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UAA Student Handbook

Welcome to the University of Alaska Anchorage. As the Dean of Students, it is my pleasure to assist you in your academic, personal and professional development. The Office of the Dean of Students is staffed with experienced and talented individuals who are ready to assist you. We are committed to a vision of diversity and inclusion that fosters the academic and personal growth of our students in the UAA community.

These efforts include helping you make sensible and informed decisions about academic and personal matters, negotiate the opportunities and challenges that are an important part of a demanding academic environment, and find appropriate resources within and beyond the Division of Student Affairs. We also work with a range of collaborative partners including academic departments to create opportunities for students, faculty, staff, and community members to integrate the learning that takes place inside and outside of the classroom.

Students often land in the Dean of Students Office when they are not clear about where to turn for help and we are here to help you work through the questions and concerns that inevitably arise during the transition to college.

Please feel free to contact us if we can be of service. Our priority is to make the student experience at UAA a powerful and enriching one.

Sincerely-

Ben Morton

Dean of Students

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www.uaa.alaska.edu/students/dean-of-students)

This handbook includes information on:

- CAMPUS SAFETY (p. 18)
- COMPLAINT PROCEDURES - UAA (p. 10)
- COMPLAINT PROCEDURES - EXTERNAL AGENCIES (p. 17)
- STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES (p. 2)

Student Freedoms, Rights and Responsibilities

UAA encourages people of all ages to develop their skills and talents according to their 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 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.

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 and admission requirements. The University of Alaska Anchorage does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status 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 indicate achievement of course objectives and are assigned by faculty to individual students. 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.

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. Students may not engage in behavior that disrupts the learning environment, violates the rights of others or otherwise violates the Student Code of Conduct (Code), university rules, regulations, or procedures. 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 at activities authorized or sponsored by the university.

The Student Code of Conduct and student conduct process apply to the conduct of individual students and all university affiliated student organizations. For purposes of determining what conduct is covered, the university considers an individual to be subject to student conduct proceedings for conduct that occurs while the individual is in any way affiliated with the university. Proceedings may be initiated at any time regardless of subsequent affiliation or graduation status. In all cases, conduct matters that have been initiated will be pursued to conclusion or resolution, even when students leave the university or choose not to participate in the process. As such, if a student leaves the university voluntarily or involuntarily, the university may still proceed with the conduct process in the student's absence. A student who has been alleged to have violated the Code may be prohibited from re-enrolling in the university until the allegations are resolved regardless of whether the student participates in the student conduct process.

Behavior which occurs on property owned or controlled by the university, in university online environments and classes, or at activities

sponsored or authorized by the university, is subject to university student conduct review and disciplinary action by the University. The Student Code of Conduct may also apply to behavior that occurs off campus when it may present a potential danger or threat to the health and safety of others or may reasonably lead to a hostile environment on campus. The Student Code of Conduct may also apply to behavior exhibited online or electronically via email social media, text messaging, or other electronic means.

There is no time limit on reporting violations of the Student Code of Conduct. Individuals are encouraged to report violations of the Student Code of Conduct in a timely manner.

Alleged violations of federal, state, or local laws that are also potential violations of the Student Code of Conduct fall within the jurisdiction of the university. may be subject to disciplinary action by the University if the offenses are also violations of the Code. The university reserves its right to pursue disciplinary action independent of the criminal proceedings, if the alleged criminal charges are also violations of the Student Code of Conduct. University actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. University student conduct proceedings may precede, follow, or take place simultaneously with criminal proceedings.

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 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.

1. Cheating, Plagiarism, or Other Forms of Academic Dishonesty

Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

- a. presenting as their own the ideas or works of others without proper citation of sources;
- b. utilizing devices not authorized by the faculty member;
- c. using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
- d. providing assistance without the faculty member's permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge)
- e. submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
- f. acting as a substitute or utilizing a substitute;

- g. deceiving faculty members or other representative of the university to affect a grade or to gain admission to a program or course;
- h. fabricating or misrepresenting data;
- i. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
- j. altering grade records of their own or another student's work;
- k. offering a monetary payment or other remuneration in exchange for a grade; or
- l. violating the ethical guidelines or professional standards of a given program.

2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds, Property, or Electronic Records

- 1. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on university forms and documents;
- 2. misrepresenting the truth during a university investigation or student conduct proceeding and/or making false statements to any university official, faculty member, or office;
- 3. misuse or unauthorized use of university identification cards, keys, funds, property, equipment, supplies or other resources such as:
 - i. possession of fake or altered identification;
 - ii. unauthorized duplication of any university key or key card;
 - iii. lending keys or key cards to individuals not authorized to possess them;
 - iv. misusing university computer resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with messages, files, electronic storage devices, programs, passwords or other computer users without their permission (as further defined in Board of Regents' Policy 02.07);or
 - v. use or possession of copyrighted material, including, without limitation, software, graphics, text, photographs, sound, video and musical recordings without the express permission of the owner of the copyright in the material, or other legal entitlement to use the material;
- 1. falsely representing oneself as an agent of the university, incurring debts or entering into contracts on behalf of the university; or
- 2. unauthorized entry into, presence on, or use of property which has not been reserved or accessed through appropriate university officials.

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, e.g.:

- i. the action occurred during an event sponsored or authorized by the university;
- ii. the student was a representative of the university, such as an athlete, student government representative or club member, and the action occurred while traveling to or from an event sponsored or authorized by the university; or
- iii. 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;
- b. theft or unauthorized use of university services or unauthorized presence at university activities without appropriate payment for admission; or
- c. theft of property or services not owned or controlled by the university if:
 - i. the action occurred during an event sponsored or authorized by the university;
 - ii. the student was a representative of the university, such as an athlete, student government representative or club member and the action occurred while traveling to or from an event sponsored or authorized by the university; or
 - iii. the property not owned or controlled by the university was located on university property.

5. Harassment

Harassment is defined as behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from fully accessing educational benefits, university services, or other opportunities. Harassment is also defined as behavior that limits the ability of third parties to conduct business. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, and coercion (that is not speech or conduct otherwise protected by the First Amendment). In addition, harassment may be conducted in a variety of mediums, including, but not limited to, physical, verbal, graphic, written, or electronic.

