsatisfactory” report should arrange to meet with their committee frequently over the next year (e.g., every three months) to report on progress. Further, students who fail to correct deficiencies indicated by conditional or unsatisfactory reports can be dismissed on the recommendation of their committee, Department Chair, and Dean of your school or college.

IMPORTANT NOTE: An annual report is required to be on file in the Graduate School by May 15th of each year to remain in good standing. If necessary, extensions to this deadline can be requested through [this form](#).

If you do not have a current annual report on file or an approved extension request you will not be eligible to apply for or receive any Graduate School fellowship, grants, etc.

Report on Comprehensive Exam

Master's Students: Most Master's programs require a written and/or oral comprehensive examination to determine whether the student has integrated knowledge and understanding of the principles and concepts underlying major and related fields. Some programs (MBA, MCE, MEd, and MSDM) allow or require a capstone course or synthesizing paper instead of the comprehensive examination. Some programs integrate the comprehensive exam into the thesis/project defense and don't offer a separate exam. *However, it is your responsibility to know your department's requirements for the exam, how it is administered, and the dates it is given.*

Ph.D. Students: All Ph.D. students must pass a written comprehensive exam, and most programs require an oral comprehensive exam, which requires the presence of an Outside Examiner (see next section on how to request an Outside Examiner), as well. **See the catalog and departmental policies to find out which of these examinations apply to your program.**

All Students: After the completion of your examination examination (whether combined with your defense or not) you must submit a [Report on Comprehensive Exam](#) (Form 6) signed by your committee chair, committee members, the department chair, and dean of your school or college (and, for Ph.D. oral exams, the outside examiner). It is your responsibility to see that this form is completed. The original should be sent to the Graduate School.

For any comprehensive examination, you will be given a pass, a conditional pass or fail. If you receive a conditional pass, the "Report on Comprehensive Exam" form should specify the conditions that you will need to fulfill before the exam will be passed. These can include a second, partial oral or written exam covering the areas of weakness, only; completing assigned readings and a synthesizing paper, again addressing the areas of weakness; completion of a course or courses; or other appropriate remedies chosen by the committee. The Report on Comprehensive Exam form should specify a deadline for satisfying the conditions. *After the conditions have been successfully met, a second Report on Comprehensive Exam form must be submitted to the Graduate School showing that you have now successfully passed the comprehensive exam.*

Most departments have written policies on how many times a failed comprehensive exam may be repeated. Such policies usually state that a graduate student will be dismissed from the program if they fail the comprehensive exam either two or three times, but some programs allow more attempts.

Request for Outside Examiner

Ph.D. students must submit a [Request for Outside Examiner](#) (online form only; Form 10) to the Graduate School at least two weeks before an oral comprehensive exam. Outside examiners are not required for master's students. It is the student's responsibility (not the committee chair's) to make the request.

As a reminder you must have an Outside Examiner present for both the Oral Comprehensive Exam and the Dissertation Defense.

Report on Completion of Language or Research Tool Requirement

Proficiency in a second language or a research tool is not a university requirement, but some departments or programs may have this requirement. An advisory committee may specify a language or research tool if its requirements exceed those of the program. The advisory

committee determines the specific language or research tool, guided by policies of the administrative unit in which the degree is offered. Generally, competency in a second language is required. However, upon approval of the department or program head, the committee may substitute computer languages, statistics, mathematics, or study in areas such as history or philosophy of science, business, administration, law or economics. In all instances, topics selected must support the student's degree program. A [Report on Completion of Language or Research Tool Requirement](#) (Form 9) must be submitted to the Graduate School when the requirement is completed.

Advancement to Candidacy

The Advancement to Candidacy formally establishes your specific degree requirements and it is in the best interests of both you and your advisory committee that you apply for candidacy as soon as you qualify. If you are a master's student, the [Application for Advancement to Candidacy](#) (form 11) should be submitted to the Graduate School after you have completed a minimum of 9 credits of coursework and, if required, passed your comprehensive exam. Ph.D. students should submit their [Application for Advancement to Candidacy](#) (form 13) as soon as they have finished any required coursework and passed the comprehensive exam. At the latest, this form *must be submitted at least one semester before you plan to graduate*. The finalized Graduate Study Plan should be used as a basis for completing the Application for Advancement to Candidacy, but it is not necessary to submit a Graduate Study Plan with the Application for Advancement to Candidacy form.

Note that any subsequent changes in your program will require you to submit a [Graduate Student Petition](#) (form 15) form, to amend the Advancement to Candidacy.

Report on Project Defense

After the completion of a project defense, you must submit a [Report on Project Defense](#) (Form 7) signed by the committee chair, committee members, the department chair, and Dean. The original must be sent to the Graduate School; most departments retain a copy in their files, but it is prudent for the committee chair, student or both to keep one.

At the conclusion of your project defense, you will be given a pass, a conditional pass or fail. A "Conditional Pass" is usually appropriate for flawed defenses of work that can be remedied by re-analysis or re-interpretation. If you receive a conditional pass, the "Report on Project Defense" form should specify the conditions that you will need to fulfill by a specific date before the the defense will be passed. *After the conditions have been successfully met, a second Report on Project Defense form must be submitted to the Graduate School showing that you have now successfully passed the defense.* "Failed" defenses may be repeated if the departmental policy allows it. Please check with your department to see if they have a policy on failed project defenses.

Report on Thesis Defense

After the completion of a thesis defense, you must submit a [Report on Thesis/Dissertation Defense](#) (form 8) signed by the committee chair, committee members, the department chair, and Dean (and, for a Ph.D. defense, the outside examiner). The original must be sent to the Graduate School; most departments retain a copy in their files, but it is prudent for the committee chair, student or both to keep one.

At the conclusion of your thesis defense, you will be given a pass, a conditional pass or fail. A "Conditional Pass" is usually appropriate for flawed defenses of work that can be remedied by re-analysis or re-interpretation. If you receive a conditional pass, the "Report on Thesis

Defense” form should specify the conditions that you will need to fulfill by a specific date before the the defense will be passed. *After the conditions have been successfully met, a second Report on Thesis Defense form must be submitted to the Graduate School showing that you have now successfully passed the defense.* “Failed” defenses may be repeated if the departmental policy allows it. Please check with your department to see if they have a policy on failed thesis defenses.

THESIS/DISSERTATION INFORMATION or tips & tricks

A dissertation is required of every candidate for the Ph.D. degree and a thesis is required in many Master’s degree programs, as indicated under specific degree-program requirements. Please review the UAF Graduate School Thesis Formatting Handbook for specific formatting requirements. The Graduate School must receive a final post-defense approved copy (PDF) by the stated deadline in the semester you wish to graduate.

The Graduate School highly recommends using a reference or citation management program (e.g., EndNote, Mendeley, Papers, etc.) for your thesis/dissertation.

Note that [deadlines](#) (e.g., for thesis submission) published by the Graduate School only indicate when the item needs to be submitted to our office. Especially in the case of theses, there is a long review process involving your committee, the Department Chair, and the Dean of your School or College, and then the Graduate School’s review. At a minimum, this will take a month to six weeks. In many cases, more time is required. Check with your department for their internal deadlines. Also, check with your committee members, department chair, and dean on their availability. Sometimes, for example, committee members will be gone for extended periods conducting field research, attending professional meetings, etc.

If you will be submitting papers for publication based on your research, discuss authorship with your major advisor. The student must be first author on any paper that is used as a chapter in his or her thesis. Your committee chair can help you in selecting the most appropriate journals for publication.

