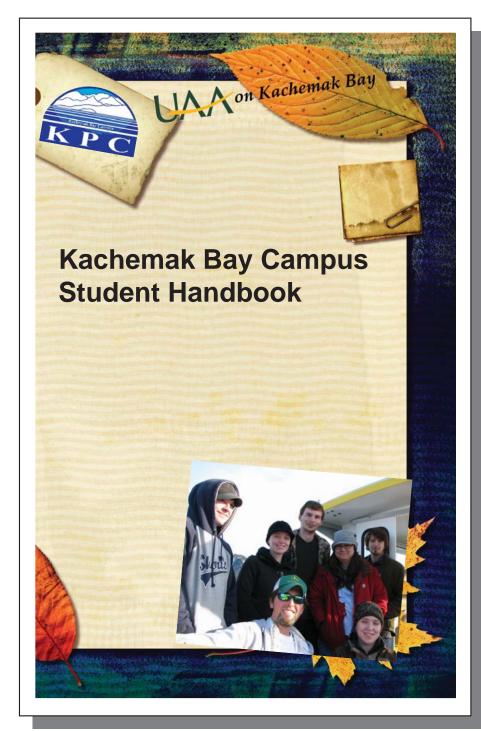
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# Kachemak Bay Campus Online!

The Kachemak Bay Campus Website is an easy to use resource that makes valuable information accessible with the click of a button. Quick links make our website an ideal starting point for accessing every aspect of the University of Alaska system.



# www.kpc.alaska.edu/KBC

#### Information

## Quick Links

- Admissions
- Bookstore
- Computing Services
- Degree Program
- Financial Aid
- Library Services
- Special Events

- WebMail
- BlackBoard
- UAOnline
- UA
- UAA
- UAF
- UAS



# Look For

News and Events KBC Class Schedules

Scholarship/Financial Aid Information Library Services Information Kachemak Bay Writers' Conference Information



Kenai Peninsula College is committed to excellence in education, training and life-long learning by offering accessible opportunities in a supportive environment.

# Kachemak Bay Campus Kenai Peninsula College

UNIVERSITY of ALASKA ANCHORAGE

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# **About Your Campus**

Welcome to UAA's Kachemak Bay Campus of Kenai Peninsula College! We are a campus of Kenai Peninsula College/University of Alaska Anchorage and one of many sites of the University of Alaska found around the state.

Our campus serves 700 face-to-face and distance students each semester. With an emphasis on small classes and individual attention, both recent high school graduates and returning adult students find the Kachemak Bay Campus ideal for meeting their educational, job training and lifelong learning goals. Students range in age from mid-teens through their 80s and come from a variety of cultural backgrounds.

Our courses and degrees are fully accredited by the Northwest Association of Schools and Colleges to ensure that credits are able to be transferred to any other accredited college or university in the United States. Our programs reflect the University's mission of providing academic, vocational training and community/continuing education courses and degrees. Students may complete or work toward certificates, associate and baccalaureate degrees. See the Degree section for details.

Our faculty, staff, and community advisory board members are committed to your success. Classes such as Success Skills for College Students are offered to provide you with the skills to "study smarter - not harder."

Our objective is to begin where you are at and help you get to where you would like to be! We encourage you to participate in our exciting learning environment at Kachemak Bay Campus.

Few things So Close Can Take You So Far!

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## **Success Starts With Your Advisor**

Academic Advising Disability Support Career Planning Financial Aid Scholarships Registration Admissions





# Academic Advising

Advising helps you to determine your academic goals, design your most advantageous course sequencing and plan for your future. Regularly connecting with a staff or faculty advisor is a vital step for students who wish to complete a certificate or degree. Advisors help with selecting courses, writing petitions and appeals, monitoring progress towards graduation and finding career information. Meet with your advisor at least once a semester prior to registering for the next semester to ensure you are taking courses that will help you meet your graduation goals.

Initially, all students wishing to pursue a degree or vocational certificate meet with a student services advisor. You may drop in or call for an appointment at 235-1651. Once you commit to a program, you may be assigned to a faculty advisor.

Knowing and meeting your degree requirements is your responsibility. We strongly recommend academic advising to help you in this process. Advising information is available at KBC's Student and Enrollment Services (SES) office at Pioneer Hall.

#### Admissions and Enrollment

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There are two ways to enroll in courses at KBC.

- Individuals interested in taking classes but not in seeking a degree can complete a short form with a long name (the Non-Degree Student Supplemental Form) at Student and Enrollment Services. After submitting this form, you may register for classes in person or at *UAOnline*. Those who have not taken classes for more than 4 semesters will need to complete a new form.
- 2. Students who are seeking a degree must complete an Admission Application available on *UAOnline* or at Student and Enrollment Services. Certificate and associate degree programs emphasize technical or job-related skills in demand in the workplace and/or can be used as preparation for a bachelor program.

# How do I apply for admission to a degree program?

- Complete an Admissions Application form on UAOnline. Admission forms are also available from the Student and Enrollment Services (SES) office. For Kachemak Bay and Kenai River Campuses, you may turn your form in at Pioneer Hall's reception desk with a \$40 processing fee. For advanced degrees, fill out the Graduate Application for Admission, available online or at SES.
- 2. First-time degree-seeking applicants with fewer than 30 college-level semester credits must submit official high school transcripts or GED scores. In addition, students who have earned credits at other regionally accredited colleges or universities must submit official transcripts, mailed directly to KPC from all institutions previously attended. Students with more than 30 college-level semester credits do not need to submit high school transcripts.
- Take the ACCUPLACER English/Math placement test or submit SAT/ ACT scores taken within the last 2 years.
- 4. Meet with an advisor.

#### What are the advantages of being admitted?

- Once admitted, an advisor is assigned to help you with course sequencing and selection.
- 2. Admission will establish your degree requirements for 5 years (certificate or AA/AAS) or 7 years (BA/BS). If requirements change later, you continue with either original requirements or those in effect in your graduation year. A new admission form is needed if you don't complete your degree within these 5 or 7 years. Your credits will still apply toward your degree with very few exceptions (such as some science courses for health programs).
- To receive most forms of financial aid, admission to a program is required.
- 4. Transcripts from previous colleges are officially evaluated by UAA.
- Admitted students have the privilege of early registration. This helps you get into classes you need, especially those with a size limit.

#### Adult Basic Education - ABE

KBC offers free tutoring and instruction in basic math, writing, reading, English as a Second Language (ESL), life skills and preparation/testing for the General Education Diploma (GED). For more information, contact the ABE Coordinator, Jan Peyton, at 235-1602 at Bayview Hall. Services are available from late August through early May.

## **Advisory Board**

The Kachemak Bay Advisory Board is a volunteer community group providing input on the direction of the campus and its programs. It also supports the college in seeking solutions for its needs. Visit the KBC website for a list of current members.

#### Alternative Credit

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#### Advanced Placement Exams/SAT/ACT Scores

Higher level courses may be substituted for lower level required courses based on Advanced Placement (AP) or SAT/ACT test scores. Tests are generally taken in high school.

#### Certified Experience Credit and Military Credit

It is possible to receive Certified Experience Credit for some non-accredited learning experiences. Military credit is based on an evaluation of the DD-214. Forms are available at SES.

#### National and Local Credit by Exam

CLEP and PEP national exams and Local Credit by Exam options are available for a fee for some KPC/UAA courses. A student desiring credit for a national exam must request that an official report of exam scores be sent to Enrollment Services at UAA.

See the UAA Catalog for details on these programs.

#### BlackBoard



Blackboard is a course management system that allows for dynamic learning to occur in the online environment. The tools provided by the blackboard software allow students and faculty to post and share documents and other course content, write via email and posted discussion boards, and even have synchronous, or "real-time" conversations in a virtual classroom. Both face-to-face and e-learning classes often utilize BlackBoard.

#### How do I Log in?

You can login to BlackBoard if you are registered for at least 1.0 credit hours and it has been at least 24 hours since you registered.

The first time you log in:

- 1. Go to www.homer.alaska.edu and click the BlackBoard link.
- 2. **Find your UA Id** number by entering your first name, last name and UA Identification number in the USERNAME LOOKUP feature.
- 3. Call the IT Help Desk for your default password.

KBC - 235-1688

KPC - 1-877-809-0572

UAA - 1-877-633-3888

#### Using email in Blackboard

BlackBoard has a built-in email function that allows both instructors and students to email the entire class, groups or individual members. Students and instructors are automatically added to the email list when they are enrolled in the course.

#### Course Evaluations in Blackboard

Course evaluations are conducted in Blackboard using the "IDEA" form. Course evaluations make a huge difference in ensuring we meet your instructional goals and provide feedback to our faculty. It is important to complete this feedback form prior to your course ending. To complete a course evaluation:

- 1. Log in to BlackBoard: http://technology.uaa.alaska.edu/blackboard/
- 2. Enter the course you wish to evaluate.
- 3. Click on the "Course Evaluations" link in the course menu. NOTE: This link will be made available by the instructor
- 4. Click on the IDEA Survey link to access the evaluation.
- 5. Complete the evaluation.
- 6. Click submit.

Note: All evaluations remain anonymous.

#### BlackBoard Help?

Please contact IT Help Desk KBC - 235-1688 KPC - 1-877-809-0572

877-633-3888 or email callcenter@uaa.alaska.

#### **Bookstore**

Our bookstore is open weekdays from 8:00am – 5:00pm. Books for the current semester are available along with shirts, sweatshirts and various academic supplies. Students taking KPC distance courses order their books online at **www.mbsdirect.net**. Plan ahead to ensure you have your books prior to the first class meeting and pay attention to online refund policies and shipping information.

#### Refunds

Within 10 days of the first day of class, books in their original condition (i.e. must still be in shrink wrap if sold that way) may be returned for a full refund provided you present your original receipt.

#### **Book Buy-Back**

At the end of each semester our bookstore holds a "book-buy-back" to buy textbooks that are not being replaced with new editions. The buy-back date will be posted by campus staff mid-semester. You may also sell textbooks by placing a notice on campus public bulletin boards or online at various web sites.

#### Why do textbooks cost so much?

Textbooks are specialized books with a relatively small distribution (compared to a best seller) so costs for publication are high. In addition to paying for the actual cost of the textbook, shipping and administrative costs are also included in the price of the book. For savings, buy a used book whenever possible (there are many online resources for used textbooks), but make sure the textbook is the same edition that will be used for your class.

#### **Bulletin Boards**

Bulletin boards list local services and events and are located at Pioneer and Bayview Halls. The Career/Job Information bulletin board, Financial Aid and Transfer bulletin boards are at Pioneer Hall. Student Association bulletin boards are also located at each campus. Please date any notices that you post and make sure your name or program sponsor is clearly listed with a contact phone number.



# Campus Closures & Emergencies

If classes are cancelled due to weather or other conditions, notices will be read on KBBI and KGTL radio stations and posted on KBC's exterior doors and on its website. Students may also be called. If a class is cancelled due to instructor illness/emergency, you will be contacted and/ or a notice will be posted on the front door of the college or classroom whenever possible. The class will be re-scheduled by the instructor.

In the event of a fire or other emergency requiring evacuation or other action, an alarm may sound in the campus building or a braodcast may be heard through classroom telephones. Please move quickly and orderly to the nearest exit. Each classroom has a telephone from which to dial 911 if necessary.

# Career Planning/Job Placement

The Career Center staff and resources at Pioneer Hall offer information to aid in career and educational planning, the selection of suitable academic programs and experiential opportunities, and developing a job plan. The Center's resources are available free of charge to help students and community members research occupational information, make career choices, locate employment opportunities, or adjust to a new job. Schedule an appointment to meet individually with a career counselor.