- a. threats, defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property;
- b. intimidation, defined as implied threats or acts that cause reasonable fear of harm in another;
- d. bullying, defined as repeated, unreasonable actions directed towards an individual (or a group) resulting in intimidating, degrading, humiliating, or undermining behavior that creates a risk to the health or safety of individuals;

e. cyberbullying, defined as repeated, unreasonable actions using electronic communications that are directed towards an individual (or a group) resulting in intimidating, degrading, humiliating, or undermining behavior that creates a risk to the health or safety of individuals; or

f. stalking, defined as repetitive and/or menacing pursuit, following, or interference with the peace and/or safety of an individual(s).

6. Discrimination

Discrimination is defined as being adversely treated or affected, either intentionally or unintentionally, in a manner that unlawfully differentiates or makes distinctions on the basis of the individual's legally protected status. Illegal discrimination against any individual because of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy, or parenthood is prohibited (as further defined in Regents' Policy and University Regulation 01.02.025).

7. Hazing

Hazing is defined as an act(s) considered by a reasonable person to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, pledging, recruiting, joining, or continuing participation, in any group-affiliated activity. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented or acquiesced to the physical abuse.

8. Endangerment, Assault, or Infliction of Physical Harm

Endangerment, assault, or infliction of physical harm is defined as conduct which threatens the health and safety of another person, or conduct which threatens or causes physical harm to another person, or threatening or causing physical harm to another person. Endangerment, assault, or infliction of physical harm that is sex or gender-based in nature is addressed by Regents' Policy and University Regulation 01.04.

a. physical abuse, defined as threatening or causing injury or physical pain to another person, or threatening or causing physical contact with another person when the person knows or should reasonably have known that the other person(s) will regard the contact as offensive or provocative;

b. relationship violence, defined as violence or abuse by a person on another person with whom they are engaged in an intimate relationship. An intimate relationship is defined as a relationship related to marriage, cohabitation, dating or within a family and can occur in opposite-sex and same-sex relationships, regardless of whether it is a current or past relationship. Examples of relationship violence include but are not limited to:

- i. domestic violence: a pattern of coercive, controlling behavior in which one intimate partner uses physical violence, coercion, threats, intimidation and emotional, psychological, electronic media or economic abuse to control and change the behavior of the other partner; or
- ii. dating violence: behavior(s) used to exert power and control over a dating partner. Examples of power and control may come in

the form of emotional, verbal, financial, sexual or electronic media abuse;

c. dangerous behaviors, defined as actions that pose a risk of physical harm to another, which cause reasonable apprehension of physical harm, and/or create hazardous conditions; or

d. acts that jeopardize the safety or security of the university, the university community, or any university facilities, buildings, or premises, including but not limited to:

- i. starting a fire or creating a fire hazard on university property without university authorization;
- ii. tampering with, damaging, disabling or misusing fire safety equipment including fire extinguishers, fire sprinklers, fire hoses, fire alarms, and fire doors;
- iii. misuse of medical equipment such as automated external defibrillators; or
- iv. disabling safety equipment such as security cameras, door locks, key card readers, and alarms.

9. Sexual or Gender-based Misconduct

Sexual or gender-based misconduct terminology and defining examples are in University Regulation 01.04.

10. Disruptive or Obstructive Actions

a. obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the university, e.g.:

- i. behavior in a classroom, e-learning environment or instructional program that unreasonably interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to benefit from the class or program;
- ii. any behavior in class or out of class, which for any reason, unreasonably interferes with the classwork of others, involves disorder, or otherwise disrupts the regular and essential operation of the university;
- iii. non-compliance with reasonable time, place, or manner restrictions on expression; or
- iv. leading or inciting others to disrupt scheduled and/or normal activities on university premises;

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. disorderly conduct, including but not limited to, lewd or indecent behavior or conduct that disturbs the peace.

11. Mistreatment of Animals

a. noncompliance with accepted animal research procedures, regulations or guidelines set forth by institutional, local, state or federal policies; or

b. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the university.

12. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals

a. unauthorized use, possession, or sale of these items in violation of law, Regents' Policy, University Regulation, or MAU rules and procedures. See Regents' Policy and University Regulation on Possession of Weapons, currently 02.09.020.

13. 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.

14. Misuse of Alcohol

a. use, possession, manufacture, or distribution of alcoholic beverages in violation of local, state or federal law, Regents' Policy, University Regulation, or MAU rules and procedures; or

b. engaging in any other category of prohibited conduct while under the influence of alcohol may constitute a violation of this category.

15. Misuse of Drugs or Other Intoxicants

a. use, possession, manufacture, distribution, or being under the influence of illegal drugs or other controlled substances in violation of local, state or federal law, Regents' Policy, University Regulation or MAU rules and procedures;

b. abuse or misuse of prescription or over-the-counter medications, other chemical substances or other intoxicants;

c. use, possession, manufacture, distribution, or being under the influence of designer drugs; or

d. engaging in any other category of prohibited conduct while under the influence of legal drugs or other intoxicants may constitute a violation of this category.

16. Violation of Regents' Policy, University Regulation, or UA Rules or Procedures

Any violation of Regents' Policy, university regulations or other university policies, procedures, or rules published in hard copy or online or that are otherwise communicated to students verbally or in writing is considered a violation of this category of the Student Code of Conduct. Examples of such policies, procedures, rules or regulations include, but are not limited to, those described in:

a. student handbooks;

b. residence life handbooks;

c. dining hall policies;

d. housing agreements;

e. course syllabi; or

g. classroom rules.

17. Any Other Actions That Result in Unreasonable Interference with the Learning Environment or the Rights of Others

Academic Integrity

Disciplinary action may be initiated by the University and disciplinary sanctions imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

The following examples constitute forms of academic dishonesty prohibited by the Student Code of Conduct and 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:

- presenting as their own the ideas or works of others without proper citation of sources;
- utilizing devices not authorized by the faculty member;
- using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
- providing assistance without the faculty member's permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
- submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
- acting as a substitute or utilizing a substitute;
- deceiving faculty members or other representatives of the University to affect a grade or to gain admission to a program or course;
- fabricating or misrepresenting data;
- possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
- altering grade records of their own or another student's work;
- offering a monetary payment or other remuneration in exchange for a grade; or
- violating the ethical guidelines or professional standards of a given program.

UAA 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.

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

The UAA Chancellor, Vice Chancellor for Student Affairs, Dean of Students and the Directors/President of UAA community campuses have 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 designed premises for private University-sanctioned events for a limited period of time. 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 and/or creates a public disturbance on property owned or supervised by the University will be subject to disciplinary and/or legal action. UAA students may refer to the UAA Student Code of Conduct in the UAA Student Handbook. UAA's Alcohol Policy requires advance university approval and compliance with the following procedures for all on-campus and off-campus University sponsored, affiliates, or hosted events where alcoholic beverages are served (including UAA student organization events).

