Prince William Sound College

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About the University

Prince William Sound College offers opportunities to grow and learn in a supportive learning community amidst unparalleled natural beauty. The College is dedicated to widening academic and career opportunities for students by preparing them with skills for an ever-changing global workforce.

As a PWSC student, you will benefit from a close-knit learning community with a high level of faculty interaction and valuable experiences both within and beyond the classroom. With NO out-of-state tuition, you can pursue one of the most affordable educations available in Alaska, regardless of where you’re from. Oceanfront, mountains, rivers, and glaciers provide an inspirational setting with ample time for quiet reflection, creative thought, and outdoor adventure-seeking. Small class sizes will allow you to develop one-on-one relationships with peers and faculty, ensuring an intimate learning experience. Opportunities for leadership, service, practical training, and engagement in campus and community activities abound.

PWSC is at the forefront of educational technology. With a variety of courses and delivery options, you can easily explore personal and professional interests to meet your individual needs and schedules. A range of support services are readily available to help students reach their goals. Student housing in Valdez affords students a chance to live independently in fully furnished apartments among their peers. The College caters to a student population, comprised of many out-of-state and international students, distance learners, and rural students taking courses through one of several outreach delivery sites.

We truly believe that at PWSC, you will find inspiration to explore new ways of thinking and to seek out every opportunity for yourself as you pursue your higher education goals.

You will find personal growth in your self-awareness, in how you embrace diverse perspectives, and in the way you incorporate your values and passions into a sense of personal and civic responsibility.

You will find learning to be not only a process of advancing your skills and knowledge for your career, but also a path to becoming an active and productive member of your community and chosen profession.

And, it is our belief that you will accomplish all of this naturally as you willingly engage in your studies and in campus life, flourishing in the uniquely inspiring cultural and physical setting that Alaska provides.

Mission

Prince William Sound College applies innovative and sustainable practices in providing accessibility, student success, effective teaching and learning, and community engagement.

This mission is fulfilled through the following objectives:

PWSC is about accessible education for all as we cultivate partnerships that provide training and educational programs, help stimulate economic development, and enable students to be engaged members of a rapidly changing world.

Core Themes

Accessibility and Sustainability

Provide educational opportunities to diverse learners

Make instruction and services available to local, distance, and rural students within our region and beyond

Maintain a physical and social environment that is supportive, inclusive, and sustainable
**Student Success**
Empower students to reach their potential through transition, persistence, and achievement of goals

Enhance the quality of student life and learning

**Effective Teaching and Learning**
Faculty and curriculum support achievement of student learning outcomes and actively engage students in quality academic pursuits

**Community Engagement**
Enhance the quality of life and learning through engagement with the communities we serve

Maintain collaborations and partnerships that allow PWSC to contribute meaningfully to regional, state, and national economic and workforce development

**Accreditation**
Prince William Sound College, as a college of the University of Alaska Anchorage, is fully accredited by the Northwest Commission on Colleges and Universities. Accreditation by this Commission enables the College to offer college level courses and programs leading to Associate of Arts and Associate of Applied Science degrees as well as to certificates. Accreditation documentation may be viewed by the public by contacting the director’s office.

Inquiries regarding an institution’s accreditation status by the NWCCU should be directed to the administrative staff of the institution. For more information, see the Office of Undergraduate Academic Affairs website or call (907) 786-1720.

**Individuals may also contact:**

Northwest Commission on Colleges and Universities
8060 165th Ave. N.E., Suite 100
Redmond, WA 98052
Phone: (425) 558-4224

**PWSC Campus and Extension Centers**

Prince William Sound College
Valdez Campus
303 Lowe Street
Valdez, AK 99686
College Council

Prince William Sound College Council serves as the public advisory body for the college. Members are chosen to provide representation from all sectors of the Prince William Sound. Community members who may be interested in serving on the PWS College Council can submit letters of interest and a resume to: PWSC Director, PO Box 97. Valdez, AK 99686

Council members:

Pam Shirrell – President (Valdez)
Dorothy Moore (Valdez)
Michelle Anderson (Copper Basin)
Patience Andersen-Faulkner (Cordova)
Marnie Graham (Copper Basin)
Dr. John Cullen (Valdez)
Barb Bigelow (Valdez)
Rich Carlson (Cordova)
Bob Crumley (Tatitlek, Whittier)
Scott Hicks (Valdez)
Michael Johnson (Copper Basin)
Joseph Lally (Valdez)
Jim Nygaard (Valdez)
Mark Swanson (Valdez)
Mike Wells (Valdez)
GENERAL INFORMATION

Catalog Clarification

This publication identifies the academic programs specific to Prince William Sound College. It is the responsibility of the individual student to become familiar with the policies and regulations of PWSC and UAA printed in this catalog and the UAA Catalog. The responsibility for meeting all graduation requirements rests with the student. Every effort is made to ensure the accuracy of the information contained in this catalog. However, the PWSC Catalog and the UAA Catalog is not a contract, but rather a guide for the convenience of students. PWSC/UAA reserves the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting the student body at any time.

~Degrees and Certificates Attainable Online
  Associate of Arts
  Associate of Applied Science
  Disability Services

Diversity of Students

There are no “typical” students at PWSC. All ages and educational backgrounds are represented. They come from all segments of the population and from all over the world. Students include high school graduates, adults pursuing a second career, and individuals seeking personal development.

To encourage this broad mix of student groups at PWSC, the college consistently provides excellent programs at a low cost. In fact, we’re probably the best bargain in higher education today, especially considering PWSC has no out-of-state tuition. PWSC has the uniqueness of a private college and is small enough that students always feel important.

Equal Opportunity

It is the policy of the University of Alaska to provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status, pregnancy, or parenthood. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans’ Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC’s Sex Discrimination Guidelines, and Alaska Statutes 18.80.220 and 14.18. Inquiries regarding application of these and other regulations should be directed to the University of Alaska Anchorage’s Director of Campus Diversity and Compliance, the Office of Civil Rights (Department of Education, Washington, DC), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC) or to PWSC Director J. Daniel O’Connor, PO Box 97, Valdez, AK, 99686.