Prior to writing your thesis or dissertation attend a Thesis Formatting Informational Session. These are conducted every semester and the specific dates will be advertised by email as well as on the Graduate School website. We **strongly** encourage students to attend a formatting informational session at least one semester before they plan to graduate.

Obtain editorial help if necessary to meet the standards of the University and your graduate program for thesis quality. You also must adhere to the style manual(s) approved by your department and to the [thesis formatting requirements](#) of the UAF Graduate School. In addition to meeting the academic standards of your program, theses must be entirely correct in terms of spelling, punctuation, grammar, and syntax (visit the [Writing Center](#) for assistance).

Download a copy of the Graduate School Thesis Formatting Handbook (<http://www.uaf.edu/gradsch/current/forms-1/>) and **READ IT!**

While you write, work with your committee, asking for their comments, suggestions, and help if you have reached a writer’s block. Do not feel like you are bothering your committee by keeping in communication with them. It is better to stay in touch, even if you are not making as much progress as you or the committee would like.

Defend your thesis

After the committee has had the opportunity to review a complete draft of the thesis (two to three weeks is the minimum time required by most committees), you should consult your committee to find out if your thesis is ready to be defended.

If yes, you are responsible for setting a time that is agreeable to all committee members and consistent with any department policy, reserving a room for the defense (**Ph.D. students only: submitting a [Request for Outside Examiner](#) form to the Graduate School at least two weeks before the defense**). Committee members may attend by audio-/video-conference or web-streaming, but this is undesirable and should be avoided if possible.

After the defense, a signed [Report on Project Defense](#) (Form 7) or [Report on Thesis or Dissertation Defense](#) form (Form 8) needs to be completed and submitted to the Graduate School.

Understand that the student's faculty committee, the Graduate School, and Graduation Services determine final acceptance of the thesis. Before final acceptance, all members of your committee, your department chair, dean of your school or college, and the dean of the Graduate School must approve your thesis. Any of these individuals may require you to make changes or corrections. Your committee is primarily responsible for evaluating your thesis, and they will consider both the academic standards of your field and the quality of presentation (e.g., clear and correct writing, neat and easy to understand figures). Usually, the committee will give you required changes or corrections shortly after your defense. You must make those corrections before the committee members will sign the Thesis/Dissertation Approval Form, which signifies their final approval. In most departments, the department chair also conducts a thorough review, to check for any overlooked errors, and to monitor the quality of theses for the program as a whole. He or she will sign the Thesis/Dissertation Approval Form after you have corrected any additional errors found. Most deans read only parts of theses, or selected theses, again with the purpose of monitoring quality, but they too can require changes before signing Thesis/Dissertation Approval Form. The Graduate School always checks that format and style conform to UAF standards, and the Graduate School Dean will not give his/her final approval until you make any required corrections. The Graduate School Dean reviews selected theses in some detail, and you must also correct any errors that he/she finds before his/her final signature on the Thesis/Dissertation Approval Form.

Thesis Deadline Extensions

It's obvious that the many steps in the evaluation process require substantial time. This is why departmental and Graduate School deadlines for thesis submission are set well before the end of the semester. **DO NOT ASSUME** you can get an extension to the deadline- approvals for extensions are only granted in extenuating circumstances. To get an extension from the Graduate School deadlines, **it must be requested in writing by the committee chair (not the student)** via the [REQUEST FOR EXTENSION TO THESIS/DISSERTATION DEADLINE](#) form.

The request for an extension of the thesis/dissertation deadline must be submitted to the Graduate School by

Fall: No extensions allowed due to time constraints
Spring: March 31
Summer: July 24

Latest possible date for extension for

Spring: April 21
Summer: August 7

Thesis Format Check

After you have had your thesis approved by your committee, department chair and dean, and you have their required signatures on the Thesis/Dissertation Approval Form, you must submit an electronic copy to the Graduate School (through www.etdadmin.com/UAF aka ProQuest) by the published deadline. Thesis/Dissertation Approval form must be submitted to the Graduate School before the submission process is complete. The Graduate School staff will review your thesis for formatting errors and will email you with any necessary corrections.

Final copies of your thesis

After you make the changes required by the Graduate School, you will need to upload your final electronic copy to www.etdadmin.com/UAF (aka ProQuest). Once all paperwork is received, your Thesis final clearance will be submitted to Graduation Services. The Thesis Final Clearance is typically the final paperwork required for graduation. If you feel you may be missing something, you should contact Graduation Services (graduation@uaf.edu) to check that your record is clear for graduation. Otherwise, if anything is missing, Graduation Services will notify you of any missing documents.

PROJECT INFORMATION

For those Master's programs that require a project, the Graduate School must receive a final post-defense approved copy (PDF) by the stated deadline in the semester you wish to graduate. Specific formatting requirements are for the most part set by the department. The Graduate School only requires that there be a Title Page, an Abstract, and margins.

Note that [deadlines](#) (e.g., for project submission) published by the Graduate School only indicate when the item needs to be submitted to our office. Especially in the case of projects, there may be a long review process involving your committee and the Department Chair. At a minimum, this will take a month to six weeks. In many cases, more time is required. Check with your department for their internal deadlines. Also, check with your committee members and department chair on their availability. Sometimes, for example, committee members will be gone for extended periods conducting field research, attending professional meetings, etc.

Obtain editorial help if necessary to meet the standards of the University and your graduate program for project quality. You also must adhere to the style manual(s) approved by your department and to the **project formatting requirements** of the UAF Graduate School. In addition to meeting the academic standards of your program, projects must be entirely correct in terms of spelling, punctuation, grammar, and syntax (visit the [Writing Center](#) for assistance).

While you write, work with your committee, asking for their comments, suggestions, and help if you have reached a writer's block. Do not feel like you are bothering your committee by keeping in communication with them. It is better to stay in touch, even if you are not making as much progress as you or the committee would like.

Defend your project. After the committee has had the opportunity to review a complete draft of the project (two to three weeks is the minimum time required by most committees), you should consult your committee to find out if your project is ready to be defended.

If yes, you are responsible for setting a time that is agreeable to all committee members and consistent with any department policy, reserving a room for the defense. Committee members may attend by audio-/video-conference or web-streaming, but this is undesirable and should be avoided if possible.

After the defense, a signed [Report on Project Defense](#) (form 7) needs to be completed and submitted to the Graduate School.

Understand that the student's faculty committee, the Graduate School, and Graduation Services determine final acceptance of the project. Before final acceptance, all members of your committee and your department chair must approve your project. Any of these individuals may require you to make changes or corrections. Your committee is primarily responsible for evaluating your project, and they will consider both the academic standards of your field and the quality of presentation (e.g., clear and correct writing, neat and easy to understand figures). Usually, the committee will give you required changes or corrections shortly after your defense. You must make those corrections before the committee members will sign the Project Approval Form, which signifies their final approval. In most departments, the department chair also conducts a thorough review, to check for any overlooked errors, and to monitor the quality of projects for the program as a whole. He or she will sign the Project Approval Form after you have corrected any additional errors found. The Graduate School will check to ensure that the basic formatting requirements conform to UAF standards.

Final version of your project

After you make the changes required by the Graduate School, you will need to upload your final electronic copy to the Graduate School via [this link](#). Once all paperwork is received, your Project final clearance will be submitted to Graduation Services. The Project Final Clearance is typically the final paperwork required for graduation. If you feel you may be missing something, you should contact Graduation Services (graduation@uaf.edu) to check that your record is clear for graduation. Otherwise, if anything is missing, Graduation Services will notify you of any missing documents.