#### Resources include:

- AKCIS (Alaska Career Information System) provides information about occupations, training requirements, job hunting, the Alaska outlook, salaries and starting a business. AKCIS also covers colleges, training programs and financial aid and is available in the computer lab at Pioneer Hall or via the Internet (information is available at Student and Enrollment Services).
- ALEXsys is The Alaska Labor Exchange System's Directory of Services. From the Alexsys website individuals can access career services, job seeker services, education services, and labor market services. It is an easy to use site packed with valuable information.
- Visit the Career Center at SES to check out books related to identifying your career interests and goals, career specific information, and hot jobs for the local and global economy.
- Job listings and leads are posted on bulletin boards and the campus website.

#### What about other resources?

The Department of Labor-Homer Job Center is located at 3670 Lake St. Suite 300, and can also assist you in career and job planning / resources. Call 235-7791 for more information.

# Are there on-campus jobs available for students?

There are a limited number of student employment positions each semester available to eligible students. Completion of the online employment application at UAKJobs.com is required. and *FAFSA* form (Free Application for Federal Student Aid), is recommended, but not necessary. Student employment opportunities at KBC are posted on campus bulletin boards and the KBC website.

# Catalogs

The Kenai Peninsula College Bulletin (catalog) is available online at www.homer.alaska.edu or in the Student and Enrollment Services office. Catalogs from Alaskan colleges and limited sites from the U.S. are available for on-campus use. The Internet is your best resource.

## Child Care at KBC

A brochure of state approved local child care providers can be obtained at Pioneer Hall or downloaded from the KBC webpage. Booklets and brochures with suggestions and community resources are also available.

#### Can I get financial assistance for child care?

Most financial aid programs consider child care needs. Alaska's Day Care Assistance Program helps many students afford child care while attending college. Contact Haven House at 235-7712 for more information.

#### May I bring my child to the college?

Children are **not** permitted in the classrooms while a class is in session or in the computer lab at any time. Please do not leave children unattended at the college. However, you may bring your children with you to advising appointments with Student and Enrollment Services advisors.

## Committees, Councils & Boards

There are many opportunities for students to participate in campus governance. The KBC Student Association committees and officer positions offer an opportunity for leadership and job skill development. There is also a student representative for the campus on the KBC Advisory Board and on various committees.

Studies show that students who get involved in their campus community make better use of campus resources, have a lasting commitment to continuing education, do better academically, and find better jobs after graduation. Plan the time for your involvement and reap the rewards!

## Computer Labs

The Pioneer Hall computer lab is used for both scheduled classes and student use. The lab includes 15 PCs, printers and overhead computer projection equipment. Computers are connected to the Internet via the University of Alaska Computer Network. Both Pioneer and Bayview Hall are wireless environments. The Bayview Hall has 6 computers and a printer located in its Learning Recource Center and 2 in the lobby for student computing and online tutoring needs.

Computer Lab hours are posted outside the room and on the KBC website. Hours are subject to change, especially during the first few weeks of the semester, but are generally available for student use 40 or more hours per week. Lab staff will be happy to assist you in getting online. If you need help with computer class assignments, please see your instructor.

## Counseling

For assistance, resources, and referrals for college or for personal difficulties, contact a Student and Enrollment Services Advisor. When appropriate, students are referred to local assistance agencies including the Community Mental Health Center, Haven House, Cook Inlet Council on Alcohol and Drug Abuse, Share the Spirit, Homer Food Bank, Division of Public Assistance, Homer Job Services and other community human service agencies.

# Degree and Certificate Programs

Kachemak Bay Campus offers courses that lead to completion, near completion or partial completion of several degrees offered by other campuses of the University of Alaska. Opportunities for job training and advancement are continually expanding and KBC is able to support these program offerings based on student interest and adequate enrollment. If a class is required for imminent graduation, all efforts are made to offer it by traditional or non-traditional methods. Work with your advisor on course sequencing and planning. Be sure to read your catalog carefully as it is always the student's responsibility to meet degree requirements.

#### **Bachelors Degrees**

- Art
- Anthropology
- Biology
- Business
- Early Childhood Education
- Education
- Fine Art
- History
- Justice
- Liberal Arts
- Natural Science
- Nursing
- Psychology
- Social Work
- Technology



#### **Certificate Programs**

- Coding Specialist
- Computer Info. & Office Systems
- Corrections
- Pharmacy Technician
- Phlebotomy
- Small Business Management
- Welding

#### Associate Degrees

- Apprenticeship Technology
- Associate of Arts
- Computer Info. & Office Systems
- Dental Hygiene
- General Business
- Human Services
- Medical Assisting
- Nursina
- · Occupational Safety and Health
- Outdoor Education
- Paramedical Technology
- Process Technology
- Welding

# Industry/State Certification

- 6-Pack License
- Certified Nurses Aide
- Welding
- E.M.T.
- E.T.T.

#### Occupational Endorsements

- Corrections
- Office Foundations
- Office Support
- Conflict Resolution

## **Disability Support Services**

Students requiring special accommodations to meet their educational objectives are encouraged to discuss their needs with an SES advisor as soon as possible. Students are responsible for obtaining and providing documentation to support accommodation needs. Campus facilities are handicap accessible.

## E-Learning Courses and Degrees

E-learning (distance delivery) courses are offered by KBC and other UA campuses through various media including: audio-conference, computer/web-based, correspondence/print through the mail, Elluminate Live, or video-conference.

#### **Audio Conference**

Classes have specific meeting times. Home work is submitted electronically, faxed, or mailed. Interaction with instructor and students happens both electronically and through telephone conferencing. Tests are administered by proctors.

#### Correspondence

Students work independently, receiving direction from the syllabus and instructor generally via US Mail. Homework is submitted by mail. Interaction with instructor and students occurs electronically. Tests are administered by proctors at student locations. Check with test proctoring sites for fee information.

#### Elluminate Live (E-Live)

Classes meet online at specific meeting times. Interaction with instructor and other students takes place electronically in a real time virtual classroom designed for e-learning formats.

#### Live Interactive Video Conference

Classes meet at specific meeting times in an on-campus classroom. Interaction with instructor and other students takes place via UAA's video conference network and is transmitted through a wall monitor.

#### Web-Based

Interaction with instructor and other students takes place electronically in an asynchronous format at your home or on campus. Most courses are instructor paced (students meet deadlines set by the instructor). Tests are typically conducted on-line or administered by proctors.



#### Should I take an e-learning course?

E-learning requires special consideration by prospective students. Generally, students who are successful in traditional classroom settings also do well in these classes. It can be the best option for courses and programs unavailable locally in a face-to-face format.

#### What else should I know?

An e-learning course often requires more time and effort than a face-to-face course. E-learning courses generally recommend 8 to 10 hours of study each week for a three-credit course. Keep in mind that e-learning courses require more self-discipline and more study time to successfully complete. Additionally, costs may be higher than face-to-face classes and communication with the instructor may be limited, especially in correspondence based courses. Excellent time management and self-discipline skills make for the most successful experience.

#### How do I find the course I need?

KBC sponsored e-learning courses are listed in our campus course schedule. Most courses are listed at <a href="http://distance.alaska.edu">http://distance.alaska.edu</a> providing a great search tool to find the classes you need. Inquire at SES or with your advisor regarding additional offerings. You may register for most of these courses at Pioneer Hall.

#### What support is available to me?

Support services are provided for many of these classes including tutoring, computer lab access, test proctoring (additional fees may apply, see the course schedule for details) and facilitating communication with the sponsoring campus. Students requiring specialized accommodations should contact the Disability Support Service office of the originating campus.

#### Policies and Procedures

Each major campus of the University of Alaska (UAA, UAF, and UAS) is a separately accredited university. It is important to be aware of which universities the e-learning courses you are taking originate from. Registration dates, holidays, policies and procedures vary across the UA system. Make sure you are familiar with the policies and deadlines for the campuses from where your classes originate. Degree seeking students wishing to have credits from courses taken from UAS/ UAF/PWSCC must submit a request for evaluation of credits form available at http://www.uaa.alaska.edu/admissions/upload/add\_ua\_system\_courses.pdf.

Degree seeking students should not assume a course offered by another university will satisfy their degree requirements. Students can query the UA Student Transfer Credit Resource Site database from UAOnline at <a href="http://uaonline.alaska.edu">http://uaonline.alaska.edu</a> to discover how courses have been evaluated from within state, and from regionally accredited universities and colleges across the US, Canada, and Australia.



#### Contact Information

Each campus' e-learning department should be contacted for information regarding the purchase of textbooks, deadlines, test proctoring, technical support, academic support, disability support services, financial aid, and information regarding full or partial degrees obtainable through distance delivery. Visit the University of Alaska websites:

UAA http://uaonline.alaska.edu
UAF www.distance.uaf.edu
UAS www.uas.alaska.edu/distance

#### E-Learning Degrees

KPC and other UA campuses offer entire degrees via distance. There are also several books in the SES office at Pioneer Hall on programs offered by other colleges in the U.S. and abroad. The Internet is another valuable source of information. Some distance degree programs require little or no attendance on campus.

# **Drug Free Schools & Communities**

The University of Alaska Anchorage and all extended campuses abide by the Drug Free Schools and Communities Act of 1989. Information regarding the Act, health risks associated with the use of illicit drugs and alcohol abuse, and disciplinary procedures is made available to all students and staff. Please see an SES Advisor for further information including community resources. Also, see the Student Code of Conduct in this Handbook.

#### **Email**

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Students are automatically issued a university Gmail account. All e-mail generated by the university will go to this address. It is important to check this account often so that you do not miss important notices, account information, etc.

To access your account:

- 1. Go to the UAA web site www.uaa.alaska.edu,
- 2. Select Directories at the top
- 3. Enter your name
- 4. Your e-mail address will appear.

Remember to login with UA Username. To lookup your username, change or reset your password, go to me.uaa.alaska.edu.

#### Financial Aid

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There are many different types of financial aid including federal grants, local scholarship opportunities and on campus student employment. Some some are based on economic need, while some are based on academics. Financial aid may be used for tuition, books, fees, housing, transportation, day care and other associated expenses.

For more information, visit the SES office at Pioneer Hall or the UAA Financial Aid home page. The AKCIS computer program and books on the resource shelves can assist you in finding aid unique to your situation. Try searching the web at <a href="https://www.fastweb.com">www.fastweb.com</a> and <a href="https://www.finaid.org">www.finaid.org</a> for more information.

After applying, you can check the status of your aid by logging into the secure area for students at *UAOnline*.



# FAFSA—Free Application for Federal Student Aid

The FAFSA forms are used when applying for the Pell Grant, College Work Study and/or the Stafford Loan. The Alaska State Loan has been replaced by the Federal Stafford with the State of Alaska as a lender. It is called the AlaskaAdvantage Loan and the application begins by completing the FAFSA.

The FAFSA application must be resubmitted each spring with new tax information. Aid is awarded for the school year or by semester. Students must be admitted to a degree program for financial aid information to be processes. Although you may mail in your application, it is recommended and faster to apply online at <a href="https://www.fafsa.org">www.fafsa.org</a>.