Institutional Accreditation

PWSC, as a college of the University of Alaska Anchorage, is fully accredited by the Northwest Commission on Colleges and Universities. Accreditation by this Commission enables the College to offer college level courses and programs leading to Associate of Arts and Associate of Applied Science degrees as well as to certificates. Accreditation documentation may be viewed by the public by contacting the director’s office.
Academic Planning

Program Selection

A student’s selection of a program of study is usually based upon academic interests, vocational objectives and personal goals. PWSC offers programs at the certificate & two-year degree levels. Students are strongly advised to contact the Student Affairs to confer with a advisor about academic programs that interest them. While all programs have differences, students generally must complete:

- Admission requirements, which are set by the individual program. For example, a program may require prior coursework, specific entrance examination scores or particular job-related competencies.
- General University Requirements (GURs), General Education Requirements (GERs) and college requirements, if applicable.
- Specific program requirements, which vary according to the program. Programs may also call for specific GUR, GER or prerequisite courses to fulfill specific program needs. The program may also be divided into two or more categories, often as follows:
  - Core courses that are required of every student in the program.
  - Program selective courses (sometimes called options, tracks, concentrations, emphases or specialties) that allow students to pursue their own interests within the program.
  - Elective courses, which can be taken from a number of departments (depending upon the program) to fill the remaining credits in the degree or program. Additionally, in a number of programs.

Because requirements vary greatly among certificate and degree programs, students are strongly encouraged to meet with an advisors prior to entering a program or declaring a major, both to ensure that they understand the program requirements prior to registering for classes and to enable proper academic planning.

Course Selection

Proper course selection is essential to the efficient completion of a program and must take into account the specific requirements for the major, the offerings available each year, the timing of offerings within each semester and the order in which courses must be completed.

Within each program, advisors can make available to students both the program’s course rotation schedule (which shows the planned course offerings within a program) and program plan (which shows on a semester-by-semester basis how students might typically make their way through a program in light of specific prerequisites and requirements). After students have met with an advisor and developed an academic plan detailing which courses they must take for their program and the order in which they must be taken based upon the program requirements, students are prepared to select their courses each semester and to plan for coming semesters.

While general academic advising is available through the PWSC Student Affairs the completion of courses, programs, and degrees are ultimately the responsibility of the student.
PWSC Degrees and Certificates Programs

- Associate of Arts (2-Years)
- Associate of Applied Science (2 – 2.5 Years)
  - Disability Services
    - Community Support
    - Educational Support
    - Speech and Language Support
  - Industrial Technology
    - Millwright
    - Oil Spill Response
    - Safety Management
  - Outdoor Leadership
    - Adventure Tourism
    - Adventure Filmmaking
    - Expedition Specialist
      - Aquatic Leader
      - Alpine Leader
- Certificates (1-Year)
  - Oil Spill Response
  - Safety Management
- Occupational Endorsements
  - Direct Service Specialist
  - Millwright
  - Office Foundations
  - Office Support

~UAA and UAS degrees offered at PWSC

- Associate of Applied Science
  - Nursing (UAA)
  - Fisheries Technology (UAS)

NOTE: There are dozens of other UA degrees accessible via distance while in residence on the Prince William Sound College. Please consult with an advisor for more information.

Operation Disclaimer

In case the operations of Prince William Sound College are adversely affected by war, riot, act of nature, action of civil authority, strike, or other emergency condition, PWSC reserves the right to take action to curtail part or all of its operations, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by the college, PWSC’s liability shall be limited to (at most) a refund of tuition and fees.

Photo and Videotape Policy

PWSC, along with various representatives of the media, take photos and videotapes of students and visitors throughout the year. These photographs often include students and visitors in classrooms, study areas, the library, commons areas, outside the buildings, and at special events. PWSC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at PWSC and people who visit the campus do so with the understanding that these photographs might be used in college publications, both printed and electronic, and for publicity purposes.
STUDENT RESOURCES
Blackboard Learn and Blackboard Collaborate

Blackboard Learn is PWSC/UAA’s web-based course management system that allows for dynamic learning to occur in the online environment. The tools provided by Blackboard Learn allow students and faculty to post and share documents and other course content, write via e-mail and posted discussion boards, use multimedia, and even have synchronous, or “real-time” conversations in a virtual classroom.

PWSC faculty generally post their syllabi to Blackboard, whether the course meets face-to-face or just virtually.

Students log in to Blackboard with their UA username. Passwords can be reset and usernames found at https://me.uaa.alaska.edu.

Blackboard Collaborate classes are web-based and delivered in real-time so that students in the class meet simultaneously with their instructor in cyberspace. Students and instructors engage with each other by talking with full, two-way audio, chat online, share video, and view what the instructor writes on a virtual whiteboard or demonstrates in class specific software.

To participate in Collaborate-delivered classes, students’ computers must meet minimum system requirements, connection speeds, have Java Web Start, a headset to listen and speak into and must complete the configuration process.

Students should be familiar with Collaborate in order to get the most out of this technology. Most PWSC distance delivered courses, web-based or Collaborate, require students purchase textbooks from www.mbsDirect.net (1-800-325-3252). Students should order books early to have them on hand for the first week of class.

Collaborate is accessed via Blackboard Learn from the Blackboard link on the PWSC home page or at http://technology.uaa.alaska.edu/blackboard. Students can also visit the UAA Blackboard Collaborate Getting Started Guide at: https://support.uaa.alaska.edu/Pages/getting-started-with-blackboard-collaborate.aspx.

Bookstore

All PWSC courses, web-based or live, require students purchase textbooks from www.mbsDirect.net (1-800-325-3252). Students are encouraged to save bookstore receipts and not write in the books purchased until they are certain they have the correct texts for their classes.

Computing Resources

All students admitted to PWSC will be assigned a UAA e-mail address created for them. To obtain e-mail account information and to learn how to access it, students can contact the help desk at either PWSC campus or UAA. Students are required to manage their e-mail accounts by checking them on a regular basis. All university related e-mail will only be sent to the students’ official university email or the preferred e-mail address students submit to UAOnline.