Financial Support and Other Resources

There are a variety of different types of financial aid available to graduate students at UAF. The most prevalent is graduate assistantships. Please visit our [Funding & Financial Aid](#) page for more information and up-to-date information.

Graduate Assistantships that are awarded to Research Assistants (RA)/Teaching Assistants (TA) graduate students by each program. Typically graduate students are awarded a research or teaching assistantship usually at the time they're admitted into their program. Graduate assistants can be paid for a maximum of 20 hours per week while school is in session (fall and spring). Students with assistantships **must be registered for at least 9 credits during the fall and spring semesters** (audited credits do not count for enrollment purposes). Assistantships include a tuition payment by the university for no more than 10 credits during each semester (research assistantships may pay for more credits depending on the courses and available funding) if the workload is 15 to 20 hours per week. If the workload is 10-14 hours per week, no more than 5 credits will be included. No tuition will be included if the workload is less than 10 hours per week.

Graduate students funded through a Research Assistantship, Teaching Assistantship or University backed Fellowships are automatically covered by the Graduate Health Insurance policy.

University of Alaska Foundation and UAF privately funded scholarships are also available at UAF. The deadline for applications is February 15. Early applications are strongly encouraged. The Financial Aid Office coordinates scholarship applications with the various departments, which evaluate the applications for appropriate scholarships. Applications are available online at: <http://www.uaf.edu/finaid/scholarships>.

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

Time Management Tips

Graduate school can be very fast paced and hectic. Here are some time saving ideas to aid you in managing your time.

- Post daily, weekly and yearly goals in visible places. Check off items as you complete them.
- Stay on schedule; reassess and adjust goals to maximize time.
- Schedule regular meetings with your advisor; solicit feedback regarding your progress.
- Don't ignore personal needs or relationships.
- Check in with yourself to assure your time management strategy is effective and working for you.

Being a Teaching Assistant

Tips for being an effective TA

Being a teacher can be a rewarding experience with a little preparation and practice. The Graduate School offers a TA training session at the beginning of the fall semester (and spring semester if demand warrants). Contact the Graduate School or visit our website for the schedule. Some departments also offer TA training specific to the courses their TAs teach; check with your department as soon as you are accepted, because the training may occur before the semester begins or immediately afterward.

Graduate students should take advantage of veteran TAs and professors in their department for pointers and tips on class management. There are a variety of resources online to help new TA's organize their class, facilitate lectures, and address problems as they arise. Some things to consider as you start your duties are:

- Learn your students' names right away--this shows you want to know them as an individual.
- Talk with students informally with your students before or after class. Arrive a few minutes early and don't race out of the room when class is over.
- Make eye contact with your students while speaking.
- Try different techniques to draw all students into the discussion
- Listen carefully to what students say and respond thoughtfully.
- Admit when you don't know an answer and find out the answer before the next class.
- Encourage discussion by asking questions that could have a variety of answers.
- Know that students are under a lot of stress from course work and other deadlines outside of your class.
- Keep your posted office hours and make sure to check your email often for students who have questions.

Although UAF does not offer a general guidebook on being a teaching assistant, there are many resources available online that can help you maneuver through your teaching experiences. Two excellent websites are:

University of California Santa Barbara
<http://oic.id.ucsb.edu/ta-handbook>

University of Maryland's Department of Computer Science:
<http://www.cs.umd.edu/grad/ta.handbook.shtml>

You should also check with your department and main advisor for suggestions and/or other training opportunities available.

Graduate students funded through a Research Assistantship, Teaching Assistantship or University backed Fellowships are automatically covered by the Graduate Health Insurance policy.

Being a Research Assistant

Graduate Research Assistants have highly varied tasks and responsibilities, depending on the field of research and the specific project. These have ranged from conducting studies of seals in Antarctica to studying volcanoes in Kamchatka to recording oral histories of Alaska Native elders to gleaning information from government documents archived in the Rasmuson Library. A key to success as a Research Assistant is good and frequent communication with the supervising faculty member. Most supervisors will tell you their expectations shortly after you join their project, but it's important to ask for more information if the instructions are not entirely clear to you or don't seem complete. It is also important to honestly report your progress on a regular schedule, immediately inform the faculty member if serious problems arise, and to ask for help if you need it. One general requirement is to very carefully and completely document everything that you do in connection with the research project.

Here is some information that you should have as a research assistant, preferably before you commit to a particular project:

- (1) What, specifically, am I expected to accomplish?
- (2) What deadlines exist? Are these somewhat flexible, or unchangeable? (Note, for example, that some funding agencies require reports by certain dates and may impose serious penalties, like withdrawing funding, for not complying).
- (3) What records do you expect me to keep, in what format?
- (4) How often do you expect progress reports? Do you want written or oral reports?
- (5) Are there any scheduled activities that I must attend, without fail? For example, remote field research often has to be conducted on specific dates, because the logistical arrangements and/or scheduling of other participants are very complex. Or, if you are studying newborn seal pups, they are born only at specific times and places, and you must be there.
- (6) Are there any unusual physical, travel or other requirements that I should be aware of? For example, some field research requires unusually good physical condition. Some research requires long periods (many months per year) away from home. Other projects may require handling of toxic or radioactive substances; although regulations require that your exposures will be within safe limits, some individuals may be unwilling or unable (e.g., multiple chemical sensitivity syndrome) to tolerate any exposure.
- (7) What times and days or dates do you expect me to be present in the lab or office? (Supervisors should consider your class schedule in setting your RA schedule.)
- (8) How long will the RA last?

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How to Deal with Problems

The specific examples below can't include all of the problems you may face in completing your graduate degree. In general, if you don't know what to do in a particular situation, ask your Committee Chair or Department Chair. If they don't resolve the problem, you can talk with your school or college dean or with the Graduate School.

Academic Problems

- a. Your GPA falls below 3.0. You cannot advance to candidacy or graduate with a GPA (since enrolling in your graduate program) below 3.0. However, if the problem is due to a "C" in only one or two courses, then you may be able to overcome it by retaking the course(s) and earning a better grade, or earning an "A" or two in other courses. Talk to your major advisor about the courses you should take in subsequent semesters. For example, you may need to take an undergraduate course to prepare for a retake of the course you did poorly in.
- b. You are doing badly in a course, but it is before the Student Initiated Withdrawal deadline. If you see that there is no way you can succeed in the course, it is probably best to withdraw. However, you should consult with your committee chair before making the decision. Some things to consider are:
 - Is this a required course?
 - Will it be offered again before I want to graduate?
 - Does this course cover material I need to know to carry out my research or complete comprehensive examinations? If so, can I delay those until after I retake the course?
 - If you are an RA, TA or international student, or the recipient of most kinds of fellowship support and financial aid, you must be a full-time student. So, you must add another course and they can be research or thesis credits as needed to maintain full-time status (may not necessarily be paid by your RA, TA, or fellowship).
- c. You are doing badly in a course but can't withdraw. This is a difficult situation, but here are some things to try:
 - Talk with the instructor. Sometimes they can offer extra help, additional reading materials, or other suggestions.
 - Talk with your committee chair. Sometimes they will be able to help with the material or suggest other faculty or students who might help.
 - Try to find a tutor among other graduate students who have recently taken the class. Some will help for free, but some will want to be paid and you should do so if you really need the help.
 - Try to set aside other obligations or activities so you can focus more effort on the class. If you have no "free" time to give up, talk to your RA or TA supervisor. They might be willing to allow you to reschedule your work, e.g., work less in the week before finals, but more in the week after. However, this isn't always possible, especially for TAs teaching classes or labs.
- d. You think a course grade or an academic decision (e.g., failure of a comprehensive examination or thesis/project defense, or a dismissal) was not made fairly based on your performance. The Faculty Senate has established an appeal process, which you must follow. The appeals process is detailed on the following web sites, and so won't be

covered in detail. However, the first step is to approach the faculty member(s) involved, ask for an explanation of the grade or decision, and provide any information you think should be considered. If the faculty member(s) does not think that the grade or decision should be changed, then you may begin the formal appeal process. Note that there are deadlines for appeals, so you must begin the process very soon after the end of the semester when the grade was awarded, or immediately after receiving notification of an academic decision.