#### Types of Financial Aid

- Grants: Funds awarded to students who meet certain criteria which
  do not need to be repaid if students make satisfactory academic
  progress. These include the Federal Pell Grant, the Supplemental
  Education Opportunity Grant, and Native Corporation grants. The
  University Scholars Program provides a grant worth over \$10,000 to
  the top 10% of high school students.
- Loans: Money loaned to students that must be paid back. Payments
  usually begin after you graduate or discontinue college. Included are
  the Federal Stafford Loan (through the AlaskaAdvantage program),
  the Alaska Supplemental Loan, and the KPC Emergency Loan.
- Work Study: Student employment, usually on campus. Submit a UAA Student Employment Application. Early submission of the FAFSA is recommended.
- Tuition Waivers: Campus-based grants for full-time and part-time students.
- Scholarships: Awarded by various groups based on specific criteria. Check the Financial Aid book in SES and visit the UAA Scholarship Page at www.uaa.alaska.edu/scholarships.

# Financial Obligations

Students must meet their financial obligations to the University. The University may withhold grades, diplomas, and permission to register for classes and may refer your account to a collection agency should you have an outstanding balance in your account. If you are having trouble paying your bill, discuss your situation with the KPC Accounts Receivable Specialist at 1-877-262-0330.

# GED - General Education Development

Free instruction and pre-testing are provided for individuals who wish to earn a nationally-based high school equivalency diploma through the Alaska Department of Education. There may be textbook costs, and there is a \$25 fee to take the GED exam which consists of 5 subtests. Applicants must be at least 16 years old and have withdrawn from high school. Parental permission is required for students under the age of 18. For more information, contact the ABE Coordinator at 235-1602. Services are available from late August through early May.

## Grading

Grades at all UAA campuses are usually posted by the instructor the week following the last day of classes. Students will not receive grades by mail. Students can view their grades and print unofficial transcripts by going to *UAOnline* and logging into the secure student area. See the KPC Catalog for definitions of Academic and Non-Academic letter grades.

#### What is Auditing?

Auditing is when a course is taken for educational and information purposes but no academic credit is received. The instructor determines requirements for auditors. Students must pay tuition and any fees associated with the course. The grade given will show on any transcripts as an 'AU' for Audit.

#### When might I receive an 'incomplete' grade?

An instructor may choose to award a temporary grade of I' (incomplete) when circumstances beyond the student's control have caused the inability to complete all required coursework. Work already finished must have earned a grade of "C" or better. A written contract is prepared by the instructor stating the student's requirements with a specific time line for completing the course.

# What are 'pass/no pass' or 'credit/no credit' grades?

These are grading options pre-determined by the University at the time a course is developed. They are not used in the calculation of the GPA, and are for performance comparison only. A grade of 'CR' (credit) or 'P' (pass) is equivalent to a grade of 'C' or higher.

#### What is the Honors List?

This is a list of full-time students who have achieved high academic grades for the semester as follows:

Chancellor's List: must receive a 4.0. Dean's List: must receive a minimum 3.5.

## How do I figure my grade point average?

1. Determine the quality points for each grade earned

| A = 4.0 | Multiply the grade "number" by the number  |
|---------|--|
| B = 3.0 | of credits for get total quality points.   |
| C = 2.0 | For example:                               |
| D = 1.0 | A grade in a 3 credit class = 4.0 X 3 = 12 |
| F = 0.0 | C grade in a 4 credit class = 2.0 X 4 = 8  |

- 2. Add up your total quality points for all classes. (12 + 8 = 20)
- 3. Add up the number of credits earned. (3 + 4 = 7)
- 4. Divide the total quality points (20) by the total number of credits (7) earned to get your GPA. (2.86)

#### Graduation

It is each student's responsibility to make sure that all graduation requirements are fulfilled based on the catalog from the year admitted or from the year of graduation. Students need to submit the Application for Graduation with an advisor's signature and fee to the UA campus awarding the degree by the campus deadline. Applications are usually due in the second to last semester before graduation. Graduation ceremonies are held at the end of the spring semester for students completing their programs in the previous year.

#### How do I graduate with honors?

Honors are awarded for associate and baccalaureate degree students with cumulative GPA's as follows:

Cum Laude 3.50 to 3.79 Magna Cum Laude 3.80 to 3.99 Summa Cum Laude 4.00

Transfer credits are included to determine honors.

Leadership Honors are awarded to graduates who have provided exceptional service to our campus and/or community.

#### Health Insurance for Students

Applications for UAA student health insurance are available at Student and Enrollment Services or online at *uhcsr.com*. Enrollment in six credits or more is required to be eligible for student health insurance. See the program's information booklet for information on local health care providers participating in this health plan.

## **High School Students**

A collaborative effort between Kenai Peninsula College and the Kenai Peninsula Borough has established a program that allows high school students to apply for a waiver to university policy in order to take postsecondary courses at KBC. High school seniors are also eligible to participate in the "Jump Start" program and pay partial tuition. The balance is paid by a grant from the Kenai Peninsula Borough. High School students interested in taking college classes at KBC should see their high school counselor for an information packet with forms that must be completed and brought by the student to SES when registering.

# Learning Resource Center (LRC)

The Learning Recource Center is located at Bayview Hall and provides a place for students to work together to enhance their learning. Computers are available for student use. Both staff and peer tutors assist students individually or in groups and test proctoring services are provided. Math and writing specialists are available to provide extra assistance (235-1608). Students meet to work on group projects and to study together. Be prepared, there can be lots of activity and ideas shared. For a quiet study area, use the Library at Pioneer Hall. Learning resources such as math videotapes and dictionaries are available as well as a TV/VCR/DVD for e-learning.

#### How can I become a better student?

Study skills guides are available throughout the college to help you schedule your time, take better notes, and prepare for tests. Videos/ DVDs are also available in the LRC and from Student Services to help you improve your reading, note taking, memory, test taking and other skills. Guidance 150 "College Success Skills", is a class full of wonderful techniques for studying smarter – not harder!

## Housing

KBC does not currently have student housing available on campus. Student and Enrollment Services maintains a brochure listing many area housing options, several of which provide special rates for students. The local papers, real estate agencies and community bulletin boards are good sources for locating housing options.

#### **Identification Cards**

Student ID cards are available from Computing Services at Pioneer Hall. Your ID may be used for privileges on any UA campus. Some businesses and organizations offer discounts to students who show their college ID card.

#### Information

For general questions about our campus and class offerings, inquire at Student and Enrollment Services at Pioneer Hall or call 235-7743.

#### International Students

KBC welcomes students from other countries to attend our campus in Homer. Support for foreign students is offered to ensure they have a positive learning experience. See the UAA Admissions webpage for details and admission requirements and transferring international credits.

### Library

Students have access to a growing campus library and an extensive interlibrary loan (ILL) system that includes University of Alaska campuses, Anchorage Municipal Libraries, ARLIS, Alaska Pacific University and OCLC's WorldCat. Information on library policies and how to use library resources are located on the KBC Library webpage. Ask the Library Assistant to help you find materials and use library resources. Library hours as well as the Library Assistant's hours are posted on the library bulletin boards and the KBC website.

You must have a KBC library card to check out books or request items through the interlibrary loan (ILL). Applications are available at the library office, the computer lab and the registration desk, and are free to KBC students. Your library card is processed within one day and is valid at KBC, the University of Alaska Anchorage Library and its extended campuses as well as the Anchorage Municipal Libraries.

To locate books owned by our library or available from other Consortium libraries, use the computerized Joint Libraries Catalog (JLC) located on the *KBC Library webpage* under *Search for Books*. Books are checked out in the library or at the registration desk for up to 14 days and may be renewed if they are not in demand by others. Reference and reserve books may not be checked out.

To search for online journal articles, use the *Search for Articles* link on the KBC Library web page. Many articles are available in full text. The Library Assistant is available to assist you with the interlibrary loan process, direct you toward and help gather project-related information, conduct material research and editing of course-required work, and other academic-related needs. Two computer stations are available in the library for students' academic use. For more detailed KBC Library information, policies and access to other resources, visit the KBC Library webpage.

KBC offers a one-credit, library skills course to familiarize you with the KBC Library and introduce you to resources for college research. It is a self-paced course.

## Lost and Found

For lost and found items, check at Student and Enrollment Services at Pioneer Hall or the Bayview Hall office.

## Messages

Students may leave messages for faculty by emailing them or leaving voicemail on their phone extensions. Urgent student messages phoned in to the college may be posted by the front door at Pioneer Hall or on the bulletin board at Bayview. Please let your family know that they should only request messages be left during day-time hours for pressing reasons as staff can only interrupt classes in cases of emergency.

### Office Hours

Administrative business offices and Enrollment Services at Pioneer Hall are open Mon-Fri 8:00–5:30, except holidays. Hours may vary during registration and under special circumstances. Enrollment Services staff process registrations, add/drops, bookstore purchases, credit/audit changes, payments, and provide general information. Reception staff are available for assistance at Bayview Hall from 8:30-5:30.

# **Parking**

Free parking at Bayview and Pioneer Hall is available for all students, staff, faculty and KBC visitors. However, no overnight parking is allowed.

## Recycling

KBC recycles aluminum cans, glass bottles and paper. Bins are in the Campus Commons and lower level of Pioneer Hall and in the lobby at Bayview Hall.. We often use recycled paper or avoid paper altogether by using electronic communication. We appreciate all students taking part in the recycling effort.

#### Refunds

Details on the refund policy are available in the class schedules each semester. Generally, for full semester course refunds, you may receive 100% refund if a drop form is processed during the first two weeks of classes. No refunds are made thereafter.

For shorter courses that are more than one week in length, you may receive a 100% refund prior to the third class, and no refund thereafter. For self-support and non-credit courses, and classes meeting less than one week, there is no refund after the first class.

## Registration

# How and when is registration for the following semester?

Registration is available on the web at UAO*nline*. Advance registration for admitted UA/KPC degree students usually begins in May for fall semester and November for spring semester. Students with senior status can register on day 1, junior status on day 2, sophomore status on day 3 and freshman status on day 4. Registration for the General Public usually begins about a week later. Late registration begins the first day of classes each semester and will include a \$5.00 late charge. See the Class Schedule each semester for exact dates and registration policies.

#### When are class schedules available?

Schedules are usually posted on the KBC website in May for fall and October for spring. The full schedule booklet is then mailed to area post office box holders in early August and early December. They are also available at various locations around town. Advisors may have a course list earlier and a copy is posted at each campus.

# Can I register in Homer for KPC/UAA/UA classes?

Yes, and you may also register for KBC classes at all other UA campuses. You may register over the web or in person. Keep in mind that registration dates vary for each campus. For example, Anchorage campus' registration for fall usually begins in March.

If you wait until summer to register, you may be too late, especially for distance delivered courses. For some courses, you will need to register with the sponsoring campus. The KBC Registration Specialist can provide you with additional details. Talk with your advisor for information on how distance courses apply to your program.

#### How do I add a class?

During the first week of classes, you may add a class by completing the add portion of the Add/Drop form. During the second week, faculty approval is required. You may not register for semester-length classes after the second week. Classes that begin later in the semester are open for registration before the class begins if there is space available. However, you pay late registration fees. Some short classes close during general registration, so sign-up early.

#### How do I drop a class or withdraw?

If you have decided to discontinue a class, it is important to complete the drop portion of the Add/Drop form. The class will not show on your transcript if it is dropped before the last day to drop, usually two weeks into the semester (see the Academic Calendar). Classes will be listed on your transcript as a "W" for drops between weeks 3 and 12 for full semester classes. If you do not complete the form, the instructor gives the grade you have earned. Instructors may also drop students from classes under certain conditions, such as not meeting the prerequisites or not attending class. There is a \$3 fee for each class dropped. A total withdrawal from the University requires the signature of an advisor due to academic and financial aid consequences.