The PWSC computer network integrity is dependent upon users to keep personal computers virus and spyware free. Students must have a functioning, up to date antivirus program, such as McAfee or Symantec, and a spyware scanner. It is also required that all Windows updates are installed in personal computers. Computers that are identified as corrupt or compromised will be banned from the network. Students are encouraged to avoid internet sites with known problems.
UAA IT CALL CENTER

UAA also operates the IT Call Center, a help desk which can be reached at 1-877-633-3888 or 786-4646, Monday through Friday and weekends and evenings. System updates are available at this number, as well as help for students, faculty, and staff for assistance with usernames, password problems, system status questions, e-mail, and Blackboard Learn or Blackboard Collaborate questions.

COMPUTER LABS

PWSC students, staff, and faculty are eligible to use computer labs. Networked software includes word processing, database, spreadsheet, graphics, desktop publishing, programming languages, and web page design software. All computer labs have full access to the internet and e-mail. Computer Labs’ hours for both campuses can be found online at the PWSC website.

WIRELESS INTERNET ACCESS

Wireless internet access is available throughout the Prince William Sound campuses. Instructions to access the wireless network are available at the PWSC website.

Advising

All students in an academic program are encouraged to meet with the PWSC advisors for pre-admission and academic advising. Advising will provide an opportunity to discuss an individual’s background, interests and possible college program.

Note: Evening appointments are available at PWSC by calling Student Affairs 907.834.1600.

PWSC advisors are available to assist students of all ages and backgrounds. Sessions are available to help students be successful in the college environment, determine their self-direction and in overcoming obstacles that may prevent their academic success. Advisors aid students with program planning, transfer coordination, student success strategies and logistics of the college experience. PWSC Advisors, can, in addition, help with personal crisis intervention, stress reduction and other concerns related to their college experience. Referral to other community services is also available for students needing assistance beyond the scope provided at PWSC.

Illegal Downloading of Music and Movies

Under the Digital Millennium Copyright Act (DMCA), university administrators are obligated to provide copyright holders with information about users of the university network who have violated the law. This means that if you are caught, the university, by law, must report you. Since illegal file sharing also drains bandwidth, costing schools money and slowing computer connections for students trying to use the network for legitimate academic purposes, it is beneficial for the university to address this problem.

Prince William Sound College abides strictly by Federal illegal file sharing laws. Federal law (Title 17, United States Code, Sections 501 & 506) provides severe civil and criminal penalties for unauthorized reproduction, distribution, rental, or digital transmission of copyrighted sound recordings. The law says that you cannot have any files on your computer that you have not legally acquired. More importantly, you cannot share a file with others without authorization for the file’s copyright owner.
Insurance for Students

Please consult the PWSC website https://www.healthcare.gov for a complete description of the plan.

Students on F1 and J1 visas need to contact their international student advisor for insurance requirements and applications by the International Advisor at 907-834.1632.

LEARNING PROGRAM

ADULT BASIC EDUCATION

Valdez, 907.834.1671
Copper Basin, 907.822.3673
Cordova, 907.424.7598

Basic skills instruction is free and participants can register anytime. PWSC sites include Valdez, Copper Basin, & Cordova. Students can upgrade skills for personal or employment needs. Traditional subjects include math, reading, writing, social studies, science and life skills.

DISABILITY SUPPORT SERVICES

Disability Support Services coordinates academic support services for students who experience disabilities. To access support services, students should contact DSS and provide current disability documentation. Services include, but are not limited to, American Sign Language interpreters, note-taking assistance, testing adjustments, ergonomic furniture, textbooks in alternate formats (e.g., large print, audio, e-text, etc.) and access to adaptive technology.

INTERNATIONAL STUDENT SERVICES

PWSC 907.834.1632

PWSC welcomes students from other countries to come to college. Support for foreign students is offered to ensure they have a positive learning experience while studying at PWSC.

TESTING SERVICES AND PROCTORING

Testing Services, 907.834.1600

Student Affairs supports many of the testing needs of the University and also serves the community as a testing site for many national tests, which are used for admission, and professional certification. Our testing services provide a designated proctor site for UA E-Learning courses.

Students taking a course outside the UAA system, such as UAF or UAS, or any other campus outside Alaska should complete a Proctor Request Form from that university’s Distance Education website.

Proctor fees at PWSC are assessed for tests outside the University of Alaska system. Please check the current testing fee structure on the PWSC website.
Questions regarding proctoring services may be directed to Test Proctor at testing@pwscc.edu. Student and faculty resources, along with an online proctor form for UAA courses, may be found at the following links:

**STUDENT PROCTOR FORM:** [http://www.uaa.alaska.edu/distanceeducation/proctor.cfm](http://www.uaa.alaska.edu/distanceeducation/proctor.cfm)

**FACULTY TEST PROCTORING RESOURCES:** [http://www.uaa.alaska.edu/distanceeducation/faculty-resources/index.cfm](http://www.uaa.alaska.edu/distanceeducation/faculty-resources/index.cfm)

**GENERAL EDUCATION DEVELOPMENT (GED) TESTING**

GED Testing Services, 907.834.1671 (Valdez)
GED Testing Services, 907.822.3673 (Copper Basin)
GED Testing Services, 907.424.7598 (Cordova)

Free instruction is provided for students who wish to earn a high school equivalency diploma from the Alaska Department of Labor & Workforce Development. Individual, group and computerized instruction are available. Students may prepare for the computerized test by individual tutoring, joining a study group, borrowing study material, or by computerized or classroom instruction.

**ENGLISH AS A SECOND LANGUAGE (ESL)**

ESL Services, 907.834.1671 (Valdez)
ESL Services, 907.822.3673 (Copper Basin)
ESL Services, 907.424.7598 (Cordova)

Instruction is for both non-speakers of English and for those who do not speak English well. Students learn English for daily communication and work. Reading skills are not a requirement for these classes. These courses are free and participants can register anytime.

**Library Services**

PWSC partners with the City of Valdez to offer a combined public/college library to students and members of the community. PWSC students also have the right to use the resources available from the UAA-Anchorage Consortium Library. Please visit our website for more information. [http://www.pwscc.edu/academics/library-services/](http://www.pwscc.edu/academics/library-services/)

**Campus Life**

Choosing a college is a very important decision and deciding whether to live on or off campus can be just as important. College experiences can be greatly enhanced by living on campus. But it is not just about living; it is about living and learning, about being a part of a community that can foster close friendships and academic achievement not found in off campus living situations. At the Valdez campus, PWSC offers newly-remodeled studio, 1-bedroom, 2-bedroom, and 3-bedroom apartments in a residence hall layout. Students select the size of apartment they wish to live in, whether they wish to have a shared or private bedroom, and whether they prefer to have living-mates in a shared apartment or have a studio apartment to themselves. Rates vary with these options.