Grade Appeals Policy

<http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/grade-appeals/>

Appeals Policy for Academic Decisions

<http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/appeals-policy-for-academ/>

Grade appeals and appeals of academic decisions typically succeed only if the student can show that the grade or decision was “arbitrary and capricious”. For example, if the grade was not based on course grading policies stated in the syllabus, this can be grounds for a successful appeal. Similarly, if comprehensive examinations or their evaluation did not follow departmental policies, an appeal might be successful. Appeals are usually not successful when they involve questioning academic standards or faculty member’s academic judgment.

Problems with Research

- a. You don’t know what to do to take the next step with your research or to resolve a problem that has arisen with your current approach.
 - Ask your committee chair or other committee members or other faculty, including those in different departments (if the problem lies in an area where they have special expertise), or other graduate students. They can often at least suggest a direction to pursue. However, you should understand that, especially at the Ph.D. level, you will probably reach a point where you know more about some of the specifics of your research than does your committee. So, you may need to work on the problem yourself. Perhaps you can find an answer through library research. Or, perhaps an expert at another university would be willing to offer advice by phone or e-mail. Sometimes, the answer is even to take another class, e.g., if you do not know enough statistics to complete your data analysis.
- b. You need supplies, equipment or other resources. Sometimes department chairs, research institute directors, deans, or the Graduate School can provide small amounts (a few hundred dollars) of assistance, if you have no other way to get what you need. Usually, any request needs to be endorsed by your committee chair, and unfortunately funds are very limited. For larger amounts, discuss the possibility of writing a proposal to an external agency or organization with your committee chair. (Students, with rare exceptions, cannot submit proposals as Principal Investigator; a faculty member generally must fill that role.)
- c. You don’t like doing your research. On one level, this is common. In this respect research resembles mountain climbing; it’s great to get to the top, but the climb itself isn’t necessarily that much fun, especially on the steep parts.

There are few kinds of research that don't involve doing something boring or even unpleasant part of the time, as is true of most jobs. And there are few graduate students who don't think to themselves, at some point: Why am I doing this? Was that job at the big box store *this* bad?

However, if you dislike almost everything about your research and/or the courses you are taking, for most of your first year, perhaps it is time to reassess. Especially if you are in a Ph.D. program, you have many years of graduate work ahead. Further, the careers you have to choose from when you finish could well involve your doing much the same thing for 30 years, or so.

Ask yourself:

Would another field better suit my interests? Would it be possible for me to change to another project within my department? Should I take a leave of absence and try working for a year? Should I drop out and do something entirely different?

Problems with Money

- a. My RA or TA has ended, but I am not finished. If you anticipate the end of financial support and you are writing a thesis/dissertation and you still have 1-2 semesters to program completion, you should apply for a Thesis Completion Fellowship through the Graduate School (dependent on funding availability). Note that the deadline is usually in early March for the next academic year. Also, note that most Fellowships are awarded to Ph.D. students, but each year several outstanding Master's students also receive a Fellowship.

<http://www.uaf.edu/gradsch/grants-and-fellowships/thesis-completion-fellows/>

Sometimes faculty in your department or related fields will have short-term RAs available to carry out specific tasks. These, of course, will not be related to your thesis research, but they may provide useful experience. The best way to find out about these is to ask faculty in your department, and in departments with allied research interests. These are, unfortunately, usually not advertised in a central location.

Of course, you should pursue all possible funding sources through the [Financial Aid Office](#). Some students take a leave of absence, to work and save money for returning to school. Others take a job and continue with graduate school part-time.

If you are a Ph.D. student you may have several years of work remaining when your TA or RA ends. Many Ph.D. students in this situation work with their advisory committee chair to write proposals to external agencies and organizations seeking funding. The success rate varies a lot among fields and is often not high. So, you should begin seeking funding as soon as possible, preferably well before the RA or TA expires.

Problems with Your Committee Chair

- a. My committee chair is too demanding. I can't possibly do what he or she expects.

Faculty (and departments) vary in what they expect of graduate students. In general, high expectations are good; most people do their best when challenged. However, occasionally a committee chair (who usually is also supervising your RA or TA) will make

demands that seem unreasonable. To assess the situation, look at other students in similar positions in your department or others in the same school or college...are you being treated much differently? If not, and others seem to be coping, ask them for advice. What strategies do they use to cope with the workload?

If you are being singled out for much more work than other students, it is usually best to approach your advisor first. Explain that you cannot keep up with the workload, or that you don't think you have all the skills needed to do the tasks assigned efficiently. Ask for help or suggestions or adjusted deadlines. It's possible that your advisor simply didn't realize that certain jobs were especially time-consuming, or that you needed more instructions on how to carry out the work.

If you think that approaching your committee chair is out of the question, talk with another faculty member (often another committee member is a good choice) or the department chair. Describe your situation, ask if it is the norm for the department, and ask what to do. If there is no help within the department, you can also speak with the dean of your school or college or the dean of the Graduate School.

b. My committee chair is rude and/or hypercritical.

It's part of a committee chair's role to criticize constructively when necessary. No one likes criticism, and often your initial reaction will be unfavorable...you'll think that this criticism is unfair and untrue. Or alternatively (and probably worse) you'll think this confirms your deepest fear about yourself, that you're incompetent. In most cases neither is true. There is some specific aspect of your work that is not satisfactory. For example, you are not keeping complete and legible records. Or, you have failed to meet an important deadline. If your advisor focuses on the specific issue(s), is courteous, explains his or her expectations for improvement, and is willing to listen to your response, then try to learn and improve.

Faculty members (like other supervisors at UAF) are expected to maintain an environment that maximizes productivity, teamwork, and morale. If you think that your committee chair is not fulfilling this responsibility, then sometimes you can improve the situation by speaking with him or her. For example, point out that you are upset by frequent criticism and wonder if he is so critical because he really thinks you have few good qualities, or because he sees his role as identifying and eliminating the bad, rather than strengthening the good. Faculty don't always understand how important it is to balance praise and criticism. If you understand this is the case with your chair, and can encourage him to praise your accomplishments occasionally, you will probably be able to work with the situation.

If you think that approaching your chair is out of the question, talk with another faculty member (often another committee member is a good choice) or the department chair. Describe your situation and ask what to do. Often you are not the only one who has had difficulty in working with the person. If there is no help within the department, you can also speak with the dean of your school or college or the dean of the Graduate School.

c. My committee chair does not give me the help that I need. Faculty are usually very busy people, and often they are simply unable to respond as quickly as would be ideal for the student. However, there are limits to what is reasonable delay. Here are some guidelines on what graduate students can expect in ordinary circumstances. (Note that

allowances need to be made for leave, travel, illness, unusually demanding short-term projects, and other special circumstances.)