## Safety

While crime on campus is rare, please use care with your belongings. Do not leave your car keys in you automobile and lock your car. Practice safety precautions, especially at night, or when there are few people in the area. There is a telephone from which to dial 911 in each classroom. Immediately contact an advisor, the Director, or other staff members if you have safety concerns.



# Satisfactory Academic Progress

In order to receive financial aid from any of the Federal aid programs, the State of Alaska loan and grant programs or from institutional funds, a student must be fully admitted to an eligible degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal as defined below:

- Federal regulations found in 34 CFR 668.16 (e) require, as a condition to participation in federal student aid program, that the University have a satisfactory academic progress (SAP) policy that monitors
  - a. Quality—this is monitored by the cumulative grade point average (GPA). To maintain eligibility for financial aid students must stay in good academic standing by maintaining a 2.0 cumulative GPA. Since this is monitored by the Registrar's office, it will not be monitored separately by the financial aid office.
  - b.Quantity—this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 75%. Passing grades for this purpose are letter grades of A, B, C, D, or P. This is an ongoing average, and not a semester or annual percentage.
  - c.Maximum Timeframe—The final component requires that students complete their degree program within 150% of the required credits of the program. For example, if you are in a Bachelor Program that requires 120 credits to graduate, you may receive funding for the first 180 credits attempted.
- Academic progress will be reviewed at the end of each spring semester to ensure that the student has completed 75% of attempted credits at the University of Alaska.
- 3. In addition to the annual evaluation, some students may be evaluated on a semester basis. These include but are not limited to students who are on an approved appeal, students who have exceeded 150% time frame and been granted an extension, students in a probationary status, and those who do either an official or unofficial total withdrawal.
- 4. If a student's ineligibility is based on academic performance at the University of Alaska that is more than five academic years in the past, then the student will be placed on probation for their first term of re-attendance. If the student is unable to bring the overall percentage to a satisfactory level within one semester the student may continue on probation provided that they complete at least 75% of the credits in each semester.

- 5. Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress will be allowed as satisfactory for one year only. Failure of a student to satisfactorily complete the required number of credits during the academic year will result in the suspension of most types of financial aid.
- First-time freshmen and transfer students with no prior academic history within the University of Alaska system are considered to be making satisfactory academic progress for the first semester of enrollment.
- Satisfactory academic progress must be maintained even during terms in which aid is not received.
- 8. Withdrawal from all courses for any semester will result in suspension of financial aid. Total withdrawal is defined as earning no credits in that semester. This can be either from official withdrawal or unofficial withdrawal which is earning no credits and receiving grades of AU, F,W, NB, NC or NP. Receiving grades of I or DF will not be considered as total withdrawal.
- Acadamic Disqualification, Dismissal or Removal from Program will result in immediate loss of aid.

**Incomplete Grades:** Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the incomplete with a passing grade.

**Repeat Courses:** Repeated courses that are required for a student's degree program count toward the minimum credit hour load required for aid during a given semester.

Remedial Coursework: Students who enroll in remedial coursework (less than 100 level) may receive financial aid. Note: some remedial coursework, such as MATH 054 at UAS, is not considered to be at least secondary level and is NOT fundable by any of the federal aid programs. Consult your financial aid office for specific information.

**Telecourses and E-Learning Courses:** These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program. Note: Students are still required to complete these classes within the term that they enroll (year-long correspondence courses are NOT eligible for financial aid).

**Challenge courses and 500-level courses:** These courses are NOT fundable by any type of financial aid.

**Withdrawals:** Students who totally withdraw from the university, after receiving financial aid, will be suspended from receiving future financial aid and may be liable for refunds and/or return of Title IV funds (refer to the Financial Aid section of your campus's course catalog for information on refunds and return of Title IV funds).

**Institutional Funds:** Students receiving scholarships, grants, or tuition waivers from UA are expected to meet the satisfactory academic progress requirements listed in this document. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt; requirements for scholarships will be stipulated in the UA scholarship information packet.

Other Sources of Aid: Students receiving scholarships or financial aid from such sources as BIA, regional and village corporations, civic groups, and private organizations are expected to meet the satisfactory academic progress requirements of UA unless the agency or group instructs the Financial Aid Office, in writing, to waive our requirements for these specific funds.

**Financial Aid Suspension:** Financial aid suspension will result from:

- 1. Failure to complete the minimum percentage of credits required.
- Academic Disqualification, Dismissal, or removal from program as defined by the catalog.
- Exceeding the maximum number of credits allowed for the student's program prior to graduation.
- 4. Failure to meet the requirements of an appeal approval. A student, who is suspended again after failing to meet these requirements, MUST attend on his/her own without financial aid and earn the required cumulative GPA in order to regain eligibility (see Makeup). Subsequent appeals may be considered if a student has experienced unusual, extenuating circumstances.

Appeals: A student whose financial aid has been suspended may appeal that decision. Appeals should be directed to the Financial Aid Office. Appeal forms are available in the Financial Aid Office or under the "Forms" section on each campus's web page. Written documentation is required for appeals for financial aid reinstatement. The Financial Aid Office will review all appeals to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation and evaluated each semester. Continued funding will be based on passing 75% of the credits attempted each semester or regaining eligibility under the policy.

**Reinstatement:** A student sho does not wish to appeal or whose appeal has been denied may regain eligibility by attending course(s) without financial aid. The student will be reinstated once the 75% cumulative completion rate has been reached and the student is in good academic standing with the University.

**Disbursements:** Funds cannot be disbursed for prior semesters when a student had failed to maintain satisfactory academic progress. Approval of appeals is for the semester of the appeal only and not for a preceding term.

# **Smoking**

KBC is a smoke-free environment. Smoking is not allowed inside the buildings. A smoking area is located outside the main entrance of each hall.

# Student Organizations & Leadership Development

Involvement in student organizations has many benefits. Among them are a sense of pride in contributing to your campus community, leadership training through conferences, and interaction with other student leaders.

#### Student Association

The Student Association serves the campus through governance (representing student concerns to University administration and legislators), programs (recreational, social, cultural or educational events), services (vending/snack, ID cards, copier, Peer Tutor program, etc.) and communication. Leadership positions include President, Vice President, Secretary, Treasurer, and Committee Chairpersons for programming, services, communications and legislative issues. Student employment may be available through the Association. Contact a current leader or the SA Advisor at Bayview Hall to get involved!

#### Phi Theta Kappa

The Beta Delta Eta Chapter of Phi Theta Kappa (PTK) is part of the international honorary society for associate degree students based on academics (3.5 GPA); with service, scholarship, leadership and fellowship emphasized. Members may receive financial aid and other benefits. For more information, contact the PTK advisor, Kim Frost.



#### **Student Commons**

There are areas at both campus sites in which students can meet, study, eat and socialize. Vending machines, hot drinks, and microwave ovens are available for students use. The Student Association office is located off the Commons at Pioneer Hall.

#### Student and Enrollment Services

The mission of Student Services is to assist you in having a successful college experience. Please feel free to talk with the Coordinator or other staff whenever you have concerns or questions.

Many sections of this handbook refer to services provided by the Student and Enrollment Services department. In addition, the Student Services Coordinator and advisors are responsible for student advocacy, recruitment and retention, working with Student Services and other departments throughout the University, developing related publications, department planning and budgeting and assisting the Director with academic planning.

Located in the reception area at Pioneer Hall, the SES Resource Center is one of your first stops when seeking information about attending and paying for college or planning your course of study.

Resources you will find:

- Bulletin boards with career, campus and transfer information. Forms for financial aid and advising (admissions, transcript request, etc.).
- Books on career planning, specific occupations, job hunting, personal development, college handbooks, vocational training schools, distance delivery programs, scholarships and other financial aid, testing guides, study skills, and a limited collection of college catalogs (most are available through the Internet).
- Scholarship information

These resources can be worth thousands of dollars in college funding. They can also help you to make one of your most important decisions: deciding what you want to do with your life. Student Services staff are available to direct you to the guides that will be most useful. Some books may be checked out. Other resources are available in the computer lab.

# Study Abroad/Student Exchange

UAA's National Student Exchange/ program provides students with affordable and practical opportunities to experience new and diverse settings in which to study and live. Students can study for a semester or a year paying either UAA tuition or resident tuition at a choice of nearly 200 colleges and universities throughout the United States an Canada, including Puerto Rico, and the U.S. Virgin Islands or take advantage of study abraod programs offered in Europe, south America, Australia and New Zealand. Visit UAA's exchange page at:

http://www.uaa.alaska.edu/iss/national\_student\_exchange.cfm.

## **Testing**

#### Academic Placement

**ACCUPLACER** - Accuplacer is KBC/UA's placement test to assess your skills in English and Mathematics. In order to help ensure your success with classes you are only permitted to register for English and Mathematics courses at the level indicated by your Accuplacer test results, ACT or SAT scores. Accuplacer test scores are valid for one year from the date taken. Therefore, if you have not completed the entry level General Education Requirement (GER) in English and/or Mathematics within the required time period, you will be required to retest. The Accuplacer is administered by appointment for a fee of \$15.00. Call 235-7743 to schedule the exam and plan to spend 1 1/2 to 2 1/2 hours testing. You may take a practice test at www.testprepreview.com.

**ACT/SAT** -Either the ACT, SAT, or ACCUPLACER exam is required for admission to Associate or Bachelor's degrees. The tests are usually taken during the senior year of high school. Contact one of the testing centers listed below or a high school guidance counselor for information. Contact KBC's Bayview Hall for information on specialized exams which may be administered periodically.

#### Test Proctoring

Test proctoring services are available by appointment. Students should plan ahead to avoid delays and scheduling conflicts. Call 235-7743 to schedule an appointment.

# **Transcripts**

Official transcripts of all course work taken at UAA/KPC may be requested on-line, in writing by fax, mail or in person at Student and Enrollment Services. A fee for each copy must be paid in advance. Transcripts are not issued for individuals with outstanding financial obligation to the University of Alaska. Students may also view and print their unofficial transcripts by logging into the secure area of UAONLINE (www.uaonline.alaska.edu).

## **Tutoring**

Tutoring is provided by math and writing specialists and by dedicated students who have completed training and obtained instructors' permission to tutor various classes. A student seeking tutoring may check the schedule in the Learning Resource Center or may inquire with the LRC Coordinator, an instructor, or an SES Advisor to identify an available tutor. The student will then be connected with a tutor. Tutoring takes place either in group sessions, individually or online.

To become employed as a peer tutor, a student should speak to the Learning Resource Center Coordinator.

## Who's Who: Faculty And Staff

Campus Director
Professor, English/Communications
Assistant Professor, Anthropology
Associate Professor, Psychology
Associate Professor, Math
Assistant Professor, Biology
Assistant Professor, Nursing
Assistant Professor, History/Political Science
Student and Enrollment Services Coordinator
Advising and Support Specialist
Adult Basic Education Coordinator
Adult Basic Education Facilitator
Youth Job Training Coordinator
Youth Job Training Program Assistant

Registration & Information Specialist Computing Services Library Assistant Science Lab Assistant Maintenance Services:

Learning Resource Center Coordinator

Administrative Assistants:

Carol Swartz Beth Graber, Ph.D. Cathy Knott, Ph.D. Brian Partridge, ABD. Sara Reinert, M. A. T. Deborah Tobin, Ph.D. Carol Klamser, R.N. Michael Hawfield, ABD. Kim Frost Dean Sundmark Jan Pevton Lolita Brache **David Lewis** Ingrid Harrald Caroline Venuti Therese Lewandowski Sue Gordon Nancy Johnson TBA Kenneth Shroeder Chris Thorsrud Ingrid Harrald Larry Staehle Jim Ladner

We also enjoy the expertise of 40+ adjunct faculty and student employees.