Students on the Valdez campus can apply for college housing as a single student or as a family student with a partner and/or children based on eligibility and availability. All housing application materials can be obtained on PWSC Student Services website. For more information, contact the Campus Life Coordinator at 834-1634, or by emailing housing@pwscc.edu.
Student Affairs

Student Affairs provides information and support for students including academic advising, admissions, placement testing, counseling, enrollment, registration, career planning, financial aid, issuing student I.D. cards (Buoy) and new student orientation. Student Affairs is the starting place for many students entering college. Services are available by appointment or on a drop-in basis.

Veteran Services

The PWSC Financial Aid Coordinator provides a number of services for veterans attending PWSC. Students using VA educational benefits must apply for admission to a degree or certificate program at PWSC. In accordance with federal regulations, PWSC must report this information to the VA, along with information regarding student enrollment, grades, and academic progress. Students must also maintain satisfactory academic progress of a 2.0 GPA. A GPA that fails to reach the 2.0 minimum will be reported to the DVA so that proper actions can be taken. For the most current regulations and policies in DVA education benefits visit their website at http://www.gibill.va.gov/. For more information regarding VA Educational Benefits please visit our website: http://www.pwscc.edu/admissions/financial-aid-scholarships/financial-aid/
Campus Life
Campus Clubs

Club involvement can be an important part of student life. Clubs sponsor field trips, and guest speakers. The formation and activity of clubs depends on student interest. Clubs can be initiated by applying for official status through the PWSC Student Association Advisor. Please see our website for more information: http://www.pwscc.edu/campus-life/student-clubs-organizations/

Honor Society

Phi Theta Kappa is the nationally recognized fraternal organization recognizing academic excellence on two-year campuses that offer associate degree programs. Members must have a GPA of at least 3.5 and have at least 12 credits completed toward an associate degree. The local chapter encourages participation in regional and national recognition awards programs and supports development of leadership skills. Each year PTK sponsors educational programs, and a variety of services to the college.
Admissions and Registration

Admission

All new PWSC students, except high school students, will need to apply for admission.

Applications for admission are available at the PWSC website: http://www.pwscc.edu/admissions/step-one-application-for-admissions/

A student must be over 18 to use this application type and/or have earned a high school diploma or equivalent (GED).

If a student is admitted but wants to change degree programs at the same level, i.e. Associate to Associate, they must complete a change of major form and not re-apply for admission. This form is available on PWSC website: http://www.pwscc.edu/download/forms/registration/change_of_major.pdf

FORMAL ADMISSION

First-time degree-seeking freshman and those degree-seeking applicants with fewer than 30 college-level semester credits must submit high school transcripts (or GED scores) and ACCUPLACER test scores (or SAT/ACT scores) along with the application for admission and a $25 processing fee. In addition, students who have earned credits at other regionally accredited colleges or universities must submit official transcripts, mailed directly to PWSC from all institutions previously attended. Students may be required to take additional placement tests to register for specific courses.

ACCUPLACER Placement Assessment

Testing Services, 907.834.1600 (Valdez)
Testing Services, 907.822.3673 (Copper Basin)
Testing Services, 907.424.7598 (Cordova)

The ACCUPLACER Placement Test is used to assist students in selecting appropriate courses and pinpoint areas where special attention or assistance may be helpful to overall success. ACCUPLACER is required for students applying for admission to a degree or certificate program; students registering for math, English composition, or communication courses for the first time; and for students taking courses with math or English prerequisites. Call Student Affairs to make an appointment for a test.

The average time required for taking each section of the ACCUPLACER (English, Reading and Math) is 25 minutes. Study materials can be found online at: http://www.collegeboard.com/student/testing/accuplacer/

New Student Orientations

All new students are encouraged to participate in a New Student Orientation session held at the beginning of each semester.

Full-Time/Part-Time

An undergraduate student enrolled for 12 or more semester hours of credit will be classified as full-time. An undergraduate who is enrolled for fewer than 12 credits is classified as part-time and must be enrolled in at least 6 credits to be considered half time. Additional designations are considered for financial aid purposes. Audited
courses, Continuing Education Units (CEU’s), and year-long courses are not included in the computation of study load for full-time or part-time status.

**High School Students**

High school students must apply for a waiver to university policy to attend PWSC. Such students are restricted to a course selection of 100 or 200 level courses only.

To apply for a High School Student Waiver, students must:

- Present a copy of SAT/ACT scores, or take the ACCUPLACER placement test;
- Fill out the High School Student Waiver Application form with student, parent and high school counselor signatures;
- Come to PWSC to register at the time and date specified for your group (see the course schedule for dates);

**Course Level Expectations**

Courses numbered 050-099 do not apply to degree requirements, usually cover basic developmental material and are intended to help prepare students to enter 100-level college courses; 100-level courses generally require learning basic concepts; 200-, 300- and 400-level courses require increasing sophistication in the ability to extract, summarize, evaluate, and apply relevant class material; 500-level courses are specifically designed for professional development; 600-level courses demand rigorous analysis, synthesis, and research skills.

**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. A faculty member may drop a student from a course if the student fails to attend class by the first class meeting of the second full week of classes or if they fail to meet attendance requirements; however, the faculty member is under no obligation to do so. Students who decide to withdraw from the class, must complete the add/drop portion of the Admission form by the deadline. This form is available at the PWSC website or [http://www.pwsc.edu/download/forms/registration/add-drop.pdf](http://www.pwsc.edu/download/forms/registration/add-drop.pdf). Failure to officially withdrawal from a class may result in a failing grade. The registration form (includes add/drop section) is available at Student Affairs and online at the PWSC website.

**Registration**

PWSC’s open enrollment policy allows students to register for courses in which they have adequate background. However, registration for classes does not imply formal admission to a degree or certificate program.

Students can register for classes online at the PWSC website, by choosing UAOnline and following the online instructions.

Walk-in registration is also available prior to classes starting each semester at PWSC. Registration dates are listed in the academic calendar, available at the PWSC website.