- My chair meets with me (by appointment) on request, as long as I ensure that the meetings are productive in helping me achieve research or academic goals.
- My chair meets with me (by appointment) at least every 1-2 months, by audio-conference as necessary.
- When I submit a research plan, progress report, thesis draft, completed thesis or project, or other work to my chair for review, my chair tells me when the review will be completed, and completes it as promised (absent serious extenuating circumstances). Most projects can be reviewed in 2 weeks, most Master's theses in 2-3 weeks, and most Ph.D. dissertations in 4-6 weeks, unless they are poorly written or fall well below normal academic quality standards. If there will be long delays, the advisor should inform the student, and in some cases should help the student to work with an alternate reviewer, e.g., another committee member, in the interim.
- My chair attends my committee meetings, held at least 1-2 times per year, and gives me a thorough and constructive assessment of my progress.

If your committee chair does not usually follow these guidelines, then perhaps more effort on your part will help. For example, if an e-mail asking for an appointment is not answered after several days, send another e-mail, call, or stop by the faculty member's office. A few polite reminders that you are eager to get your advisor's feedback on your thesis Chapter 3 so you can complete Chapter 4 are appropriate.

If this doesn't help, speak with another of your committee members or the department chair, and ask for their advice.

Title IX

Title IX gives everyone the right to equality in education and employment.

Title IX is a section of the federal law under the Higher Education Act that prohibits sex discrimination in educational institutions. Many people have known it as a law requiring equal male-female representation in sports teams at U.S. colleges and universities, but it actually demands gender equity in all areas of colleges and universities that receive federal assistance.

The law states that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Therefore, Title IX forbids sex discrimination, including sexual harassment and violence, in all university student services and academic programs.

No sexual harassment.

No sex discrimination.

Everyone at UAF has the right to be free from discrimination, unlawful harassment, sexual misconduct and violence. Student and employees are expected to conduct themselves in a manner that does not infringe upon the rights of others. Violations will result in serious sanctions.

The University of Alaska Fairbanks does not discriminate on the basis of race, color, creed, national origin, religion, age, sex, sexual orientation, gender identity, veteran status, physical or mental disability, marital status, changes in marital status, pregnancy or parenthood, genetic code or retaliation.

The University of Alaska Fairbanks supports and promotes an environment where all community members are treated with common courtesy, compassion, dignity and respect. Every member of the university community has a right to a working and learning environment free of sex discrimination including sexual and gender-based harassment, assault and violence. Protection is extended to all students, employees and third parties including lesbian, gay, bisexual, and transgender (LGBT) from sex discrimination.

If you think you have been the subject of discrimination by a UAF employee (including faculty) you can contact the Diversity & Equal Opportunity Office directly, (907) 474-6600 or submit a report at <https://uaf.edu/oeo/report/>. Please visit <https://uaf.edu/titleix/> for more information on your rights and what actions to expect from UAF.

If a student is discriminating against you, you can also contact the Dean of Students office (<https://uaf.edu/deanofstudents/title-ix/>), (907) 474-7317 or uaf-deanofstudents@alaska.edu.

Committee, Dept. Chair, School/College Dean, Graduate School Roles & Responsibilities

Committee Chair role and responsibilities include:

- If the student's funding source will place any restrictions on publication, fully inform the student of those limits.
- Assist the student in the selection of the other committee members.
- Determine the appropriateness of the student's thesis/project topic.
- Ensure that the supervising faculty member and the student have obtained the required University and agency approvals for research involving human subjects, vertebrate animals, marine mammals, endangered species, public lands, radioactive materials, biohazards, hazardous materials, and any other regulated activities.
- Ensure that the student obtains the training required to conduct his or her research, including training needed to meet University and regulatory requirements.
- Assist the student in designing his or her research, review the final plan carefully, and approve it, in consultation with the other committee members, before the student begins work. Help the student to revise the design as needed based on the early results and other developments.
- Along with other committee members, review and approve the Graduate Study Plan and the Advancement to Candidacy Form to ensure that the student is meeting all degree program requirements.
- Meet frequently with the student to follow progress and assist with problems that arise with the research.
- Work with the student to set realistic timelines for completion of the thesis/project.
- If the student is not meeting timelines in research or academics, meet with the student as soon as you become aware of the problem. Try to ascertain the reasons and help the student to improve their rate of progress. Or, in some circumstances, revise the timeline.
- Review drafts of the thesis or project, or portions thereof, in a timely manner. In ordinary circumstances, two to three weeks should be sufficient for a Master's thesis or project, and three to six weeks for a Ph.D. dissertation, with the longer times being needed for documents of greater length or complexity. A variety of factors can result in longer review times, including other commitments and poor technical or writing quality of the draft. However, the faculty member should communicate these special circumstances to the student promptly and tell them when the review will be completed.
- Thoroughly review the final draft of the thesis/project before the defense.
- Chair the public defense of the thesis/project.

- Carefully review the thesis/project before it is uploaded into ProQuest (for thesis)/Graduate School website (for project) and that all the changes required by the committee after the defense have been incorporated.
- See that a high standard of writing quality is maintained throughout the thesis/project.
- Make certain that the thesis/project, when in final form, conforms to the format and style requirements of the field of study, department and the Graduate School.

Committee Members' roles and responsibilities include:

- Review and approve the Graduate Study Plan and the Advancement to Candidacy Form, including the research plans.
- Check the thesis/project design before the research or project begins, and suggest needed changes.
- Attend committee meetings and carefully review the materials the student prepares for them, such as progress reports.
- Assist the student with research issues that fall within the committee member's special area(s) of expertise.
- Thoroughly review the thesis or project before the defense and see that a high standard of scholarship and writing quality are maintained throughout.
- Participate in the public defense of the thesis/project.
- Review the thesis/project before the final version is submitted to the Graduate School, to ensure that required corrections have been made.

Department Chair's role and responsibilities include:

- Ensure that the courses, comprehensive examination topics, and research plan included on the Graduate Study Plan and Advancement to Candidacy form conform to departmental requirements.
- Review the final form of the thesis/project. See that a high standard of scholarship and writing quality are maintained in the thesis/project.

College Dean's role and responsibilities include:

- Review (or delegate a review) of sufficient portions of a thesis to see that a high standard of scholarship and writing quality are maintained.

Graduate School Staff's role and responsibilities include:

- Provide information and support to students throughout their graduate program.
- Promptly process paperwork of graduate students and maintain student files.

- Be a resource of information and support to graduate students, departments, schools and colleges.
- Conduct a final check of theses and projects to ensure that they meet UAF requirements for style and format.

Graduate School Dean's responsibilities include:

- Administer financial assistance programs for graduate students, and work to secure more resources for those programs.
- Work with faculty, departments, deans, and the Graduate Academic and Advisory Committee to ensure that degree programs have appropriate requirements and standards, including standards for thesis quality.
- Review and approve (if appropriate) departmental admission decisions.
- Monitor graduate student progress, as reflected in the forms and reports submitted to the Graduate School.
- Review and approve (if appropriate) major academic decisions involving graduate students.
- Through Program Review, Outcomes Assessment, and data available through Institutional Research, monitor graduate program quality and productivity, and assist in their improvement.

Being an International Student at UAF

If you are an international student, you may be faced with unique situations that American students don't usually encounter. You must comply with immigration regulations and adapt to a new and different culture. The international student advisors serve as a liaison between you and the U.S. immigration authorities, authorizes documents for student visas, helps you adjust to the U.S., Alaska and UAF, provides counseling for personal, academic and employment-related problems and serves as a resource for information and support. The International Advisors can be contacted by phone (907) 474-7677/(907) 474-7583 or stop by 215 Eielson Building. For more information, please visit: <https://www.uaf.edu/oip/>.