# UA Board of Regents Nondiscrimination Policy

It is the policy (01.01.04) of the Board of Regents of the University of Alaska that in accordance with federal and state law, illegal discrimination against any individual because of race, color, religion, national origin, age, sex, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood is prohibited. Decisions affecting individuals shall be based on the individual's qualifications, abilities, and performance as appropriate.

# University Policies and Procedures

# Student Freedoms, Rights, and Responsibilities

The role of the University of Alaska Anchorage is to encourage people of all ages to develop their skills and talents differently, according to individual abilities and interests, so that collectively they contribute to the continuum of democracy. University policies, procedures, and regulations are formulated to guarantee each student's freedom to learn and to protect the constitutional rights of others.

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the university community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Alaska, and the local community. All members of the University community have a responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the University community.

Violations of student conduct regulations are handled through the Dean of Students Office. Violations of federal, state, and/or local laws make a student subject to civil and/or criminal action in addition to disciplinary action by the University. Each student is responsible for knowing UAA policies, procedures and deadlines. Policies and regulations may be found in the University catalog, the student handbook, and in the Dean of Students Office, located in the Student Union, room 204. Students may also obtain a copy of University of Alaska Board of Regents Policies and University Regulations on-line at <a href="http://www.alaska.edu/bor/policy-regulations">http://www.alaska.edu/bor/policy-regulations</a>.

#### Freedom of Expression

The rights of free speech and peaceable assembly are fundamental to the democratic process. The University supports the rights of students of the University community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the university community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the university. Accordingly, the university insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the University, or violation of law, would constitute such a violation.

#### Freedom of Access

Within the limits of its resources, the University of Alaska Anchorage shall be open to all applicants who are qualified according to current enrollment

parenthood in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

#### Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek through official procedures establishment of organizations, so long as they are not in conflict with the educational purposes of the university. Students have the right to affiliate with officially registered campus organizations of their choice, within the membership requirements of those organizations.

#### Freedom from Unreasonable Search/Seizure

Students shall be free from unreasonable search and/or seizure regarding their person and their personal property. If a situation should occur in which a student is arrested by university police officers, that student has the right to remain silent, the right to be free of coercion, and the right to be advised of these rights.

# Student Participation in Institutional Government

Students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

#### Maintaining a Positive Learning Environment

Members of the University community are responsible for modeling appropriate classroom behavior by limiting outside influences such as cell phones, pagers, children, guests, animals (other than approved service animals), etc., that could otherwise compromise the learning environment.

In order to evaluate student learning, grades are assigned by faculty to individual students that indicate achievement of course objectives. Student behaviors such as class attendance, class participation, completion of all assignments, and achievement of passing marks on all graded activities are the foundation for success of the student.

#### Class Attendance

Regular attendance and active participation are expected in all classes. Students are responsible for class work even if there are legitimate reasons for their absence. Unexcused absences may result in a student being withdrawn from the class or receiving a failing grade.

#### Official University Absences

Students participating in official intercollegiate activities on behalf of UAA, including but not limited to competition in athletics, forensics and performing arts, are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Faculty are encouraged to make reasonable accommodations for such students. In some cases accommodation may not be possible.

#### Student-Initiated Drop or Withdrawal

Students may drop a class according to the information found in the published class schedule each semester. After the last deadline for dropping a class, students may withdraw from the class through the twelfth (12) week of class (for Fall and Spring semesters), prorated for shorter semesters. This will produce a designation "W" for the course on the student's cumulative transcript.

#### Faculty-Initiated Drop or Withdrawal

A faculty member may initiate a drop or withdrawal from a class of a student who fails to meet published individual course requirements. A student who fails to attend class within the first seven calendar days of the semester is also eligible for this action. Students who need to be excused from first-week attendance must contact the faculty member and receive permission before the first class meeting of the semester.

#### Campus Security Report

The Campus Security Report contains the UAA campus crime statistics for the three (3) most current years; campus security measures; crime reporting and alert procedures; crime prevention strategies and educational programs; the sexual offenses policy, complaint procedures, and disciplinary actions for violations of alcohol and other drug policies. The report is available on line at: <a href="http://www.uaa.alaska.edu/students/campussafety.cfm">http://www.uaa.alaska.edu/students/campussafety.cfm</a>.

#### Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Act's intent is to extend the protections of sex offender registries to college campuses. Sex offenders who already must register with the State of Alaska, as required by state law, must provide notice to the State that they are employed, carry on vocation at, or are a student at the University of Alaska Anchorage. Members of the campus community may obtain information concerning registered sex offenders from the Alaska Department of Public Safety through the following web site: www.dps.state.ak.us/Sorweb/sorweb.aspx.

# University Student Educational Records (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

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

- 1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit a written (letter or FAX) request to the Office of the Registrar that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by Enrollment Services, Enrollment Services designated staff will refer the student to the appropriate personnel or office to access the record.
- 2. The right to request the amendment of a record that they believe is inaccurate or misleading. Students may ask the university to amend the student's education records if he/she believes they are inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the university denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. UAA may release, without consent, certain directory information. No one outside the university shall have access to, nor will the university disclose any other information from a student's educational record, without the written consent of the student, except to University officials with legitimate educational interests, to officials of other institutions in which a student seeks to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

A University official with legitimate educational interests is a person employed by the University as an administrator, supervisor, instructor, or administrative staff member; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a member of the Board of Regents; a governmental entity or any other entity with which a student is placed

as part of his or her education; or a student serving on an official committee (such as a judicial or academic review committee or scholarship committee), or assisting another University official in performing his or her tasks.

A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

The following information is designated as directory information by UAA

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

In addition, UAA is required by federal law (The Solomon Amendment) to provide student directory information - name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, the educational institution in which the student most recently was enrolled - to United States Military Recruiting and Reserve Officer Training Corps personnel upon their request unless the student has submitted a non-disclosure request according to UAA procedures.

Students may inform the Office of the Registrar that he/she does not give permission for the university to release directory information. A written and signed request made by the student to not release his/her directory information must be given to the registrar within two weeks of the start of the academic term. The requests for non-disclosure are valid until a subsequent written request to release directory information is received.

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

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

A complete copy of the UAA procedures on the application of FERPA, including procedures for challenging the content of one's records, is available in Enrollment Management. Links to the University of Alaska Board of Regents' Policy and University Regulation (09.04.00) regarding education records is on the web site: <a href="http://www.alaska.edu/bor/policy/policy.xml">http://www.alaska.edu/bor/policy/policy.xml</a>.

# Student Dispute/Complaint Resolution Process

University students have a variety of procedures available to them to process complaints or disputes about actions or inaction by members of the University community that adversely affect them. The process used will depend on the nature of the complaint. Refer to the specific sections in this handbook that address the issues in question.

For disputes about grades and other academic actions, refer to the Academic Dispute Resolution Procedure.

For complaints about the conduct of another student or disputes regarding University judicial decisions or resulting disciplinary sanctions, refer to the Student Code of Conduct and the Student Judicial Review Procedures

For complaints about sexual harassment and sexual misconduct, refer to the Student Code of Conduct and the Sexual Offenses Policy.

For challenges to the content of your student record, refer to the University Student Educational Records (FERPA) Policy section in this handbook.

For disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities refer to the University Regulation 09.06.00 on students with disabilities. Contact Disability Support Services at 786-4530 (voice) 786-4536 (TTY) or the Campus Diversity and Compliance 504/ADA Coordinator at 786-4680 (voice or TTY) for additional information and a copy of the UAA procedures.

For complaints of unlawful UAA employee discrimination based on race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status, pregnancy or parenthood, contact the Office of Campus Diversity and Compliance at 786-4680 (Voice or TTY) and refer to University Regulation 04.02.020. contact the Dean of Students at 786-1214 for discrimination complaints about UAA students.

The University strongly encourages students to make their complaints known to the appropriate departments and individuals within the University. Students may also contact the U.S. Department of Education, Office of Civil Rights Washington, D.C. for Title IX (gender equity) and 504/ADA (disability) complaints.

For disputes related to student employment, refer to the dispute and grievance resolution section in Part IV of UA Regents' policies and University regulations on human resources, except where specifically modified by Regents' Policy 09.05.00 and its corresponding University Regulation on employment of students.

For complaints about UAA employee (faculty, administrative staff or student employee) conduct not covered in this section, contact the supervisor of the employee. Upon receipt of a written complaint, the employee's supervisor will review the written complaint and relevant information that is available, take action deemed appropriate to respond to the situation, and provide written notification to the individual who filed the complaint that the University responded to the complaint.

UAA provides one level of administrative review for decisions made by University employees. Individuals are encouraged to first attempt informal resolutions with the employee making the decision or the employee's supervisor. An individual seeking further review has the option of filing a written request with the employee's supervisor for decisions made by University employees not covered elsewhere in this section or in other University policies, regulations and procedures. The request must be signed and include all relevant information to be considered during the review. The supervisor will consider the information available at the time of the review and provide written notification of the outcome to the individual who filed the request. The supervisor's written response will be the final decision within the University.

#### Academic Honesty

Academic integrity is a basic principle, which requires that students take credit only for ideas and efforts that are their own. Cheating, plagiarism, and other forms of academic dishonesty are defined as the submission of materials in assignments, exams, or other academic work that is based on sources prohibited by the faculty member. Substantial portions of academic work that a student has submitted for a course may not be resubmitted for credit in another course without the knowledge and advance permission of the instructor. Academic dishonesty is further defined in the Student Code of conduct. In addition to any adverse academic action, which may result from engaging in academically dishonest behavior, the university specifically reserves the right to address and sanction the conduct involved through the student judicial review procedures outlined in the UAA Fact Finder/Student Handbook.

#### Academic Rights of Students

The university has the responsibility of providing a program of high quality education in keeping with its financial resources; students have protection through campus-specific procedures against arbitrary or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the university catalog, and for maintaining an acceptable grade average for degree requirements. Students have the right to be informed at the beginning of each term of the nature of the course, course expectations, evaluation standards, and the grading system.

#### Academic Dispute Resolution Procedure

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to the procedure that implements the UA Board of Regents Policy 09.03.02 and University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. Appropriate issues for the procedure include such things as alleged arbitrary and capricious dismissal from or denial of admission to an academic program based upon academic considerations or alleged grading error or arbitrary and capricious grading for a final grade assignment. Grades assigned prior to the final grade received in a course are not subject to review under this procedure. Only the course instructor or an academic decision review committee may authorize a change in the assignment of a final grade.

#### **Definitions**

Academic Decision Review Committee - An academic decision review committee is an ad hoc committee to formally review a contested final grade assignment or other academic decision. The committee will be composed of faculty, a non-voting committee chair who may be a faculty, and a non-voting student representative. The dean/campus director or designee will appoint faculty or staff committee members. The campus student government president will appoint the student representative, from a list of students recommended by the dean/campus director or designee. To be eligible, the student must be currently enrolled in at least three credits, in good disciplinary standing, with a cumulative grade point average of 3.0 or higher. If the academic decision being challenged is for a graduate course or program, the faculty appointed will be from those departments with graduate programs. The student committee member will be a graduate student.

Arbitrary and Capricious Grading - Arbitrary and capricious grading means the assignment of a final course grade on a basis other than performance in the course; the use of standards different from those applied to other students in the same course; or substantial, unreasonable and/or unannounced departure from the course instructor's previously articulated standards or criteria (see also "grading error.")

**Class Day** - As used in the schedule for review of academic decisions, a class day is any day of scheduled instruction, excluding Saturday and Sunday included on the academic calendar in effect at the time of a review. Final examination periods are counted as class days.