When a student registers for a course, the University holds him or her financially responsible for that registration, regardless of their actual attendance.
**Prerequisites Statement**

Students are responsible for checking to make sure prerequisites have been met. Prerequisites are listed in individual course descriptions in this catalog. If a student has not taken and passed the necessary prerequisites, but feels confident of performing the course work, the student may request permission from the instructor of the course to enroll in the class. An instructor withdrawal will be initiated for those students who enroll without either prerequisites or instructor permission.

Students are expected to demonstrate learning skills commensurate with the appropriate course level. Students are expected to meet prerequisites for all courses prior to registering. Prerequisites indicate the preparation and/or background necessary to undertake academic study. Courses numbered 001-049 are career development courses intended to fulfill special needs of students or the community and are not designed as preparation for 100-level college work. They are offered for Continuing Education Units (CEU) or for non-credit.

**Study Load**

Students may register for a maximum of 19 credits each semester. Students who want to enroll for additional credits must submit a signed petition for overload at registration. The student’s advisor and director must sign overload petitions for degree-seeking students. A student must have a grade point average of 2.75 and be of sophomore standing to be eligible for an overload. For study loads which include non-credit courses, the credit evaluation is based upon credit courses only.

**Retaking Courses**

Any course for which a student has received a transcripted grade may be retaken at the student’s discretion if the course is available and if permitted by the program offering the course. The student’s transcript will reflect all grades earned by the student in each semester in which the course is taken. Only the credits and chronologically last grade earned are applied toward graduation requirements, prerequisite fulfillment and cumulative PWSC GPA calculation. Courses for which a student has already received a passing grade may not be eligible for financial aid.

Students may not retake a course through credit-by-examination, correspondence, or through work at another college or university for the purpose of raising their grade point average at PWSC/UAA.

To determine eligibility for graduation with honors, all credits and grades from retaken courses are included in GPA calculations.

**Adding or Dropping a Course**

Students may add full semester courses during the first two weeks of the semester, only with instructor permission, by registering online, or by submitting an Add/Drop form. Instructor permission may be obtained by emailing or calling the instructor. Students should check with the campus registration desk for details on late starting class. Students may not add a course two weeks after it has started.

Students drop a class by choosing to remove themselves from the class during the 100% Refund Period. Students who drop will receive a complete refund of all tuition and fees associated with the class. Additionally, no record of the class will appear on their transcript. Students may drop courses either via UAOnline or by filling out a paper add/drop form. Students should refer to the Academic Calendar to ensure they know the 100% Refund Deadline for a specific semester. After this deadline, students may no longer drop courses, but must withdraw instead (see the next section).
Withdrawing From a Course

After the last deadline for dropping a class, students may withdraw from the class through the twelfth week of class, prorated for courses shorter than the full semester. This will produce a designation of “W” for the course on the cumulative transcript. After such a withdrawal, an academic grade for the course may only be obtained by retaking the course. No tuition is returned to students who withdraw from a class. Students wishing to withdraw from all courses should follow the procedure for “Withdrawal from the College.” A grade of “W” is considered unsuccessful completion of class for financial aid purposes of Satisfactory Academic Progress. Students with financial aid are strongly encouraged to speak with an advisor prior to withdrawing.

Withdrawing from College

Withdrawal from PWSC is the official discontinuance of attendance prior to the end of a semester or session. Students withdrawing from courses must complete the add/drop portion of the Registration form through Student Affairs. Withdrawal will appear on the student’s permanent record as the letter “W,” but will be entered without prejudice (having no effect on the student’s GPA or any reference to the student’s standing in the class). All fines and money due the college must be paid. The official withdrawal is complete when the student has obtained clearance of all debts. Students are strongly encouraged to speak with an advisor prior to a complete withdrawal.

Auditing a Course

Students may audit a course for general information only. Students who audit may be dropped from the course to make room for credit-seeking students. No credit is received for audited courses. The faculty member determines the terms for auditing the course. The faculty member may request that the course be removed from the student’s transcript if the student fails to comply with the agreed-upon terms. Submission of papers for correction and grading, and participation in lab experiences are at the discretion of the faculty member.

Students who audit classes are required to register and pay tuition and/or fees. Students may not request a change of registration status from audit-to-credit or credit-to-audit after week two of the semester. Forms are available from Student Affairs and can be downloaded online at the PWSC website. Audited courses are not included in the computation of study load for full-time, part-time, or overload status. In addition, students may not request local credit-by-exam for an audited course until the following academic year.

Cancelation of Classes

PWSC reserves the right to cancel; to combine; to change the instructor, time, date, or place of the meeting; and to make other revisions in class offerings which may become necessary, and to do so without incurring obligation. Student Affairs will notify students via email about a canceled course through their UA email or preferred email address. Notification will be made as soon as cancelation information is received.

Directed Study

Directed study courses are delivered on an individual basis when the course is not offered that semester. The policies are as follows:

1. Retroactive registration not permitted.
2. Forms not correctly completed will not be processed.
3. Deadline for directed study registration will close for that semester with the end of the fourth week of the semester.
4. There can be no change in the basic content of the course. In particular, this means the number, level, prefix,
description, title, grading policy (A-F, P/NP), credits, and course content cannot differ from the permanent course.

5. Only permanent or term faculty are allowed to supervise or to be the Instructor of Record for Directed Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are:

   a) See that the grades are entered into UAOnline;
   b) See that the material is presented in full in a timely manner;
   c) Approve the course of study;
   d) Agree to assume responsibility if problems arise.

6. The faculty member must have taught the permanent course or a related course prior to teaching a directed study.

7. The initiation of directed studies must come from the discipline in charge of the prefix.

**Independent Study**

Course numbers ending with 97 are reserved for independent study courses. An independent study course consists of topics or problems chosen by the student with the approval of the department concerned, with the supervision of an instructor, and final approval by the dean/director. These courses are not duplications of and must differ significantly from the catalog course. The independent study provides the opportunity for students who have completed most of the required courses in their program to study topics which are not offered. The policies are as follows:

1. Retroactive registration not permitted.
2. Independent study courses cannot be used to fulfill General Education Requirements (GER) (not petitionable).
3. Forms not correctly completed will not be processed.
4. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.
5. The deadline for independent study registration is the end of the ninth week of the fall and spring semesters.
6. Only permanent or term faculty are allowed to be the Instructor of Record for the Independent Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are to:

   a) See that the grades are entered in UAOnline;
   b) See that the material is presented in full in a timely manner;
   c) Approve the course study;
   d) Approve the credentials of other faculty involved;
   e) Agree to assume responsibility if problems arise.