Immigration requirements

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

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

Status

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

- i. General. Except for border commuter students covered by the provisions of paragraph (f)(18) of the above regulation, an F-1 student is admitted for duration of status. **Duration of status is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies.** An F-1 student may be admitted for a

period up to 30 days before the indicated report date or program start date listed on Form I-20. **The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study.**

- ii. Change in educational levels. An F-1 student who continues from one educational level to another is considered to be maintaining status, provided that the transition to the new educational level is accomplished according to the procedure outlined in paragraph (f)(8) of this section. Note: the IA must be notified and a new I-20 issued for the new level of study. Changes of major also required IA notification and a new I-20.
- iii. Annual vacation. An F-1 student at an academic institution is considered to be in status during the annual (or summer) vacation if the student is eligible and intends to register for the next term.
- iv. Preparation for departure. An F-1 student who has completed a course of study and any authorized practical training following completion of studies will be allowed an additional 60-day period to prepare for departure from the United States or to transfer in accordance with paragraph (f)(8) of this section. However, an F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for an additional period for departure.

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

The student's record will be updated with SEVIS every semester. Students who fail to maintain status lose the privileges of their student status and must leave the U.S. or become subject to deportation. Specific consequences may include denial of re-entry to the U.S., inability to move from undergraduate to graduate status, denial of requests for practical training, denial of request to change visa status, and possible denial of all future visa applications.

If a student drops below a full course of study without prior approval from the DSO, it would be reported to U.S. immigration authorities, via SEVIS, and he or she would be out of status. The student may apply to immigration for reinstatement if the violation resulted from circumstances beyond his or her control. Reinstatements are intended to be rare benefit for exceptional cases. The student may not apply for reinstatement under any circumstances if he or she is out of status longer than five months. If the immigration authorities do not reinstate the student, he or she may not appeal that decision.

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

International graduate students in F-1 status must complete the first semester of their UAF program in physical residence at UAF, including those UAF facilities located in Juneau, Seward, Kodiak, or any of the authorized UAF rural campuses. However, they may not reside in

Anchorage, since UAA is considered a separate institution under Immigration regulations. Taking UAF courses via Distance Learning does not qualify as physical residence.

Working on Campus

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

Financial Aid

Financial aid is limited for international students at UAF. It is best to check with your department regarding what resources are available. International students may apply for UA privately funded scholarships. Check with the [Financial Aid Office](#) or the [International Programs & Initiatives](#) Office for more information.

Health Insurance

Health insurance is **required** for all international students in F-1 or J-1 status (including Canadian students). The UAF International Student Health Insurance is automatically billed to your student account. If you wish to waive the UAF International Student Health Insurance, then you must complete and submit the [OIP Insurance Waiver](#) to the [Office of International Programs & Initiatives](#). The Graduate School will remove the International Student Health Insurance charge from your student account and add the Graduate Student Health Insurance when processing your RA/TA/Fellowship contract letter.

Student Resources at UAF

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

- **Career Services**

UAF Career Services provides career counseling sessions in the form of Resume Review, Cover Letter Critique, and Mock Interviews. Career Services also host On-Campus Recruiting for students, alumni, staff, and faculty. Due to staffing restrictions, they no longer are able to accept walk-ins. However, appointments can be made by phone (907) 474-7596 or uaf-career@alaska.edu, or stop by their office located on the first floor of the Eielson Building room 106. For more information, please visit: <http://www.uaf.edu/career/>.

- **Department of Recreation, Adventure and Wellness (DRAW)**

UAF DRAW provides the university community with opportunities and facilities to lead active, healthy lifestyles through sport and recreation on campus and out in the beautiful wilderness of Alaska. Learn more about the DRAW's services by visiting their website <http://www.uaf.edu/draw/> or by contacting them by phone (907) 474-5886 or uaf-src@alaska.edu.

- **Disability Services**

The Disability Services program provides services to students with documented disabilities. Academic accommodations are free of charge and available to any student who qualifies as an individual with a disability and is enrolled in at least one credit hour. Disability Services maintains adaptive computer workstations at several places on campus for students with disabilities. Workstations include voice-activated software, screen enlargers and screen readers. UAF has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus. Disability Services is located on the second floor of the Whitaker Building and is open weekdays during the regular academic year. More information on their program is on the web at: <http://www.uaf.edu/disability>. They can be reached at (907) 474-5655 or uaf-disabilityservices@alaska.edu.

- **Leadership Involvement & Volunteer Experience (LIVE)**

The UAF LIVE program promotes leadership, student involvement and volunteer experience as integral components of each student's University experience and education. LIVE provide tools, training and support to UAF students, to assist them in becoming agents of positive change in their communities. They can be reached at (907) 474-1170 or stop by 101J Wood Center. For more information, please visit: <http://www.uaf.edu/sli/>.

- **Student Health and Counseling Center**

The Student Health and Counseling Center provides UAF students with general medical care with lab and formulary on site. Counseling services range from individual counseling to crisis intervention, alcohol referrals and general adjustments to college life.

The SHCC offers a variety of services at the Center including Medical Care, Counseling and assistance with the Graduate Student Insurance Plan. Student must pay the health center fee to be eligible for these services. The Student Health and Counseling Center is located on the second floor of the Whitaker Building and is open weekdays during the

regular academic year. For more information, call (907) 474-7043, uaf-sh-cc@alaska.edu or visit them online at www.uaf.edu/chc.

- **Office of Information and Technology**

New Student Computer Support OIT provides technical support to all UAF students who are having problems with their personal computers. Common issues that can be addressed are virus data backups, purchasing and hardware upgrade recommendations, and basic advice and guidance. Please note hardware repair is not part of this service, however, assistance is available to diagnose hardware failures. Students can submit a request, locate a service desk on campus and view hours of operation by visiting <https://www.alaska.edu/oit/get-help/>. They can be reached at (907) 450-8300 (Toll-free 1-800-478-8226) or helpdesk@alaska.edu.

- **Office of Research Integrity**

The Office of Research Integrity (ORI) promotes integrity in research and teaching while ensuring a safe and productive work environment. The (ORI) facilitates the responsible conduct of research through educational, preventive, and service activities.

UAF has three research compliance committees who review and monitor research and teaching activities in specific areas. The Institutional Animal Care and Use Committee (IACUC) is responsible for oversight of all university activities involving live vertebrates. The Institutional Review Board (IRB) oversees all research projects in which living people are the subject of the research (research participants). The Institutional Biosafety Committee (IBC) reviews and approves the use of recombinant DNA, genetically modified organisms, and infectious agents. Located in suite 212 of the West Ridge Research Building (WRRB). They can be reached at (907) 474-7800 or uaf-ori@alaska.edu. For more information, please visit: <http://www.uaf.edu/ori/>.