Residence Life 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 for 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 or suites in accordance with Department of Residence Life policies. All other restrictions on personal alcohol consumption, outlined under the UAA Alcohol Policy and the Student Code of Conduct apply.

Alcohol policies for the three residential communities may be found here:

Anchorage Campus:

www.uaa.alaska.edu/students/residence-life/guidetoOCL/substances.cshtml (<https://www.uaa.alaska.edu/students/residence-life/guidetoOCL/substances.cshtml>)

Kenai Peninsula College (page 29):

www.kpc.alaska.edu/student_life/housing_dining/krc-residence-life/handbook/ (http://www.kpc.alaska.edu/student_life/housing_dining/krc-residence-life/handbook/)

Prince William Sound College (page 50):

http://pwsc.alaska.edu/download/Residence-Life-Handbook-2017_2018-1.pdf

University Authorized Travel

Students and student organizations are responsible for ensuring that they and their guests comply with the Student Code of Conduct while on property owned or controlled by the University, or while at activities authorized by the University. Violations of the Student Code of Conduct are subject to UAA's student conduct review process and disciplinary action.

While in University travel status, students are prohibited from consuming, possessing, or being under the influence of alcohol or other illegal substances unless the individual has applied for and received an approved request for serving beer and wine from the Dean of Students. For the purpose of this policy, travel status starts when students begin transporting themselves to the event and ends when they return to their original starting location.

Marijuana and Other Illegal Substances Policy

Possession or use of marijuana or any other substance controlled pursuant to 21 U.S.C. 841 et seq. anywhere on university property is prohibited. Violations of this policy will result in disciplinary action, as provided by applicable university regulation, campus procedures, and all applicable laws and regulations.

Smoke-Free/Tobacco-Free Campus

Out of respect for others and the campus environment, tobacco use and smoking, including the use of electronic cigarettes and similar products, is prohibited on university property. This policy applies to all university events, events held on university grounds or property and applies to all members of the university community including faculty, staff, students, friends, volunteers, patients, customers, vendors, contractors, guests and visitors. Littering an area with, or with the remains of, tobacco-related or smoking-related products is also prohibited.

To see regulations pertaining to UAA as a smoke-free/tobacco-free campus, go to:

www.alaska.edu/bor/policy/05-12.pdf (<https://www.alaska.edu/bor/policy/05-12.pdf>)

Drug Free Schools Notification

The Drug-Free Schools Notification contains UAA's alcohol and other drug policies and behavioral expectations for students and employees, disciplinary actions for violations of these policies, and resources available for assistance with alcohol and other drug issues. This notification contains physiological effects, risks and criminal penalties associated with alcohol and other drug use. Request a paper copy from the UAA Dean of Students Office in Room 122 of Rasmuson Hall on the Anchorage campus, or go to:

www.uaa.alaska.edu/students/drugfreeschoolsreport.cfm (<http://www.uaa.alaska.edu/students/drugfreeschoolsreport.cfm>)

Possession of Weapons

Except as otherwise provided in policy or university regulation, possession or carrying of firearms in buildings or parts of buildings owned or controlled by the University, on developed university land adjacent to university buildings, or at university sporting, entertainment or educational events, is a violation of regents' policy and may result in administrative sanctions. Entering or remaining on university premises or at university events in violation of this provision is expressly prohibited.

Regents' policy and university regulation regulating possession and storage of firearms shall not be construed to prohibit an individual from possessing a firearm while that individual is within a motor vehicle, or to prohibit an individual from storing a firearm that is locked in the individual's motor vehicle while the motor vehicle is otherwise legally parked in or on university, state or municipal property or another person's property. This applies only to possession of a firearm by an individual who may legally possess a firearm under state and federal law.

Loaded or unloaded firearms may not be carried or stored on university property or in university buildings without the prior written permission of the appropriate chancellor or chancellor's designee, except for several exceptions. Among them, firearms may be carried by commissioned law enforcement officers in relation to their law enforcement function and licensed security guards in uniform while performing services for the University.

In order to balance the individual resident's right to bear arms with the university's compelling interest in providing a safe environment conducive to learning and the open exchange of ideas, the University permits the possession of firearms in residences subject to the following limitation. Students bringing firearms into residential units are required to store their firearms in a central storeroom under the supervision of a designated university employee. Firearms, explosives and reloading activities are not permitted in resident rooms or apartments or in any common areas.

To see full Regents' Policy and University Regulations pertaining to weapons on campus, go to:

www.alaska.edu/bor/policy/02-09.pdf (<http://www.alaska.edu/bor/policy/02-09.pdf>)

Sex/Gender-based Discrimination and Sexual Misconduct Policy

The University will not tolerate sexual or gender-based discrimination, including sexual misconduct such as sexual harassment or sexual assault, whether done by university employees, students, or third parties (i.e., non-members of the university community, such as vendors or visitors). Violation of this sex discrimination and sexual misconduct policy may lead to discipline of the offending party, including the possibility of separation from the University. Moreover, many forms of sexual and gender-based discrimination, including sexual harassment or sexual assault, may also violate state and federal law. Criminal prosecution may take place independently of any university-imposed disciplinary proceeding.

The University is committed to providing an environment free from sexual or gender-based discrimination, including sexual harassment or sexual assault, and to ensuring the accessibility of appropriate procedures for addressing all complaints of misconduct under this sex discrimination and sexual misconduct policy. The University will respond to complaints or reports of prohibited conduct with measures designed to stop the behavior, prevent its recurrence, and remediate any hostile environment it caused.

When allegations of sexual or gender-based discrimination or sexual misconduct are raised, this Regents' Policy and University Regulation 01.04 applies and, to the extent it conflicts with other university policies and procedures relating to misconduct, it supersedes those policies and procedures. For more information about this policy and regulations pertaining to this policy, go to:

www.alaska.edu/bor/policy/01-04.pdf (<https://www.alaska.edu/bor/policy/01-04.pdf>)

Children and Minors on Campus

UAA is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors to campus are generally welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. We strive to provide an environment open to work and family issues. However, safety is a primary concern when considering the presence of minors on campus.

The following guidelines enhance safety for our young visitors while maintaining an effective educational and working environment. Children are defined as those under the age of 13. Minors are defined by state statute as those under the age of 18.