 ${\bf Final}~{\bf Grade}$  - The final grade is the grade assigned for a course upon its completion.

**Grading Error** - A grading error is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade (see also "arbitrary and capricious grading.")

**Next Regular Semester** - The next regular semester is the fall or spring semester following the semester in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.

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# Procedures for Resolving Disputes Regarding Final Grade Assignment

Students may challenge a final grade assignment on the basis of alleged grading error or arbitrary and capricious grading. Because grades can affect such things as a student's eligibility for continued financial aid, students must learn their final grades and initiate a review, where desired, as soon as possible. The time schedule outlined in this procedure stipulates maximum time periods within which to complete stages of the review. However, permission for extensions of time may be granted, in writing, by the dean/campus director or designee.

# Informal Procedure for Academic Disputes Regarding Final Grade Assignment

Where possible, students will be expected to first request an informal resolution of the final grade assignment with the course instructor or department chair/ academic leader. The process must be initiated by the 15th class day of the next regular semester of UAA. The instructor or department chair/academic leader must respond to the request within 5 class days of receipt.

If the course instructor's decision is to change the final grade, the instructor must promptly initiate the process. If the instructor does not change the grade and the student's concerns remain unresolved, the student may notify the department chair/academic leader responsible for the course. Within 5 class days of such notification, the department chair/academic leader must either effect resolution of the issue with the instructor or inform the student of the process for formally appealing the final grade assignment.

If the course instructor is no longer an employee of the University or is otherwise unavailable, the student must notify the department chair/academic leader by the 15th class day of the next regular semester. Within 5 class days of notification by the student, the department chair/academic leader must either effect resolution of the issue through contact with the course instructor or inform the student of the process for formally appealing the final grade assignment.

#### Formal Procedure for Academic Disputes Regarding Final Grade Assignment

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A student formally requesting a review of a final grade assignment must provide the dean/campus director or designee a signed, written request for a formal review, indicating the basis for requesting a change of grade. The request must be filed by the 20th class day of the next regular semester or within 5 class days of receipt of notification of the process for filing a formal review by the department chair/academic leader after completion of any informal review. The dean/campus director or designee will convene an academic decision review committee.

The written request for a formal review from the student will be forwarded to the academic decision review committee by the dean/campus director or designee. The committee chair will convene the committee within 10 class days of receipt of the student's written request for review. The committee will first consider whether the facts submitted by the student warrant a formal hearing and, if so, conduct the hearing. The student and the course instructor must be notified in writing at least 3 class days in advance of the time and place the request will be considered and of the process to be followed.

If on initial review the academic decision review committee determines the facts presented by the student, and without considering rebuttable evidence, might constitute arbitrary or capricious grading or a grading error, the committee will convene a formal hearing.

If on initial review the academic decision review committee determines that the facts as presented would not constitute arbitrary or capricious grading or a grading error, the committee will dismiss the case without a formal hearing. This decision will constitute the final decision of the University. The committee's decision will be provided in writing by the committee chair to the student, the course instructor, the department chair/academic leader, and the dean/campus director.

#### Academic Decision Review Committee Hearings

If the academic decision review committee determines that the facts as presented might constitute arbitrary or capricious grading or a grading error, the committee will proceed to a formal hearing. The committee will consider information provided by the student, the course instructor if available, and others as it sees fit.

Academic dispute hearings will normally be closed. Requests for an open proceeding must be made in writing by a party prior to the start of the hearing to the committee chair. Such requests will be granted to the extent allowed by law unless the committee chair determines that all or part of a proceeding should be closed based upon considerations of fairness, justice, and other relevant factors. A party may choose an advisor to be present at all times during the proceedings. However, the advisor may not speak on behalf of the party.

The committee may direct that witnesses, but not the parties or their advisors, be excluded from hearing except during their testimony. The deliberations of the committee will be closed to the public, the parties, and their advisors.

# Academic Decision Review Committee Decisions

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The academic decision review committee proceedings will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:

- a. the request for a grade change is denied;
- b. the request for a grade change is upheld and the committee requests the course instructor to change the grade and the course instructor changes the grade; or
- c. the request for a grade change is upheld and the course instructor is either unavailable to change the grade or refuses to do so. The committee directs the dean/campus director or designee to initiate the process to change the grade to that specified by the review committee.

The decision of the academic decision review committee constitutes the final decision of the University, and will be provided in writing to the student, the course instructor, the department chair/academic leader and the dean/campus director. The committee chair will be responsible for the preparation of a record of the hearing.

Unless an extension has been granted by the dean/campus director or designee, disputes concerning final grades must be completed by the end of the next regular semester following the assignment of the grade.

### Procedures for Resolving Disputes Regarding Denial of Admission to or Dismissal from a Program of Study for Academic Reason

A student formally requesting a review of a denial of admission to or dismissal from a program for academic reasons must provide the dean/campus director or designee a signed, written request for a formal review, indicating the basis for requesting a review.

The request must be filed by the 20th class day of the next regular semester, or within 5 class days of receipt of notification of the process for filing a formal review by the department chair/academic leaders after completion of any informal review. The only exception will be when written permission for an extension of time is granted by the dean/campus director or designee.

Formal reviews and hearings of academic decisions regarding denial of admission to or dismissal from a program for academic reasons will be conducted by an academic decision review committee according to the same timelines and procedures for academic disputes regarding arbitrary and capricious grading or a grading error with the following exceptions:

- a. The academic decision review committee proceedings will result in the preparation of written findings and recommendations to the dean/ campus director or designee and the student. The committee chair will be responsible for the preparation of a record of the hearing.
- b. The student will be given an opportunity to comment on the findings and recommendations of the committee. Written comments must be submitted to the dean/campus director or designee within 7 class days of the day the committee findings and recommendations are sent to the student.
- c. The dean/campus director or designee will review the written findings and recommendations of the academic decision review committee, the record of the hearing and any written comments submitted by the student and make a decision. The dean/campus director or designee's decision will constitute the final decision of the University on the matter and will be provided, in writing, to the student, the department chair/academic leader and the committee.
- d. The provost will make the final decision of the University on the matter if the dean/campus director or designee is the person who made the academic decision under review. Unless an extension has been granted by the dean/campus director or designee, final decisions must be completed by the end of the next regular semester following the date of the denial of admission to or dismissal from a program for academic reasons.

#### Other Academic Decisions

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Review procedures for all other academic decisions may be obtained from the department chair/academic leader, the dean/campus director or the UAA course catalog.

Disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities will be reviewed according to procedures set forth in University Regulation 09.06.00 Services for Students with Disabilities.

# Eligibility for Services Pending Final Decision in the Academic Decision Review Process

During the review of an academic action or decision by the University, the action or decision being contested will remain in effect until the dispute is resolved. Should an academic action or decision affect the student's eligibility for financial aid, housing, or other University service, the student will be informed of the steps to be taken that may maintain or reinstate the affected service. The student will be responsible for initiating any necessary actions or procedures.

## Sex Offenses Policy

It is the policy of the University of Alaska Anchorage that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community, students, faculty, and staff

The term sexual assault, as used by the University of Alaska Anchorage, encompasses the legal definitions of sexual assault contained in Alaska state statutes. It includes, but is not limited to: rape, acquaintance or date rape, as well as rape by a stranger. Sexual assault is against the law and is defined as sexual misconduct that is forced or coerced against the will of the victim. The same definition applies regardless of whether the assailant is a stranger or an acquaintance (date, friend, or someone known casually). This type of threat may involve physical violence, coercion, or the threat of harm.

A person who has been the victim of sexual assault should report the crime to the University Police Department (UPD) or the local police. The Dean of Students Office, Student Health and Counseling Center, and the Department of Residence Life may provide initial support services for students on the Anchorage campus. At community campuses, the local police should be contacted and campusbased counseling staff may serve as resources. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling services. Reported complaints of sexual assault will be investigated and to the extent possible, the identity of the individuals will be kept confidential. Whether or not criminal charges are initiated, the victim's right to file a complaint through the student judicial system or employee grievance process remains.

Should the alleged misconduct of a student be subject to review through formal hearing procedures, the accused and accuser will be afforded the opportunity to present relevant information, be accompanied by a support person, and be apprised of the results of the disciplinary review. Upon request, as reasonably available, assistance will be provided in changing academic schedules and living arrangements. In the event an accused person is found in violation of this policy, the entire range of sanctions outlined in the Student Code of Conduct may be considered including, but not limited to, disciplinary probation, suspension, or expulsion from the University. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

Sexual assault may also be considered a violation of the University of Alaska's policy against sexual harassment. According to the University of Alaska, Board of Regents' policy (4.08.02), sexual harassment involves unwelcome sexual advances or requests for sexual favors by a member of the campus community when the assailant uses, threatens to use, or implies that submission to, or rejection of, such conduct will have an impact on employment or academic decisions affecting the victim.

Sexual harassment includes other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering with an individual's performance at work or study by creating an intimidating, hostile, or offensive environment in which to work, live, or learn. The Office of Campus Diversity and Compliance, Dean of Students Office, and the appropriate dean's or director's offices can provide information and referral on issues of sexual harassment.

In an effort to educate the campus community about sexual assault, acquaintance rape, and other sex offenses, campus sponsored prevention programs are offered on an on-going basis throughout the year. Additional information about the above policy and programs offered can be obtained from the following offices: the Dean of Students Office, the University Police Department, Department of Residence Life, and the Student Health and Counseling Center. The University catalog, class schedules, and the student handbook contain additional resource information.

#### University of Alaska Anchorage Alcohol Policy

The University and Student Affairs promote the education of the whole student. The University is concerned about ways in which alcohol use and abuse may affect the primary academic mission of the institution, its overall atmosphere and the personal well-being of University community members.

The University has the duty to exercise the degree of care that a reasonable person would to ensure that private and public events are conducted in accordance with state law. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held personally accountable for their actions.

#### **Campus Alcohol Policy**

The primary objectives of UAA's policies and procedures on alcoholic beverages are; (a) to promote responsible behavior and attitudes among all members of the University community, (b) to educate the university community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making, (c) to help individuals experiencing difficulties associated with the use of alcohol.

The Chancellor or the Vice Chancellor for Student Affairs has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages will be granted on designated premises for private University-sanctioned events for a limited period of time. The sale of alcoholic beverages at University-sanctioned events on campus is not permissible and may not be approved by the Chancellor. Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in University public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor.

Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the University will be subject to disciplinary and/or legal action. Students may refer to the "Student Code of Conduct" section in this chapter.

Residential Community Alcohol Policy

UAA's residential communities provide a convenient and enriching living/learning environment. A major goal of the learning experience is to promote individual choice and responsible behavior. A major concern is maintaining an environment that is conducive to learning. Noise and irresponsible or disturbing behavior that distracts from the learning environment will result in disciplinary and/or legal action.

The alcohol policy of UAA's residential communities permits some residents who are a minimum of 21 years of age to possess and consume limited quantities of alcoholic beverages in certain apartments and in accordance with Department of Residence Life Policies. All other restrictions on personal alcohol consumption, outlined under "Campus Alcohol Policy" and the "Student Code of Conduct", apply.

The Residential Community Alcohol Policy is subject to annual review by the Residence Hall Association (RHA) and the University administration.

#### Student Code of Conduct

As with all members of the university community, the university requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct (the Code). Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the university or while at activities authorized by the university.