7. The initiation of independent study courses must come from the discipline in charge of the prefix.

**Incomplete Grade**

An incomplete grade (I) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. Students assigned an incomplete grade are not entitled to complete the remaining coursework within the classroom/lab or to any additional instruction, nor may they participate in the class/lab during a future semester without re-registering, paying tuition and retaking the course.

An Incomplete Grade Contract Form between the student and the faculty member, stipulating the assignment(s) required to finish the course and the time frame for submission, is required and should be filed with the
department when an incomplete grade is assigned. Coursework must be completed by the date specified in the contract, not to exceed one semester.

Upon completion of the required coursework, the faculty member must submit a Change of Grade Form. If coursework is not completed by the contract deadline and the faculty member does not submit a Change of Grade Form at that time, the incomplete will become a permanent grade. The student has until the last day of class of the first full semester following the end of the contract to resolve any grading discrepancies.

**Financial Obligations**

When students register for courses, the University holds them financially responsible for that registration. There will NOT be a University-initiated drop for non-payment action. Students who do not plan to attend must drop their courses within the 100% refund period to avoid assessment of tuition and fees. Please be aware of the separate refund policy that applies to non-credit courses. If a student fails to attend the courses in which he/she has registered, the student is still financially obligated for any tuition and fees due.

**Failure to Meet Financial Obligations**

University policy requires a financial hold be placed on student records if they fail to meet their financial obligations. This hold will prevent any enrollment, transcript, or graduation activity.

Past due accounts will be sent to a collection agency. Interest, late fees, and/or collection costs will be added to the student’s account. The past due debt will be reported to a local credit bureau. The University is authorized to garnish State of Alaska Permanent Fund Dividends (PFDs) for payment of past due accounts.

**Payment Plan**

If a student is enrolled at PWSC or more than one campus a third party company, Tuition Management Systems (TMS), is used to administer the payment plans. Plan enrollment requires a $60 registration fee and it will not be activated unless the deposit (initial payment) and registration fee has been made. The earlier you sign up for the payment plan, the smaller your monthly payments will be.

**Outstanding Prior Term Balance**

Students with past due balances may set up a payment plan with TMS by filling out a promissory note. You can choose to pay your balance in 3 to 6 months. Alternately, you may enroll in tuition management system’s 12 month special plan arrangement, the maximum length offered. This special payment plan requires a $75 registration fee. Enrollment in a payment plan will not remove the hold on your student account, the hold will be lifted once the account balance is paid in full.

[Sign up for a payment plan with TMS](#)

**Tuition Waiver for Senior Citizens**

Alaska residents 66 years of age or older on the first day of the semester may enroll in most PWSC classes and have the full tuition waived. Enrollment is permitted only during late registration on a space available basis. Tuition is not waived for noncredit, CEU, or self-support classes. Senior citizens must pay all additional course fees. Tuition waiver forms are available online at the PWSC website or Student Affairs and must be presented at the time of registration with proof of age and Alaska residency.
Financial Aid, Tuition and Fees
Student Financial Aid

The Financial Aid office (FAO) assists students and prospective students in applying for state and federal aid programs. State and federal governments, the University, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student’s financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Types and amounts of financial aid vary according to State and Federal guidelines, student needs, and availability of funds. Although many programs have specific deadlines, students are encouraged to check with the Financial Aid Help Desk throughout the year.

Application Procedures

Interested students should contact the Financial Aid office at the Prince William Sound College for information and applications. It is recommended that students submit applications six months before the beginning of the semester for which they are applying. For an upcoming fall semester, the Financial Aid office should receive completed financial aid applications by April 1. Applications received after this date will only be considered if funds are available. Specific procedures are as follows:

1. Students must apply for admission to PWSC or UAA and be officially accepted into a degree or certificate program. Forms are available at Student Affairs or online at the PWSC website.
2. All students interested in receiving federal or state grants and loans must complete the Free Application for Federal Student Aid (FAFSA) online at: www.fafsa.ed.gov, listing PWSC/UAA’s Title IV School Code: #011462.
3. Students participating in either the UAS of UAF distance education programs must apply for financial aid through either UAS or UAF respectively.
4. Students who wish to apply for the Veteran’s Education Benefits should meet with the Financial Aid Coordinator.
5. Students who wish to apply for scholarships may find information and applications at the Financial Aid office, or online here.
6. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should visit BIA online (http://www.oiep.bia.edu/) or visit their regional native corporation.

Eligibility

To be considered for financial aid a student must:

1. Have a high school diploma or its equivalent.
2. Be officially admitted in a PWSC/UAA degree program.
3. Maintain satisfactory academic progress as defined for each program.

Satisfactory Academic Progress

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

1. 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:
• 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.

• Quantity: this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 66.7%. 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.

• 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.

2. Academic progress will be reviewed at the end of each spring semester to ensure that the student has completed 66.7 percent 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 percent 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 current or previous academic performance at the University of Alaska, 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 66.7 percent 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 may result in the suspension of most types of financial aid.

6. 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.

7. 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.

9. Academic 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.

**RETAKing COURSES**

Retaking courses that are required for a student’s degree program will count toward the minimum credit hour load required for aid during a given semester. Courses can be repeated one time with a passing grade to be considered eligible for financial aid.
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.

DISTANCE DELIVERED 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.

NOTIFICATION

Notifications regarding satisfactory academic progress and appeal decisions will typically be e-mailed to the University assigned e-mail address.

FINANCIAL AID PROBATION

A student in good standing who falls below the minimum percentage of cumulative credits will be placed on probation if, in the most recent semester, he or she has completed at least 66.7 percent of the credits attempted. Students on probation will be monitored every semester until they are back in good standing.
FINANCIAL AID SUSPENSION

Financial aid suspension will result from:

1. Failure to complete the minimum percentage of credits required.
2. Academic disqualification, dismissal or removed from program as defined by the catalog.
3. 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 Reinstatement below). 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 the KPC 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 66.7 percent of the credits attempted each semester or regaining eligibility under the policy.