General Guidelines for Children and Minors on UAA Campuses

- Children are not be brought to campus on a regular basis in lieu of childcare;
- A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus;
- Line of sight supervision of children by the parent or guardian is required at all times;
- The parent or guardian must assure that minors are not disruptive to others;
- Employees must always obtain supervisory approval prior to bringing children into the workplace;
- Minors are not allowed in high-risk areas such as: laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas, UA vehicles, or other high-risk areas (no playing in stairwells or doorways);
- Minors, who are not enrolled UAA students, are not allowed in classrooms while classrooms are in session unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave.
- Minors participating in university sponsored or hosted events or camps must follow the guidelines established for those activities.

To see the full Minors on Campus Guidelines, go to:

<http://ehsrms.uaa.alaska.edu/SW/Minors/MinorsOnCampus.pdf>

Secondary Student Enrollment Policy

Minors seeking enrollment in UAA courses must follow the Secondary Student Enrollment Policy found in the UAA catalog. The registration process at UAA requires all secondary school student applicants and their parents/guardians to complete a Pre-Post Secondary Student and Parent/Guardian Agreement. Signing the agreement signifies understanding of and agreement to the following:

1. The University will not act in a parental or supervisory role. Any UAA-approved secondary school student under the age of 13 must be accompanied at all times and directly supervised by a parent or legal guardian while on a UAA campus;
2. A parent or guardian may not attend a course in which their secondary school student is registered unless and until the parent or guardian is also officially registered for the course;
3. A secondary school student who registers in university courses is fully responsible for complying with all policies and procedures of the University. This includes being aware of and adhering to the university Student Code of Conduct and any registration- or payment-related deadlines;

4. Regardless of age, Family Educational Rights and Privacy Act (FERPA) rights are transferred to the student upon registration. Parents/guardians will not be able to conduct business on students' behalf or access student records without the student first submitting the appropriate release form.

To see the Secondary Student Enrollment Policy in the UAA catalog, go to:

<https://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/secondarystudents/>

Residential Community Standards and Expectations

The departments of Residence Life in Anchorage, Soldotna, and Valdez have specific rules in place for students living in on-campus housing. The rules are in place for several reasons. For example, rules about noise are in place to prevent students from being disrupted from studying. Other rules are in place to promote safety, such as rules prohibiting fire hazards in the residence halls. Rules about facilities are in place to protect the quality of the students' living environments. Rules for living on each residential campus may be found here:

Anchorage campus:

www.uaa.alaska.edu/students/residence-life/guidetoOCL/ (<https://www.uaa.alaska.edu/students/residence-life/guidetoOCL/>)

Kenai Peninsula College:

www.kpc.alaska.edu/student_life/housing_dining/krc-residence-life/handbook/ (http://www.kpc.alaska.edu/student_life/housing_dining/krc-residence-life/handbook/)

Prince William Sound College (pages 41-56):

http://pwsc.alaska.edu/download/Residence-Life-Handbook-2017_2018-1.pdf

Academic Policies and Processes

Academic policies and processes are located in the online UAA Catalog. It is the responsibility of the individual student to become familiar with the policies and regulations of the University of Alaska Anchorage printed in this catalog. The following list is a sample of academic policies and processes in the UAA Catalog, which students frequently have questions about:

- The Family Educational Rights and Privacy Act (FERPA)
- Class Attendance
- Request for Late Add or Retroactive Withdrawal
- Academic Dispute Resolution Procedure

To view the UAA Catalog, go to:

<https://catalog.uaa.alaska.edu>

Complaint Procedures - UAA

UAA's mission is to discover and disseminate knowledge through teaching, research, engagement, and creative expression. UAA believes in intellectual honesty, mutual respect, and freedom from discrimination, intimidation, harassment, and violence. As valued members of the university community, all students' opinions are important. 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 affects them.

Assistance with Complaint Resolution

Resources are available on each campus to help students seeking assistance with UAA's complaint procedures.

Anchorage Campus (including Chugiak-Eagle River and Military Programs at JBER-Elmendorf and JBER-Richardson)

Dean of Students Office: (907) 786-1214 or aydos@uaa.alaska.edu

Kenai Peninsula College

Student Services: (907) 262-0314

Kodiak College

College Director: (907) 486-1220

Mat-Su College

Office of Academic Affairs: (907) 746-9324

Student Services: (907) 745-9762

Prince William Sound College (including the Copper Basin and Cordova Extension sites)

Student Services: (907) 834-1612

Student Misconduct and Academic Dishonesty

Alleged violations of the Student Code of Conduct, including academic misconduct, may be reported (p. 10) to the University of Alaska Anchorage. Reports will be reviewed using UAA's Student Conduct Review Procedures (p. 10).

How to File a Complaint

Any university student, faculty, staff member, or community member may report an alleged violation of the Code. Allegations of Code violations must be in writing and submitted to the student conduct administrator in accordance with MAU rules and procedures. Though anonymous complaints are permitted, doing so may limit the university's ability to investigate and respond to a complaint. The University has the right to pursue notice of student misconduct on its own behalf and initiate a student conduct review, regardless of whether or not a formal allegation is submitted by a complainant. Complaints of

student misconduct and academic dishonesty may be reported to these offices:

Anchorage Campus

Student Misconduct: Dean of Students Office - (907) 786-1214 or Department of Residence Life (for residential cases) - (907) 751-7444

Academic Dishonesty: Dean of Students Office - (907) 786-1214

Follow this link (https://cm.maxient.com/reportingform.php?UnivofAlaska&layout_id=70) **to file a complaint.**

Kenai Peninsula College - Kachemak Bay Campus

Student Misconduct and Academic Dishonesty: Student and Enrollment Services Coordinator - (907) 235-1658

Kenai Peninsula College - Kenai River Campus

Student Misconduct and Academic Dishonesty: Student Services Director - (907) 262-0314

Kodiak College

Student Misconduct and Academic Dishonesty: College Director - (907) 486-1220

Mat-Su College

Student Misconduct and Academic Dishonesty: Director of Academic Affairs - (907) 746-9324

Prince William Sound College

Student Misconduct: Director of Student Affairs - (907) 834-1612

Academic Dishonesty: Assistant Director of Academic Affairs - (907) 834-1633

Student Conduct Review Procedures

Once a complaint has been received, the designated student conduct administrator will review the allegations and conduct a preliminary investigation. The student conduct administrator reviews and collects information to determine if sufficient information exists to support the accusation. If so, students are notified about the allegations and are invited to participate in a meeting to review the allegations and available information regarding the matter. The administrative review is an opportunity for the students to present relevant information, names of witnesses and/or witness statements, relevant explanations, and/or mitigating factors for the alleged violation. Findings from the review are based on the information contained in university reports, any information students choose to share, and information gathered during the investigation of the allegations. If students are found responsible for violating the Code, they may be assigned educational sanctions.