Violations of the Code, which occur on property, owned or controlled by the university, or at activities authorized by the university, are subject to university judicial review and disciplinary action by the University. Student behavior which, were it to occur on property owned or controlled by the university or at activities authorized by the university, would constitute a Code violation is subject to disciplinary action when the university determines that the behavior would likely have an adverse impact on the health or safety of members of the university community, regardless of where the behavior occurs.

Students who are charged with violations of local, state, or federal laws may be subject to disciplinary action by the University if the offenses are also violations of the Code. University judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings.

University actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process or who fails to complete disciplinary sanctions as assigned by the University may be prohibited from re/enrolling in courses until the charges or disciplinary sanctions are resolved to the satisfaction of the University.

Disciplinary action may be initiated by the university and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior. (R09.02.020)

- 1. Cheating, Plagiarism, or Other Forms of Academic Dishonesty:
  - a. using material sources not authorized by the faculty member during an examination or assignment;
  - b. utilizing devices that are not authorized by the faculty member during an examination or assignment;
  - c. providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
  - d. presenting as their own the ideas or works of another person without proper acknowledgment of sources;
  - e. knowingly permitting their works to be submitted by another person without the faculty member's permission;
  - f. acting as a substitute or utilizing a substitute in any examination or assignment;
  - g. fabricating data in support of laboratory or field work;
  - h. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration:
  - i. altering grade records of their own or another student's work; or
  - j. offering a monetary payment or other remuneration in exchange for a grade.
- 2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:
  - a. forgery, falsification, or alteration of records or deliberate misrepresentation
    of facts on University forms and documents or to any University official or
    before a University judicial hearing board;
  - b. misuse or unauthorized use of university identification cards, keys, funds, property, equipment, supplies or resources;
  - c. falsely representing oneself as an agent of the university, incurring debts or entering into contracts on behalf of the university; or
  - d. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the university.

- 3. Damage or Destruction of Property:
  - a. damage or destruction to property owned or controlled by the university; or
  - b. damage or destruction of property not owned or controlled by the university if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the university; the student was a representative of the university, such as an athlete, and the action occurred while traveling to or from an event authorized by the university; or the property not owned or controlled by the university was located on university property.
- 4. Theft of Property or Services:
  - a. theft or unauthorized possession or removal of university property or the property of any university member or guest that is located on property owned or controlled by the university; or
  - b. theft or unauthorized use of university services or unauthorized presence at university activities without appropriate payment for admission.
- 5. Harassment:
- a. physical or verbal abuse;
- b. sexual harassment;
- c. intimidation; or
- d. other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.
- 6. Endangerment, Assault, or Infliction of Physical Harm:
  - a. physical assault;
  - b. sexual misconduct and assault:
- c. terrorist threats;
- d. hazing, coercion or other activity that endangers or threatens the health or safety of any person, including oneself; or
- e. conduct which causes personal injury.
- 7. Disruptive or Obstructive Actions:
  - a. obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the university;
  - b. interfering with the freedom of movement of any member or guest of the university to enter, use or leave any university facility, service or activity; or
  - c. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the university.
- 8. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals:
  - a. unauthorized use, possession, or sale of these items on property owned or controlled by the university, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures.

- 9. Failure to Comply with University Directives:
  - a. failure to comply with the directions of law enforcement officers or university officials acting in the performance of their duties;
  - b. failure to identify oneself to university officials when requested; or
  - c. failure to comply with disciplinary sanctions imposed by the University.
- 10. Misuse of Alcohol or Other Intoxicants or Drugs:
  - a. use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the university or at activities authorized by the university, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures; or
  - b. use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the university or at activities authorized by the university, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures.
- 11. Violation of Regents' Policy, University Regulation, or UAA rules and procedures.
- Any Other Actions That Result in Unreasonable Interference with the Learning Environment or the Rights of Others.

#### **University Student Judicial Review Procedures**

Definition of terms:

A **judicial procedure** is a review undertaken by the University to establish if substantial information exists to determine whether it is more likely than not that a student violated the Code.

**Major** sanctions are defined as suspension, expulsion, and revocation of a degree. Minor sanctions are defined as those other than ones specified as major sanctions.

Days are defined as **class days** consistent with University Regulation 09.03.02. The exception is for incidents that occur in UAA's residential community during University holidays and breaks where days are defined as work days.

After an allegation of misconduct is made, judicial procedures will commence with a preliminary investigation, at the conclusion of which the designated judicial officer will:

- a. determine whether to dismiss the charges;
- b. whether the allegations, if true, would likely result in imposition of minor sanctions, in which case the matter continues with an administrative review; or
- c. whether the allegations, if true, would likely result in imposition of a major sanction, in which case the student is provided the opportunity to choose between a judicial board hearing or an administrative review.

A judicial board hearing is only available to students deemed subject to imposition of a major sanction. In a judicial board hearing the matter is reviewed by a panel of students, faculty, and staff. In a judicial board hearing the students are afforded the opportunity to be represented by legal counsel.

An administrative review is conducted by a designated judicial officer and is intended to be an expedited process for examination of information and decision making. An administrative review is the only review process for matters involving imposition of a minor sanction. A student charged with infractions of the Code which would be subject to a major sanction may choose to have the matter investigated by an administrative review, but in so doing will be required to waive certain processes otherwise available under the judicial board hearing.

An imposition of a minor sanction following a judicial board hearing or administrative review may be appealed to the Dean of Students or designated appeal reviewer, whose decision on the matter constitutes the final decision for the University. Findings, conclusions, and recommendations from either the judicial board or administrative review process to impose suspension, expulsion, and revocation of a degree proceed to the Chancellor after review by the Vice Chancellor of Student Affairs and the Dean of Students. An opportunity will be provided to the student to comment on the administrative review or judicial board hearing. The decision of the Chancellor is the final decision for the University.

# Rights Afforded Students in Judicial Proceedings

The University will afford each student subject to judicial proceedings due process and the opportunity to appeal, appropriate to the alleged violation and the magnitude of potential sanctions.

If an accused student chooses to remain silent or does not participate in a judicial proceeding, decisions will be based on available information at the time of review.

A student may be accompanied by an advisor, who may be an attorney, during judicial proceedings. The advisor's role will be determined by the rules governing the proceedings.

Students may have copies of the records of their judicial proceedings at their own expense, after providing a signed written request.

# Rights Afforded Injured Parties During the Judicial Process

The University will consider the needs and circumstances of injured parties, especially victims of personal injury and/or sexual assault. The University will take such measures as it deems reasonable to prevent the unnecessary exposure of victims of personal injury and/or sexual assault.

#### Initiation of a Judicial Review

Any University student, faculty or staff member may initiate a disciplinary action against a student for violation of the Code. Allegations of Code violations must be in writing, signed by the complaining party, and submitted to the Dean of Students Office or the Department of Residence Life for incidents occurring in University housing involving students living on campus.

The designated judicial officer will review the allegations and conduct an appropriate preliminary investigation to determine:

- A. whether to dismiss the matter because insufficient information exists to support the allegation; or
- whether sufficient information exists to warrant further judicial proceeding, and, if so,
- whether the charges, if substantiated, will subject the student to a major or a minor sanction

The designated judicial officer will send the student written notification of:

- A. the allegations of misconduct and the provisions of the Code which allegedly have been violated:
- the designated judicial officer's name, telephone number, and office location; and the time period in which to schedule a meeting to review the charges;
- C. whether a major or minor sanction is likely to be imposed, should the charges be substantiated, and if a minor sanction is likely, that the matter will be pursued with an administrative review; or if a major sanction is likely, that the student has a choice between an administrative review or a judicial board hearing; and
- should the student fail to schedule a meeting, the meeting will be scheduled by the designated judicial officer

Should a student fail to schedule a meeting within the time period specified in the notification of charges, the designated judicial officer will schedule the meeting and notify the student in writing at least three (3) class days in advance of the scheduled meeting that, should the student fail to respond or appear, the designated judicial officer will conduct an administrative review and that the student will have waived the opportunity for review by a judicial board hearing.

A student under review for matters which could result in the imposition of a major sanction will be provided a written explanation of the differences between an administrative review and a judicial board hearing. The student's choice of procedure must be stated in writing.

If the student chooses an administrative review, the student must also waive, in writing, rights to procedures in the judicial board hearing which are not included in an administrative review. If the student chooses a judicial board hearing, the student will be notified in writing that:

- a) the names of witnesses, copies of any witnesses' written statements, or other documents on which they will be made available to the student for review at least three (3) class days prior to the hearing;
- b) the student must submit to the designated judicial officer at least three
   (3) class days prior to the hearing the names of witnesses, copies of any witnesses' written statements, or other documents on which the student will rely; and
- c) the student is to have no contact with any judicial board members or alleged victims involved in the matter, and, where appropriate, limited contact with other individuals involved with the hearing

### General Rules and Procedures for Administrative Reviews and Judicial Board Hearings

The University judicial system is not a court of law and is not held to standards applied in criminal proceedings. Formal rules of evidence will not apply. Testimony containing hearsay may be heard, taking into account the reliability of the information. Findings and conclusions will be based upon information presented during the review or hearing.

Reviews and hearings will ordinarily be scheduled between three (3) and fifteen (15) class days after written notice has been sent to the student, at times determined by the designated judicial officer.

A designated judicial officer will conduct an administrative review or chair a review by the judicial board.

Should a student fail to appear for an administrative review or judicial board hearing, the designated judicial officer may determine to proceed with the review or hearing without the student.

Reviews or hearings may be conducted by audio conference or at an off-campus location, if directed by the designated judicial officer.

The designated judicial officer will establish reasonable rules for the conduct of the review or hearing, and will make them available to all parties.

Students may select an advisor for assistance during the proceedings. Should the student choose an attorney for an advisor, the student is responsible for the attorney's fees and legal costs regardless of the outcome of the review or hearing.

An administrative review or judicial board hearing will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:

- A. allegations are dismissed
- B. a minor sanction is imposed. If a minor sanction is imposed, the designated judicial officer will send the student written notification of the decision and appeal rights within ten (10) class days of the conclusion of an administrative review or judicial board hearing; or
- C. a major sanction is recommended. If a major sanction is recommended, the designated judicial officer will, within ten (10) class days of the conclusion of an administrative review or judicial board hearing,
  - send the student written notification of the decision and of the right to provide comment to the Vice Chancellor of Student Affairs and;
  - (2) forward the record of the administrative review or judicial board hearing to the Dean of Students.
  - (3) DOS or designee will forward the record of the admnistrative review or judicial board hearing to the VCSA along with a recommendation regarding major santions and the process.

Upon written request from the judicial officer, the Dean of Students or designee may extend the deadline for notifying the student of the review or judicial board hearing decision.

# Rules and Procedures Specific to an Adminsitrative Review

At the scheduled meeting, the judicial officer will review the allegations and available information regarding the matter. The student, if present, will be given the opportunity to present information, explanations, and/or mitigating factors for the alleged violation. Administrative reviews will be closed proceedings and attendance at the review will be limited to the designated judicial officer and the accused student, unless otherwise authorized by the designated judicial officer.

An advisor for the student may also be present during the review, but may not represent the student in the proceedings, nor speak nor ask questions on the student's behalf unless authorized by the designated judicial officer.

If, during an administrative review for a charge originally determined to be subject to imposition of a minor sanction, new information is presented that could make the student subject to a major sanction, the student must be offered, in writing, the opportunity for review by a hearing board or for continuing with the administrative review. The student's choice must be indicated in writing. If the student chooses to continue with the administrative review, the student must also waive, in writing, rights to the processes in the judicial board hearing which are not included in an administrative review.