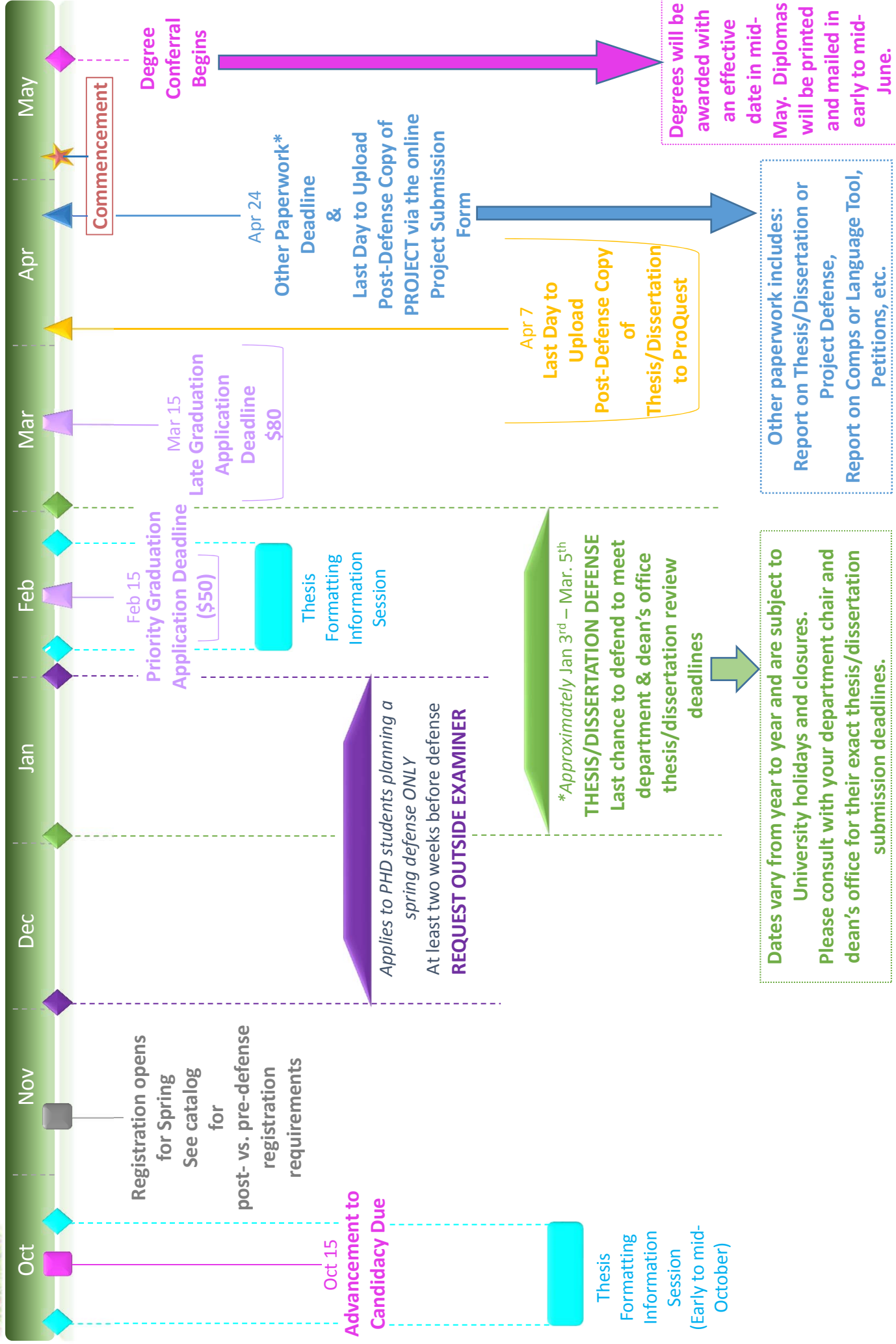
- **Police and Fire Departments**

The UAF Fire and Police Departments provide protection of persons and property of UAF and the University Fire Service area. Emergency telephone for both police and fire is 911. The Police Dept. is located on the first floor of the Whitaker Building. call (907) 474-7721 or uaf-police-dept@alaska.edu. For more information, please visit: <http://www.uaf.edu/police> or <http://www.uaf.edu/fire/>.

- **Rasmuson Library**
 Librarians and library staff assist students in using library resources and can give guidance on how to best locate research and information resources both in the library and beyond, regardless of format. As always, seeking out help and assistance from reference staff early in the research process can save many hours of frustrating work. They can be reached at (907) 474-7481 or AskRasmusonLibrary@uaf.libanswers.com. For more information, please visit: <http://library.uaf.edu/>.
- **Resource and Advocacy Center**
 The Resource and Advocacy Center at UAF provides advocacy and resources referral to students, staff and faculty survivors of power-based personal violence. The office is staffed by a confidential Advocacy Services Coordinator and volunteers. The center provides a confidential resource on campus for survivors. The coordinator is a full time staff member of the Interior Alaska Center for Non-Violent Living. Located in Wood Center Room 130. Phone: 907-474-6360 or uafadvocate@iacnvl.org. For more information, please visit: <https://uaf.edu/woodcenter/services/rac/>.
- **Rural Student Services**
 Rural Student Services (RSS) provides a vital link between the rural communities and the University. While RSS works in cooperation with other UAF departments and programs, we also provide an atmosphere, which allows students to comfortably exercise their traditions on campus. They are located in the Brooks Building, Room 200 or visit: <http://www.uaf.edu/ruralss/>. They can be reached at (888) 478-1452 (Toll Free Within Alaska), (907) 474-7871 (Local), or uaf-rss@alaska.edu.
- **Speaking Center**
 The UAF Speaking Center is a service provided by the Department of Communication to assist the students and faculty of the University of Alaska Fairbanks in preparing and delivering public presentations. The Speaking Center is staffed by graduate students in the Professional Communication graduate program. They can be reached at (907) 474-5470 or uaf-speakingcenter@alaska.edu. For more information, please visit: <http://www.uaf.edu/speak/>.
- **Writing Center**
 The Writing Center is a student-staffed, student-oriented service of the English Department. Our tutors, English Department teaching assistants and a few outstanding undergraduate students, can assist you in all phases of the writing process, including use of citation styles—MLA, APA, and Chicago, and editing for clarity and correctness. To learn more about the Writing Center, please visit their website at <http://www.uaf.edu/english/writing-center/> or visit them in 801 Gruening. They can be reached at (907) 474-5314 or uaf-writing-center@alaska.edu.
- **Veterans & Military Services**
 UAF is committed to all veterans and military students—active duty, reserve, guard, separated and retired—as well as their dependents who are exploring UAF's academic opportunities. Staff members in Financial Aid, Admissions, Career Services, Veterans' Services and the Veterans' Resource Center are here to help you with any challenges you encounter while working while in or transitioning from a military to an academic environment. They can be reached at (907) 474-2475 or stop by 111 Eielson Building. For more information, please visit: <http://www.uaf.edu/veterans/>.