Students are provided the opportunity to appeal cases where they are found responsible. Following are the Student Conduct Review Procedures:

Definitions of Terms

A **student conduct procedure** is a review undertaken by the university to establish whether there is substantial information to determine whether it is more likely than not that a student violated the Code.

A **third-party reporter** is an individual bringing forth information that another individual or group of individuals may have violated the Student Code of Conduct. An **complainant** is an individual or group of individuals who has allegedly been subject to a destructive or injurious violation of the Student Code of Conduct by another individual or group of individuals. A **respondent** is an individual or group of individuals accused of violating the Student Code of Conduct.

Major administrative units (MAUs) in the UA system include the system offices and three separately accredited universities, UAA, UAF, and UAS. In the case of the universities, each MAU includes its main campus as well as its affiliated community and satellite campuses and extended sites.

A **student conduct administrator** is a university official authorized by the MAU senior student services professional or designee to collect information, initiate the student conduct process, articulate alleged violations, present information indicating whether alleged violations occurred, conduct administrative reviews, and impose or recommend, as applicable, sanctions upon any student(s) found to have violated the Student Code of Conduct. An **administrative review** is a meeting between the student conduct administrator and a student, where the student has the opportunity to review the alleged violation and present information relevant to the allegations. An administrative review is the review process for matters involving imposition of either a minor or major sanction.

Major sanctions include suspension, expulsion, revocation of a degree, and other sanctions specified by MAU rules and procedures as being major sanctions. **Minor sanctions** are those other than ones specified as major sanctions, such as warning, probation, discretionary sanctions, etc., as described in University Regulation R09.02.050.

A **day** is a day the campus is open for business Monday through Friday, even if classes are not scheduled.

Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of the Code by the organization and/or its member(s):

- a. take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or implied;
- b. have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- c. were known or should have been known to the membership or its officers.

Amnesty

The university may provide amnesty from minor policy violations to students who report misconduct and who otherwise may be hesitant to

report student misconduct to university officials because they fear being accused of minor policy violations that occurred during the incidents.

The university may provide amnesty from minor policy violations when students offer help to others in need. Amnesty may also be extended on a case-by-case basis to the person receiving assistance.

Students who are engaged in minor policy violations who choose to bring related, more serious violations by others to the attention of the university may be offered amnesty for their minor policy violations.

If students bring their own use of, addiction to, or dependency on alcohol or drugs to the attention of university officials outside of student conduct procedures, the conduct is unrelated to other prohibited conduct and the student seeks assistance, the university will grant amnesty to students for the drug and alcohol violations reported. The university may require students to comply with written action plans to track follow-through with students' requests for such assistance. Failure to follow the action plan will nullify the amnesty provision and the university may initiate student conduct proceedings.

Abuse of amnesty requests can result in a decision by the student conduct administrator not to extend amnesty to the same person repeatedly. Student services will maintain records of incidents for which amnesty is granted.

Students granted amnesty may be required to complete educational programs. In the event the student chooses not to complete the educational programs, amnesty may be nullified and the student may be subject to student conduct proceedings.

Rights Afforded to Students in Student Conduct Proceedings

Students have the right to due process in conduct proceedings. This regulation articulates a level of process meeting constitutional requirements. However, a violation of this regulation shall not be grounds for overturning a determination if the proceeding otherwise meets constitutional due process requirements.

Students have the right not to respond to the allegations during the student conduct proceeding. However, the university maintains the right to make a determination regarding responsibility and administer sanctions based on the available information.

A student may be accompanied by an advocate of their choice during student conduct proceedings.

Students may have access to records of their student conduct proceedings.

Students may appeal decisions to impose minor sanctions and/or the severity of the sanction to the MAU senior student services professional or designee. Students will be afforded an opportunity to provide comments to the MAU senior student services professional on recommendations to impose major sanctions.

Rights Afforded to Injured Parties During the Student Conduct Process

The university will consider the needs and circumstances of injured parties. The university will take such measures as it deems reasonable to prevent the unnecessary exposure of victims of alleged violations of the Student Code of Conduct.

A victim of an alleged violation of the Student Code of Conduct will be provided such information regarding the student conduct process, support and assistance options, other remedies and the university's responses as required by law.

Initiation of a Student Conduct Review

Any university student, faculty, staff member, or community member may report an alleged violation of the Code. Allegations of Code violations must be in writing and submitted to the student conduct administrator in accordance with MAU rules and procedures.

Though anonymous complaints are permitted, doing so may limit the university's ability to investigate and respond to a complaint. The university has the right to pursue notice of student misconduct on its own behalf and initiate a student conduct review, regardless of whether or not a formal allegation is submitted by a complainant.

The student conduct administrator and/or appropriate University official 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 accusation; or
- b. whether sufficient information exists to warrant further student conduct proceedings; and, if so,
- c. whether the allegations, if substantiated, will subject the student to a major or a minor sanction.

The student conduct administrator will send the student written notification:

- a. of the allegations of misconduct and the categories of the Code which allegedly have been violated;
- b. of the student conduct administrator's name, telephone number, and office location; and the time period in which to schedule a meeting to review the allegations;
- c. of whether a major or minor sanction is likely to be imposed should the allegations be substantiated by a preponderance of the evidence; and
- d. that, should the student fail to schedule a meeting, the meeting will be scheduled by the student conduct administrator.

Should a student fail to schedule a meeting within the time period specified in the notification of allegations, the student conduct administrator will schedule the meeting and notify the student in writing at least three days in advance of the scheduled meeting that, should the student fail to respond or appear, the student conduct administrator will conduct an administrative review.

Alternatively, the student conduct administrator may send an initial notice that identifies a default date and time at which the conduct meeting will occur unless rescheduled, provided that the initial notice complies with the requirements of this section.

General Rules for Administrative Reviews

The university student conduct system is an administrative process and 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, and will be weighted appropriately, taking into account the reliability of the information. Findings and conclusions will be based upon information presented during the review.

Student disciplinary determinations of responsibility are based on whether substantial evidence establishes that it is more likely than not that the respondent violated the Code.

Dates and times for reviews will ordinarily be scheduled between three and fifteen days after written notice of the allegations has been sent to the student, at times determined by the student conduct administrator.