REINSTATEMENT

A student who 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 66.7 percent 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.

Federal Verification

The U.S. Department of Education selects 30 percent of financial aid applications for verification. The FAO is required to collect and verify the accuracy of reported information on flagged applications, prior to determining financial aid eligibility. An application is considered incomplete, and federal aid cannot be awarded, if requested documents are outstanding.

Copies of the following may be requested:

1. Federal income tax transcripts.
2. Verification of household size.
3. Child support payments received or paid out.
4. Statements of untaxed income.
5. Verification of number of family members in college.
6. If military, copies of leave/earnings statements for previous tax year (all 12 months).
7. Verification of Selective Service.
Loans

ALASKA SUPPLEMENTAL EDUCATION LOAN (ASEL)

To be eligible for an ASEL, students must hold a high school diploma or the equivalent, and be officially admitted to a certificate or associate degree program. Full-time and part-time loans are available. Undergraduate students may borrow up to $8,500 a year for educational expenses. PWSC/UAA requires the student to first fill out the FAFSA prior to applying for the state program.

STAFFORD LOAN

The Federal Stafford Loan program enables students to borrow directly from a federal institution in order to finance education expenses. Students enrolled at least half-time (six credits) in a degree or certificate program are eligible. Students must complete an online FAFSA application.

Scholarships

Scholarships may be awarded based on financial need or academic achievement. Students interested in applying for scholarships should contact the Financial Aid office at Prince William Sound College for guidelines and applications. Scholarships are also posted online at: http://www.pwscc.edu/admissions/financial-aid-scholarships/pwscc-scholarships/. Check for updates and deadlines!

Veterans Assistance

PWSC provides assistance to veterans, eligible dependents and service personnel using Veterans Administration educational benefits (G.I. Bill and other V.A. programs). PWSC strongly recommends that students planning to utilize VA educational benefits also complete the Free Application for Federal Student Aid (FAFSA) online at: www.fafsa.ed.gov. Qualified persons who plan to use V.A. benefits must contact the Veteran Services Coordinator and present a VA Certificate of Eligibility when requesting certification of V.A. benefits. Veterans may request a Certificate of Eligibility online at: http://vabenefits.vba.va.gov/vonapp/default.asp.

In order to use VA benefits, veterans must also apply for formal admission and be officially accepted into a degree program within two semesters of admissions. Benefit levels and academic requirements vary by VA educational program. For more information on various programs and PWSC certification processes, visit: www.gibill.va.gov or PWSC’s site.

Military personnel utilizing Tuition Assistance should submit their respective service’s tuition assistance form to PWSC via the unit education officer.

Tuition Summary

Please refer to the current semester class schedule or the PWSC website for current tuition and fees.

Fee Explanation

All fees are approved by the Board of Regents of the University Of Alaska Statewide System Of Higher Education. The University reserves the right to change or add to its fee assessment and refund policies at any time. Fee assessments are subject to audit and correction, and any adjustments will be made within forty days following the close of late registration or after any change in the student’s schedule. Students will be notified by e-mail of any
adjustment. THESE FEES ARE CHARGED IN ADDITION TO TUITION AND ANY OTHER LAB OR SPECIAL FEES NOTED WITHIN PWSC COURSE SCHEDULES. The following fees were current as of the fall 2016 semester:

- **ACCUPLACER Testing Fee**: $10 per testing session
- **Admission Application Fee**: Students pay an application fee of $25 (non-refundable) when submitting an admission form to PWSC.
- **Audit**: Fees are the same as for those enrolled for credit classes.
- **Credit-by-examination Fee**: $40 per credit hour will be charged for credit-by-examination. Students must complete all application materials.
- **Distance Delivery Fee**: $35 per credit distance fee is charged for all distance delivered courses originating at PWSC sites excluding classes delivered via video conferencing.
- **Facilities Fee**: $4 per credit hour (increases to $6 per credit hour in spring 2016) for students enrolled in 1 to 15 credits regardless of class delivery mode. Supports facility renovation and infrastructure renewal. Revenue remains at the university from which the fee is collected.
- **Independent Study Fee**: Same as regular tuition rates.
- **Laboratory or Materials Fee**: In addition to the standard course tuition fees, laboratory or material fees may be charged for some courses. These charges are listed in PWSC course schedules.
- **Late Payment Fees**: Students who have not paid all tuition and fees owed (or made arrangements to deserve payment) by the published deadline listed in the academic calendar will have a late payment fee of $125 assessed. The accounts will also be placed on hold that prevents registration for additional courses and obtaining grades or transcripts. Students who have still not paid all tuition and fees owed by the next published deadline listed in the academic calendar will have an additional late payment fee of $175 assessed.
- **Non-Credit Course Fee**: Classes numbered 001-049 are non-credit. They do not meet degree requirements and may have fees other than the regular tuition. Such fees follow the course title in the schedule of classes.
- **Student Activity Fee**: $5 per credit hour up to a maximum of $50 dollar per semester is assessed for students enrolling in one or more credits to support student-related activities.
- **Technology Fee**: $5 per credit hour up to a maximum of $60 per semester is charged to provide up-to-date equipment, software, maintenance, training and support.
- **Transcript Fee**: All official transcript requests must be made using the system that can be accessed through the PWSC Website or directly at www.uaonline.alaska.edu (select “transcript requests” from the menu). If a student requires an immediate official transcript, they should contact PWSC Transcript Services at 907-834.1632.
- **Test Proctoring Fee**: Students from a non-University of Alaska school or university will be charged a $40 fee for up to three hours of test proctoring services.
- **Network Fee**: Beginning fall 2015, the fee will be $6.00 per credit. Fee is mandatory for both face-to-face and distance delivered classes. Effective fall 2015, the fee is applied at four percent on a course-by-course basis to tuition, non-resident surcharge and fees in lieu of tuition for credit and non-credit courses; fee covers the maintenance and enhancement of university-wide technology infrastructure. Courses with applicable fees less than the current lower division credit hour tuition rate will be exempt from the charge.
Refund Policy

Students who need to drop or withdraw from specific courses or from all their courses must do so officially. Only students who submit a drop or withdrawal form, signed and dated by the student, will qualify for a tuition refund. Refunds for semester-length courses are processed according to these policies.