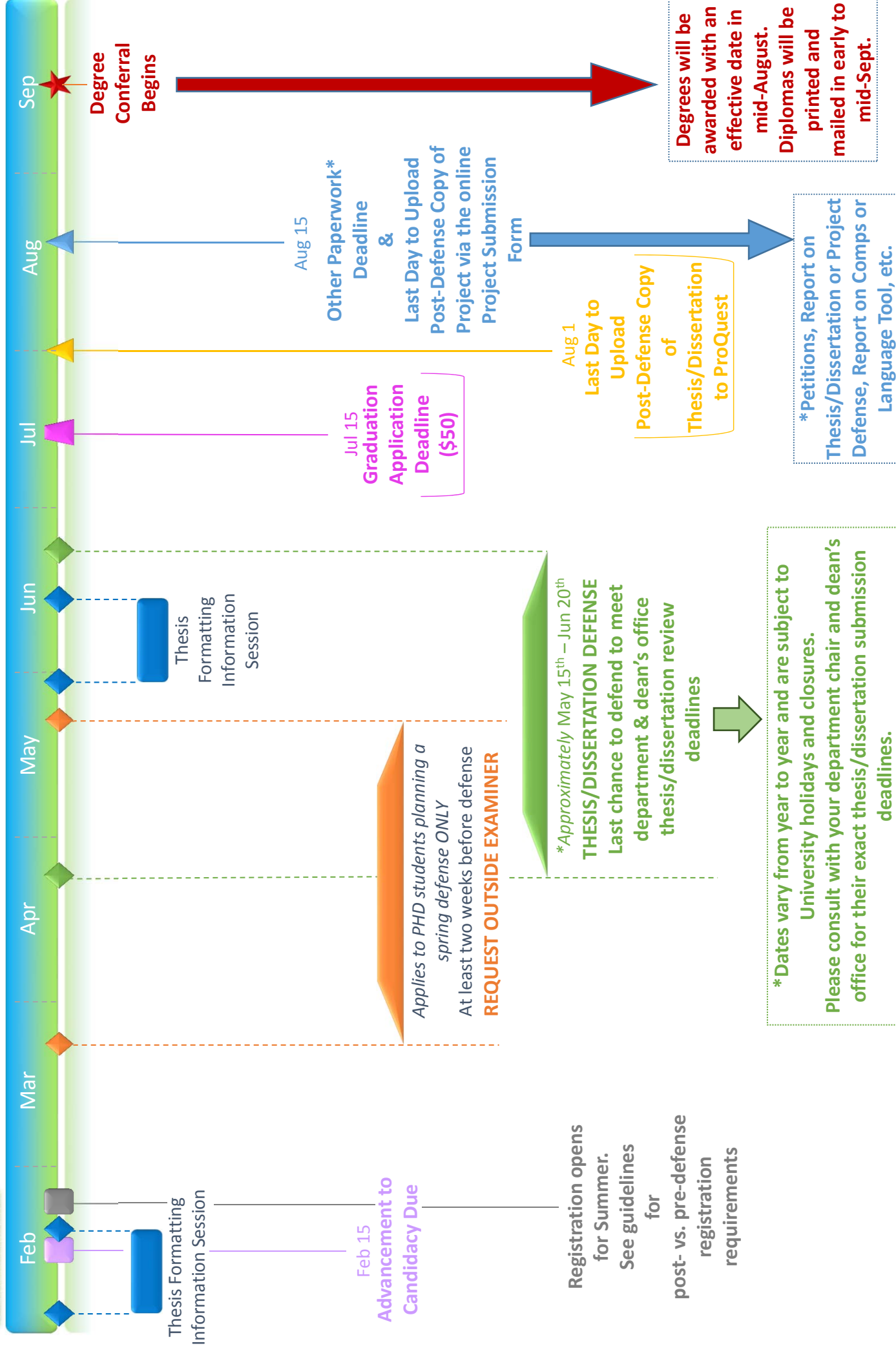
Appendix: Dates & Deadlines

Spring Graduation

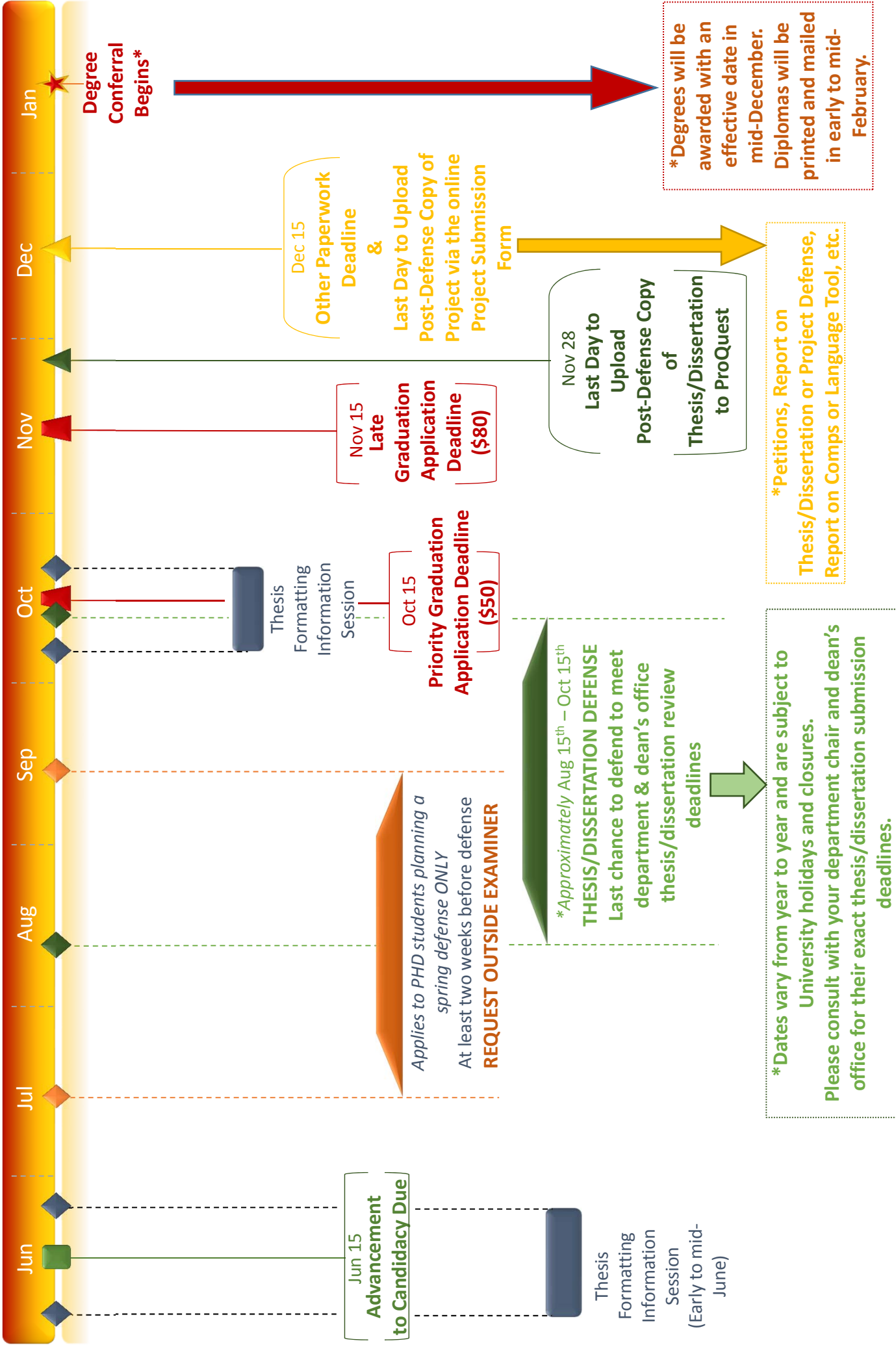




Summer Graduation



Fall Graduation



*Degrees will be awarded with an effective date in mid-December. Diplomas will be printed and mailed in early to mid-February.

*Petitions, Report on Thesis/Dissertation or Project Defense, Report on Comps or Language Tool, etc.

*Dates vary from year to year and are subject to University holidays and closures. Please consult with your department chair and dean's office for their exact thesis/dissertation submission deadlines.

*Approximately Aug 15th - Oct 15th
THESIS/DISSERTATION DEFENSE
 Last chance to defend to meet department & dean's office thesis/dissertation review deadlines