The student conduct administrator will conduct an administrative review.

Should a student fail to appear for an administrative review, the student conduct administrator may determine to proceed with the review without the student.

Reviews may be conducted by audio-conference, videoconference, or at an off-campus location, if directed by the student conduct administrator.

The student conduct administrator will establish reasonable rules for the participants' conduct during the review and will make them available to all parties.

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

Procedures for Administrative Reviews

At the scheduled meeting the student conduct administrator will review the allegations and available information regarding the matter. The student(s), if present, will be given the opportunity to present relevant information, names of witnesses, relevant explanations, and/or mitigating factors for the alleged violation.

Attendance at administrative reviews is limited to individuals approved by the student conduct administrator.

An advocate for the student may be present during the review, but may not represent the student in the proceedings, nor speak or ask questions on the student's behalf unless authorized by the student conduct administrator.

If, during an administrative review for an allegation, new information is presented that could subject the student to additional allegations, the

student will be notified, in writing, of the new allegations. The new allegations will be reviewed at a subsequent administrative review.

If, during an administrative review for an allegation 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 review will be suspended. The student will be notified in writing of the allegations now subject to the imposition of a major sanction. The allegations and sanctions will be reviewed in a subsequent administrative review.

Written Findings and Conclusions

An administrative review will result in the preparation of written findings and conclusions within ten days of the conclusion of an administrative review, barring extenuating circumstances. 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 student conduct administrator will send the student written notification of the decision, of the reasons for the decision and of the right to appeal.
- c. A major sanction is recommended. If a major sanction is recommended, barring extenuating circumstances, the student conduct administrator will, within ten days of the conclusion of an administrative review:
 - i. send the student written notification of the recommendation, of the reasons for the decision, and of the right to provide comment to the MAU senior student services professional; and
 - ii. forward the record of the administrative review to the MAU senior student services professional.

Appeal Procedure for Minor Sanctions

The respondent may appeal a decision to impose a minor sanction.

Appeals may be made on the basis that:

- a. a procedural error was made during the process which significantly impacted the finding or sanction;
- b. the sanctions imposed are substantially outside the parameters of guidelines set by the university for this type of offense or the cumulative conduct record of the respondent;
- c. there is new information that was not available at the time of the decision that, if introduced and credible would have significantly impacted the finding or sanction. Any party's unwillingness to provide a statement or participate in the student conduct process will not satisfy this ground for appeal; or
- d. the decision is not supported by a preponderance of the evidence.

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

The MAU senior student services professional or designee will conduct a review of the record and will ordinarily render a decision within seven days of receipt of the appeal, barring extenuating circumstances. The MAU senior student services professional or designee may:

- a. uphold a decision and/or sanction;
- b. dismiss the case;
- c. alter or lessen a sanction;
- d. refer the matter back for further review;
- e. authorize a new administrative review; or
- f. take such other action as the MAU senior student services professional or designee deems appropriate.

Except in cases referred for further proceedings, the decision of the MAU senior student services professional or designee constitutes the university's final decision on the matter. Notification to the affected students must be made in writing and in accordance with Regents' Policy and University Regulation.

Review Procedures for Major Sanctions

The student conduct administrator will forward a recommendation to impose a major sanction to the MAU senior student services professional for review. In the case of gender-based or sexual misconduct, the victim may appeal to the MAU senior student services professional a decision to dismiss an allegation, or impose a minor sanction, in a case designated by the student conduct administrator as a case potentially involving a major sanction.

The Dean of Students or designee and the respondent will be given an opportunity to comment upon the findings, conclusions, and recommendation of the administrative review. Comments must be submitted in writing within seven days of the day the findings, conclusions, and recommendation are sent to the student, and in accordance with MAU rules and procedures.

The MAU senior student services professional or designee will review the record and render a decision within fourteen days of receipt of the recommendation, barring extenuating circumstances, and may:

- a. uphold a decision and/or impose the sanction;
- b. dismiss the case;
- c. alter or lessen the sanction;
- d. refer the matter back for further review;
- e. authorize a new administrative review; or
- f. take such other action as the MAU senior student services professional or designee deems appropriate.

If the MAU senior student services professional has recommended a major sanction, the chancellor will review the record and, barring extenuating circumstances, render a decision within seven days of receipt of the recommendation. The chancellor may:

- a. uphold a decision and/or impose the sanction;
- b. dismiss the case;
- c. alter or lessen the sanction;
- d. refer the matter back for further review;
- e. authorize a new administrative review; or
- f. take such other action as the chancellor deems appropriate.

Except in cases referred for further proceedings, the decision of the chancellor constitutes the university's final decision on the matter. Notification to the affected students must be made in writing and in accordance with Regents' Policy and University Regulation.

Interim Restrictions

An interim restriction is an immediate and temporary limitation on a student's access to the university or university services or functions, including conferral of a degree, pending the outcome of the university student conduct investigatory process. An interim restriction may be imposed on a student prior to a student conduct review if the chancellor or designee reasonably determines that the student poses a threat to the student's safety or to the safety of other members of the university community, or is obstructing or disrupting teaching, research, administration, or other activities authorized by the university.

Disciplinary Sanctions

Sanctions imposed by one MAU are applicable across the university system except to the extent explicitly provided otherwise in writing. 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. The following list of sanctions is illustrative rather than exhaustive. The university reserves the right to create other reasonable sanctions or combine sanctions as it deems appropriate.

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

Disciplinary Probation - A written warning which includes the probability of more severe disciplinary sanctions if the student is found to be violating the Code during a specified period of time (the 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, research papers, reflective essays, 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 typically 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 sponsored or 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 the sole authority to suspend a student and may not delegate this authority.

Expulsion - Expulsion is considered to be the permanent separation of the student from the university. The student may be prohibited from participation in any activity sponsored or authorized by the university and may be barred from property owned or controlled by the university except as stated on the notice of expulsion. The UAA Chancellor has sole authority to expel a student and may not delegate this authority.

Revocation of a Degree - Any degree previously conferred by the university may be revoked if the student is found to have committed academic misconduct in pursuit of that degree. The UAA Chancellor has sole authority to revoke a degree and may not delegate this authority.

Group Sanctions - Student groups or organizations found to have violated categories of the Code may be put on probation or sanctioned, which may include loss of university-related benefits and access to university facilities and university-held funds.

Reinstatement of University Benefits

The conditions, if any, for re-enrollment and reinstatement of university benefits lost through imposition of a sanction will depend upon the disciplinary sanctions imposed and will be specified in the notification of sanction.