# Rules and Procedures Specific for Conducting Judicial Board Hearing

The Judicial Board composes of two (2) currently enrolled students in good academic and disciplinary standing and three (3) University faculty and/or staff members. The members of the board must be unbiased and may be selected from another campus or site. Student appointments and alternates will be made by the USUAA president. The Dean of Students will appoint student representation if the USUAA President fails to appoint students to the judicial board within a reasonable period of time. Faculty/staff appointments and alternates will be made by the Dean of Students.

The accused student will be notified, in writing, at least five (5) class days prior to the judicial board hearing of the names of potential judicial board members. The student may object to a member on the basis of bias, provided the student notifies the designated judicial officer, in writing, at least three (3) class days prior to the scheduled hearing and states reasons for believing the board member is biased. The designated judicial officer will have the discretion to either uphold the appointment or have the board member replaced.

The accused student may choose between an open or closed hearing to the extent that such choices are permitted by state and federal laws. A hearing will be closed unless the student makes a written request at least one (1) day in advance of the hearing to the designated judicial officer for an open hearing. In order to protect privacy or other rights of individuals involved in a proceeding, however, the designated judicial officer may determine that all or portions of the hearing will be closed. Witnesses may attend the hearing only during their testimony.

An advisor for a student may be present and may represent the student during the hearing. The accused student will have the opportunity to question and hear all witnesses relied upon by the University.

The accused student will have the opportunity to present a defense, including introduction of relevant exhibits, affidavits, or witnesses, in addition to any information, explanations, and/or mitigating factors presented during the preliminary investigation of charges. Admission of and restrictions on exhibits and other evidence will be at the discretion of the designated judicial officer.

The judicial board will deliberate in closed session and make its determination within five (5) class days of the conclusion of the hearing, unless an extension is provided by the designated judicial officer.

#### Appeal Procedure for Minor Sanctions

An accused student may appeal a decision to impose a minor sanction to the Dean of Students or designated appeal reviewer. Appeals may be made on the basis that:

- a material procedural error was made during the process which would have changed the outcome of the matter;
- B. the sanction imposed was clearly excessive for the violation committed;
- C. newly discovered information exists which the student could not reasonably have been expected to know of or discover through diligence prior to the conclusion of the matter and which information, if known, would clearly have affected the outcome of the matter; or
- D. the decision is not supported by substantial information

Appeals must be submitted in writing within seven (7) class days of the day the decision is sent to the student, and in accordance with the MAU rules and procedures.

The Dean of Students or designated appeal reviewer will conduct a review of the record and will ordinarily render a decision within seven (7) class days of receipt of the appeal. The Dean of Students or designated appeal reviewer may:

- A. affirm a decision and/or sanction:
- B. dismiss the case;
- C. lessen a sanction
- refer the matter back for further review;
- E. authorize a new administrative review or judicial board hearing; or
- F. take such other action as the Dean of Students or designated appeal reviewer deems appropriate

The decision of the Dean of Students or designated appeal reviewer constitutes the University's final decision on the matter. Notification to the student must be made in writing and in accordance with Regents' Policy and University Regulation.

#### Review Procedures for Major Sanctions

A recommendation to impose a major sanction from an administrative review or judicial board hearing is automatically forwarded to the Dean of Students or designee for review. The Dean of Students or designee will forward a recommendation regarding the major sanction and the process to the Vice Chancellor for Student Affairs.

The accused student will be given an opportunity to comment upon the findings, conclusions, and recommendation of the administrative review or judicial board hearing. Comments must be submitted, in writing, to the Vice Chancellor of Student Affairs within seven (7) class days of the day the findings, conclusions, and recommendation are sent to the student, in accordance with UAA rules and procedures.

The Vice Chancelor for Student Affairs will conduct a review of the record within fourteen (14) class days and may:

- affirm or modify the recommendations for a major sanction and forward the recommendation to the Chancellor;
- B. dismiss the case:
- C. lessen the sanction
- D. refer the matter back for further review:
- E. authorize a new administrative review or judicial board hearing; or
- F. take such action as the Vice Chancellor or designee deems appropriate

The Chancellor will ordinarily render a decision within seven (7) class days of the receipt of the recommendation from the Vice Chancellor for Student Affairs. The Chancellor may dismiss the charges, impose a major or minor sanction, or take such other action as the Chancellor deems appropriate.

The decision of the Chancellor constitutes the University's final decision on the matter. Notification to the student must be made in writing and in accordance with Regents' Policy and University Regulation.

#### **Summary Restrictions**

Summary restrictions may be issued in writing by the Chancellor, the Dean of Students, Campus Director, or their designee for the purpose of investigating the events in which the student was allegedly involved and/or for the protection of persons or property pending the final outcome of the University judicial process.

# Disciplinary Sanctions and Reinstatement of University Benefits

In determining appropriate sanctions, a student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the prohibited behavior, and other factors relevant to the matter will be considered. Thefollowing list of sanctions is illustrative rather than exhaustive. The University reserves the right to createother reasonable sanctions or combine sanctions as it deems appropriate.

**Warning** – A written notice that the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.

Probation – A written warning which includes the probability of more severe disciplinary sanctions if the student is found responsible for violating the Code during a specified probationary period.

**Denial of Benefits** – Specific benefits may be denied a student for a designated period of time.

**Restitution** – A student may be required to reimburse the University or other victims related to the misconduct for damage to or misappropriation of property or for reasonable expenses incurred.

**Discretionary Sanction** – Discretionary sanctions include community service work or other uncompensated labor, educational classes, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given matter. Costs incurred by the student in fulfilling a discretionary sanction will be the responsibility of the student.

**Restricted Access** – A student may be restricted from entering certain designated areas and/or facilities or from using specific equipment for a specified period of time.

**Suspension** – The separation of the student from the University for a specified period of time, after which the student may be eligible to return. Conditions under which the suspension may be removed and for re-enrollment will be included in the notification of suspension. During the period of suspension, the student may be prohibited from participation in any activity authorized by the University and may be barred from all property owned or controlled by the University, except as stated on the notification. The UAA Chancellor has sole authority to suspend a student and may not delegate this authority.

# Nobody Told Me!

Nobody told me that...

...I should see my advisor at least once per semester before I register.

Advising

Registration

Financial Aid

- ...my GPA could affect my financial aid.
- ...my classmates don't make the best advisors.
- ...I have to *apply* for graduation....it doesn't just happen when I walk down the aisle.
- ...I could get deadline reminders and scholarship announcements on facebook and twitter.

Nobody told me that...

- ...dropping and withdrawing are two different things.
- ...If I sign up for a class but never go...I still have to pay for it.
- ...the university sends bills only to my UAA e-mail...never in the mail
- ...my instructors can drop me if I miss the first class
- ...It's easy to set up a payment plan for my classes.

Nobody told me that...

- ...withdrawing from classes can affect my financial aid.
- ...I could get more money if I do my FAFSA early.
- ...I can get my financial aid faster if I sign up for direct deposit.
- ...UAA and UA scholarships applications are due in February for the next school year.
- ...scholarship money gets returned to sender every year because no one applies.

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# Nobody Told Me!

Nobody told me that...

...as soon as I register for my first class the university

assigns me an e-mail address. E-mail

...all official correspondence goes to my assigned e-mail

...the university expects you to check your e-mail on a regular basis.

...I can find my Webmail login information at me.uaa. alaska.edu

Nobody told me that...

...I can't return books if I take off the wrapping.

...I can only return books if I have my receipt. Textbooks

...I can get electronic copies of many textbooks for about

1/2 the price

...I can only get books for my KPC distance classes online ...I have to know what campus my distance classes are

from to figure out how to get books for each one.

Nobody told me that...

...UAA, UAF and UAS are separate colleges and I need to make sure DE credits transfer.

E-learning

- ...Spring break for classes from different campuses could be at different times.
- ...I could watch step by step videos online to learn how to use Webmail and blackboard.
- ...there was online math and writing help available for me to access from home.
- ...I should have some basic computer skills before I sign up for a distance class.

Nobody told me that...

...all students are members of the student association and can have a voice

Student Association

- ...I could get more involved as a student representative.
- ...I could get discounts at local business by showing them mv student ID card
- ... I could suggest campus activities at a student association meeting

Nobody told me that...

...students with disabilities may be eligible for accommodations.

Nobody Told ...the library is a great place for quiet study. Me!

...the tutors in the Learning Resource Center are awesome.

...I could spend two years at KBC saving money and then

spend my Junior year abroad:)

#### Fall 2011 KPC Academic Calendar

#### **General Calendar Dates**

First Day of Classes Aug. 29 (M) Orientation Aug. 31 **Last Day of Classes** Dec. 17 Grades entered by faculty via UAOnline Dec. 21

#### **Registration Dates**

Fall 2010 Late Registration period Aug. 29 - Sep. 2

Spring 2010

**Returning Degree Students** Nov. 7 General Public Nov. 21

#### **Deadlines (Last Day To:)**

Payment deadline for Tuition/Fees Aug. 26 Last Day for 100% Refund Sept. 9 (5pm) Last Day to Drop w/o faculty signature Sept. 9 Last Day Audit to Credit Change Sept. 9 Last Day Credit/No Credit Change Sept. 9 \$125 Late Payment Fee Assessed Sept. 12

\$175 Late Payment Fee Assessed Nov. 2 **Last Day Student Initiated Withdraw** Nov. 18 Last Day Credit to Audit Change Nov. 18 Last Day to Apply for Spring Graduation (UAA) Mar. 1

#### **Holidays - No Classes**

**KPC Closed/UAA Labor Day Holiday** Sept.3-5 No Classes Held (Labor Day) Sept. 5 & 6 **KPC Closed/UAA Thanksgiving Holiday** Nov. 24-27 Nov. 23-27 No Classes Held (Thanksgiving) **KPC/UAA Campus' Closed** Dec. 24-Jan. 3

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# **Quick Contacts**

| Kachemak Bay Campus (KBC)           | 235-7743                   |
|-------------------------------------|----------------------------|
| KBC Student and Enrollment Services | 235-1651                   |
| KBC Director, Carol Swartz          | 235-1656                   |
| KBC Computing Services and Support  | 235-1660                   |
| KBC Library Services                | 235-1657                   |
| KBC Learning Resource Center        | 235-1608<br>1-877-809-0572 |
| KBC IT Help Desk                    | 235-1688                   |
| Kenai River Campus                  | (877) 262-0300             |
| UAA Kiosk                           | (907) 786-1480             |
| UAA Technology Support              | (877) 633-3888             |
| KBC Test Proctoring                 | 235-1601                   |
| KBC ABE/GED                         | 235-1602                   |

# Quicklinks

| Kachemak Bay Campus              | www.kpc.alaska.edu/KBC   |  |
|----------------------------------|--|--|
| Kenai River Campus               | www.kpc.alaska.edu/KRC   |  |
|                                  |  |  |
| UAOnline                         | http://uaonline.alaska.edu                                       |  |
| Webmail                          | http://webmail.uaa.alaska.edu/                                   |  |
| Blackboard                       | http://technology.uaa.alaska.edu/<br>blackboard/                 |  |
|                                  |  |  |
| UAA                              | www.uaa.alaska.edu   |  |
| UAS                              | www.uas.alaska.edu   |  |
| UAF                              | www.uaf.edu  |  |
| UA                               | www.alaska.edu   |  |
|                                  |  |  |
| UAA Catalog                      | www.uaa.alaska.edu/records/catalogs                              |  |
| E-learning Gateway               | www.alaska.edu/distance  |  |
| Transfer Credit Resource<br>Site | http://uaonline.alaska.edu/banprod/owa/<br>bwsk2tcr.P_Tcs_Selmau |  |