Before a university benefit lost by sanction at one MAU may be reinstated at another, the MAU senior student services professional or designee at the former MAU must be consulted.

The authority to reinstate a student following suspension or expulsion is hereby delegated to the chancellors by the president of the university. Chancellors may not re-delegate this authority. Any student who is reinstated will be on university disciplinary probation for a minimum of one year from the date of re-enrollment.

Final University Decision

The university will inform a student in writing when a decision constitutes the university's final decision in any review procedure.

Where applicable, the notification of final decision will also state that further redress on the issue may be had only by filing an appeal with the Superior Court of Alaska; that, in accordance with Alaska Appellate Rule 602(a)(2) regarding appeals from administrative agencies, the student has thirty (30) calendar days after the university has mailed or otherwise distributed the final decision to file an appeal; and that failure to file an appeal constitutes acceptance of the decision and a waiver of any further legal rights.

Notice of Nondiscrimination

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

University of Alaska Anchorage

Director, Office of Equity and Compliance

3890 University Lake Drive, Suite 108

Anchorage, AK 99508

Phone: 907-786-0818

E-mail: uaa_titleix@uaa.alaska.edu

Website: <https://www.uaa.alaska.edu/about/equity-and-compliance/>

University of Alaska Fairbanks

Director of Diversity and Equal Opportunity

739 Columbia Circle

PO Box 756910

Fairbanks, AK 99775-6910

Phone: 907-474-7300

E-mail: uaf-deo@alaska.edu

Website: <http://www.uaf.edu/oeo/>

University of Alaska Southeast

Director of Human Resources

11066 Auke Lake Way

Juneau, Alaska 99801

Phone: 907-796-6473

E-mail: gcheney@alaska.edu

Website: <http://uas.alaska.edu/hr>

For sex discrimination claims or other inquiries concerning the application of Title IX of the Education Amendments of 1972 and its implementing regulations, individuals may contact the University's Title IX Coordinator or the Assistant Secretary in the U.S. Department of Education Office of Civil Rights:

UAA Title IX Coordinator

3890 University Lake Drive, Suite 108, Anchorage, AK 99508

Phone: 907-786-0818

E-Mail: uaa_titleix@uaa.alaska.edu

Website: www.uaa.alaska.edu/about/equity-and-compliance/ (<http://www.uaa.alaska.edu/about/equity-and-compliance/>)

UAF Title IX Coordinator

739 Columbia Cr., Fairbanks, AK 99775

Phone: 907-474-7300

E-Mail: uaf-tix@alaska.edu

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

UAS Title IX Coordinator

11066 Auke Lake Way, Juneau, AK 99801

Phone: 907-796-6036

E-Mail: uas_jytitle9@alaska.edu

<http://www.uas.alaska.edu/policies/titleix.html>

Office for Civil Rights, Seattle Office

U.S. Department of Education

915 Second Ave., Room 3310

Seattle, WA 98174-1099

Phone: 206-607-1600

TDD: 800-877-8339

E-mail: OCR.Seattle@ed.gov

Website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

For employment or educational discrimination, students, parents, employees and applicants for employment may file a complaint with the U.S. Department of Education within 180 calendar days of the alleged discriminatory act.

Office for Civil Rights, Seattle Office

U.S. Department of Education

915 Second Ave., Room 3310

Seattle, WA 98174-1099

Phone: 206-607-1600

TDD: 800-877-8339

E-mail: OCR.Seattle@ed.gov

Website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

For employment discrimination, employees and applicants for employment may file a complaint with the Equal Employment Opportunity Commission at the below addresses within 180 calendar days of the alleged discriminatory act.

Equal Employment Opportunity Commission

Federal Office Building

909 First Avenue

Suite 400

Seattle, WA 98104-1061

Phone: 800-669-4000

Fax: 206-220-6911

TTY: 800-669-6820

Website: <http://www.eeoc.gov/employees/charge.cfm>

For educational discrimination, individuals may file a complaint with the U. S. Department of Justice

U.S. Department of Justice Civil Rights Division

950 Pennsylvania Avenue, N.W.

Educational Opportunities Section, PHB

Washington, D.C. 20530

Phone: 202-514-4092 or 1-877-292-3804 (toll-free)

Fax: 202-514-8337

E-mail: education@usdoj.gov

Website: <http://www.justice.gov/crt/how-file-complaint#three>

For employment or educational discrimination, individuals may file a complaint with the State of Alaska:

Alaska State Human Rights Commission

800 A Street, Suite 204

Anchorage, AK 99501-3669

Anchorage Area: 907-274-4692

Anchorage Area TTY/TDD: 907-276-3177

Toll-Free Complaint Hot Line (in-state only): 800-478-4692

TTY/TDD Toll-Free Complaint Hot Line (in-state only): 800-478-3177

Website: www.humanrights.alaska.gov (<http://www.humanrights.alaska.gov>)

For discrimination related to a Department of Labor funded grant, individuals may file a complaint with the U. S. Department of Labor within 180 calendar days of the alleged discriminatory act.

U.S. Department of Labor

ATTENTION: Office of External Enforcement

Director, Civil Rights Center

200 Constitution Avenue, NW

Room N-4123

Washington, DC 20210

Fax: 202-693-6505, ATTENTION: Office of External Enforcement (limit of 15 pages)

E-mail: CRCEXternalComplaints@dol.gov

Website: <http://www.dol.gov/oasam/programs/crc/index.htm>

For discrimination related to a National Science Foundation funded grant, individuals may file a complaint with the National Science Foundation within 180 calendar days of the alleged discriminatory act.

National Science Foundation

Complaints Adjudication & Compliance Manager

Office of Diversity & Inclusion (ODI)

4201 Wilson Blvd., Rm. 255

Arlington, VA 22230

Phone: 703-292-8020

E-mail: tsisley@nsf.gov

Website: <http://www.nsf.gov/od/odi/>

For more information, see the following Regents' Policy and University Regulations:

01.04 www.alaska.edu/bor/policy/01-04.pdf (<https://www.alaska.edu/bor/policy/01-04.pdf>) (for sexual and gender-based discrimination)

04.02 www.alaska.edu/bor/policy/04-02.pdf (<https://www.alaska.edu/bor/policy/04-02.pdf>) (for other forms of discrimination by employees)

09.02 www.alaska.edu/bor/policy/09-02.pdf (<https://www.alaska.edu/bor/policy/09-02.pdf>) (for other forms of discrimination by students)

Appropriate Academic Adjustments and Programmatic Accommodations for Students with Disabilities

UAA will provide a learning environment in which no student will be subjected to unlawful discrimination based on disability. Each qualified student with a disability will be eligible to receive appropriate academic adjustments and programmatic accommodations necessary for the student to access educational opportunities, programs, activities, or services in the most integrated setting possible.

A formal complaint may be filed by a student who has been denied services by the Disability Support Services (DSS) Coordinator or site designee, or by a student dissatisfied with the services provided.

The programmatic accommodation process must have been exhausted and informal attempts at resolution must have been attempted before a formal complaint may be filed. Informal resolution should be attempted by contacting the designated DSS coordinator at the site where the accommodation was requested.

Formal complaints must be submitted in writing to:

UAA Vice Chancellor for Student Affairs

Student Union room 204

(907) 786-6108

The Vice Chancellor for Student Affairs will notify individuals of the final decision in accordance with Regents' Policy. To see Board of

Regents Policy and University Regulation on Services for Students with Disabilities, go to:

alaska.edu/bor/policy/09-06.pdf

Student Employment

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 www.alaska.edu/bor/policy/04-07.pdf (<https://www.alaska.edu/bor/policy/04-07.pdf>), except where specifically modified by Regents' Policy 09.05 www.alaska.edu/bor/policy/09-05.pdf (<https://www.alaska.edu/bor/policy/09-05.pdf>) and its corresponding University Regulation on employment of students.

Employee Behavior

For complaints about UAA employee (faculty, administrative staff or student employee) conduct not covered elsewhere in these complaint procedures, 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.

Employee Decisions

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 these complaint procedures 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.

Complaint Procedures - External Agencies

Students have the right to address complaints to relevant external agencies. Most external complaint processes require that the student exhaust avenues of complaint internal to the institution before the external agency will consider a grievance.

The following contact information is for UAA's state regulatory agency and its regional accreditor.

State regulatory agency:

Alaska Commission on Postsecondary Education (http://acpe.alaska.gov/ABOUT_US/Consumer_Protection) (ACPE)

PO Box 110505

Juneau, AK 99811-0505

Accrediting body:

Northwest Commission on Colleges and Universities (<http://www.nwccu.org/Complaints/ComplaintProcess.htm>) (NWCCU)

8060 165th Ave. NE, Suite 100

Redmond, WA 98052

If you are residing outside of Alaska while attending UAA, you may be able to file a concern in the state in which you are residing. The State Higher Education Executive Officers (SHEEO) have compiled a PDF of state complaint contacts (<http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%202012-2012.pdf>) for reference.

Campus Safety

UAA campuses are not a sanctuary from crime and they share many of the same concerns and problems faced by other universities. The Anchorage campus is like a mini-city unto itself, with a student population exceeding 15,000. The following resources are available to help students stay safe on campus.

University Police Department

The University Police Department is a fully-commissioned police department on the Anchorage campus that employs full-time police officers, certified by the Alaska Police Standards Council. They are responsible for enforcing Alaska State Statutes, investigating incidents, making arrests, preserving evidence, serving warrants, issuing traffic citations and performing all the other duties of a police officer. Officers also provide special services unique to the university setting. Those services include maintaining security of the university buildings, providing crime prevention classes to students, staff and faculty and providing safety escorts, vehicle unlocks, and vehicle jumpstarts on the university campus. The department is open 24 hours per day, 365 days per year. A staff of professional emergency dispatchers is on hand to take your call and direct the proper personnel to assist you or you can visit our website for more information.

If there is an emergency, call 911 and be prepared to give the building address and room number. For your safety and convenience, emergency telephones are located throughout campus. Each telephone is clearly marked "EMERGENCY," and when activated, directly connects to UPD. The location of each phone is marked on the campus map. Each elevator car on campus is also a direct link to University Police emergency dispatchers. For non-emergency calls to University Police, dial 786-1120.

Community Campus Police Departments

Students, staff, and faculty should report crimes to local police. If there is an emergency, call 911 and be prepared to give the building address and room number. Otherwise, call the local non-emergency phone numbers listed below.

Chugiak-Eagle River

Anchorage Police: 786-8900

Kenai Peninsula College - Kachemak Bay Campus

Homer Police: 235-3150

Kenai Peninsula College - Kenai River Campus

Soldonta Police: 262-4455

Kodiak College

Kodiak Police: 486-8000

Mat-Su College

Alaska State Troopers: 745-2131

Prince William Sound College

Valdez Police: 835-4560

Care Team

If you are concerned about a student, then make a report with the Anchorage campus Care Team or the Student Services director on your campus. For example, the Care Team provides support and referrals to students who lose a loved one, feel depressed or anxious, or act in an unusual or concerning manner to others. The Care Team assesses students' needs and links them to services to provide support. The Care Team also helps students to address issues that might be barriers to their progress at UAA.

For more information, visit the Care Team website:

www.uaa.alaska.edu/students/care-team (<https://www.uaa.alaska.edu/students/care-team>)

Emergency Preparedness

Should there be an immediate threat to the health or safety of the campus community, UAA will issue an alert to students and staff through the Incident Management Team on your campus. This notification may occur via text message, telephone, email, website updates, broadcasts over campus telephones, and/or UAA social media. Students and employees can customize how the University contacts them by updating their profile information and adding a text and mobile phone number at: <http://UAAAlert.alaska.edu>.

To see a copy of UAA's emergency procedures for different types of scenarios, such as earthquakes, active shooters, or volcanic ash fall, go to:

www.uaa.alaska.edu/emergency/ (<https://www.uaa.alaska.edu/emergency>)

Then, click on UAA Emergency Operations Plan.

UAA Annual Security and Fire Safety Report

The Annual Security & Fire Safety Report is required by federal law and contains policy statements and crime statistics for UAA. The policy statements address UAA's policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by UAA and on public property within or immediately adjacent to the campuses. In addition, the report includes fire safety information and statistics pertaining to UAA's residential communities.

This report is available online at <https://www.uaa.alaska.edu/students/safety/>. You may also request a paper copy from the UAA Dean of Students Office located in Room 122 of Rasmuson Hall on the Anchorage campus.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law, which 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 must register with the State of Alaska, must also provide notice to the State that they are employed, carry on vocation at, or are a student at the University of Alaska Anchorage.

Information concerning registered sex offenders may be obtained from the Alaska Department of Public Safety through the following web site:

www.dps.state.ak.us/sorweb (<http://www.dps.state.ak.us/sorweb>)

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