1. Until Friday, 5 p.m. on the second week of the semester: 100 percent tuition and fees
2. After the second week of semester: NO REFUND
3. Less-than-semester length classes:
   - Prior to 5 p.m. five business days after the start of class: 100 percent tuition and fees
   - After 5 p.m. five business days after the start of class: NO REFUND
4. For extremely short courses, the above rule applies BUT no refunds will be issued after grades have been posted by the instructor.

Refunds are processed only after students have completed the appropriate paperwork. The date of drop/withdrawal as indicated on the official add/drop form determines eligibility for a refund. Refunds will be processed and mailed within two weeks after the end of the refund period.
Academic Information

Academic Petition

Deviations from degree requirements must be approved by academic petition. Petition forms may be obtained online.

All petitions requesting that transferred elective credit be accepted for degree requirements must be accompanied by catalog copy of the course description(s) from the institution of origin. It is highly recommended to include a course syllabus in the documentation. Petitioned courses, other than those from UAF or UAS, must meet transfer credit criteria for acceptance prior to final approval.

Final authority to deny or approve petitions pertaining to school or college requirements rests with the dean or director of the school or college. Petitions pertaining to General Education Requirements (GERs) and/or General University Requirements (GURs) must, in addition, be processed through the Office of Instruction, with final authority to approve or deny resting with the provost. Students and the department will be notified of the decision.

Advanced Placement Program

PWSC/UAA awards credit for satisfactory performance for scores of 3, 4, or 5, depending on the individual test on College Board Advanced Placement examinations. These examinations are normally completed by students during their senior year in high school. A student may receive credit for more than one Advanced Placement examination.

College-Level Examination Program (CLEP)

An official CLEP Transcript must be submitted to Admissions and Records. Any student wishing to take a CLEP exam must make an appointment at the Testing Center at 907-786.4500 and receive advising prior to administration of the exam. Credit awarded for CLEP exams is often elective credit. A student may work with a department to determine if more specific course credit may be awarded for a specific examination. Examinations may not be repeated for a minimum of 6 months.

DSST/Dantes Examinations

Credit may be awarded for successful completion of the DSST (formerly known as DANTES) examinations. Credit awarded for examinations may be elective credit. A student may work with an individual department to determine if more specific course credit may be awarded for a specific examination.

Excelsior College Examinations

Credit may be awarded for successful completion of the Excelsior College Examination. Credit awarded for Excelsior examinations is elective credit. A student may work with an individual department to determine if more specific course credit may be awarded for a specific examination.

Student Biographic/Demographic Information

PWSC/UAA must comply with state and federal reporting requirements and therefore requires that students provide specific biographic or demographic information on registration or admission forms. The university uses the information for statistical purposes and as an identifier for university records. This information is relevant to the
university’s admission and enrollment policies. The university is careful to guard private information and does not discriminate on the basis of this information.

**Age Limit of Credits**

There is no University-wide undergraduate policy on the age limit of credits. However, to guarantee currentness of course content, some departments and degree programs require courses to have been completed within a specified period of time. Contact each department for specific information.

**Chancellor’s and Dean’s List**

To be eligible for the Chancellor’s List, a student must be an admitted, undergraduate, degree or certificate-seeking student enrolled in at least 12 credits graded with academic letter grades and must have earned a GPA of 4.0 for the semester.

To be eligible for the Dean’s List, a student must be an admitted, undergraduate, degree or certificate-seeking student enrolled in at least 12 credits graded with academic letter grades and must have earned a GPA of at least 3.5 for the semester.

Temporary grades of “I” (incomplete) or “DF” (deferred) will prevent a student from being eligible for either the Dean’s or Chancellor’s Lists until all course work has been completed and the “I” or “DF” has been replaced with a final grade.

**Change of Address of Email**

Currently enrolled students may update their address or email through UAOnline or by completing a Change Form with PWSC Student Affairs.

**Contact Hours**

PWSC/UAA academic policy has the following minimum contact times: Most lecture/discussion courses require a minimum of 750 minutes of contact time and a minimum of 1500 minutes completed outside the classroom to award one credit. Some courses require more than 750 minutes of contact time and more than 1500 minutes completed outside the classroom.

Other types of classes require 1500 minutes of contact time, 2250 minutes of contact time, or more in order to award one credit.

One contact hour is defined as 50 minutes of contact time.

Courses may not be offered for more than one credit per week.

One continuing education unit (CEU) may be granted for satisfactory completion of ten contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction.

Alternative learning modes are subject to the instructional objectives and outcomes of comparable, traditionally taught courses, but standards may differ.
Course Numbering

Each course offered by the University is identified by a department designator and a three-digit course number. The letter preceding the number refers to the MAU (A = UAA, F = UAF and S = UAS). The designator commonly abbreviates the name of a discipline or department. In general, the first number of the three-digit course number indicates the year in which the course is ordinarily taken. For example, ENGL V111 is ordinarily taken by first-year students, and ENGL V318 is taken by third-year students. More specifically, course numbers have the following meanings:

- **V001-V049**: Non-credit courses. Offered as career development, continuing education or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). They have no regular tuition but do have other special fees.

- **VC001-VC049**: Continuing Education Unit (CEU) courses. CEUs are awarded upon completion of courses intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of participation in a directed learning environment with an instructor available, or 20 hours of lab or experiential learning where the student’s investigation and discovery is largely independent.

- **V050-V099**: Courses with these numbers are preparatory (developmental) courses that provide basic or supplemental preparation for introductory college courses. They are not applicable to certificates or associate, baccalaureate or graduate degrees, even by petition.

- **V100-V199**: Freshman-level, lower-division courses. Applicable to certificates, associate and baccalaureate degrees. These courses introduce a field of knowledge and/or develop basic skills. Generally foundation or survey courses.

- **V200-V299**: Sophomore-level, lower-division courses. Applicable to certificate, associate and baccalaureate degrees. Courses provide more depth than 100 level and/or build upon them. May connect foundation or survey courses with advanced work in a given field, require previous college experiences, or develop advanced skills.

- **V500-V599**: Professional development courses. Not applicable to any degree requirements (even by petition). Restricted to pass/no pass grading system. (For purposes of tuition, these courses are considered graduate-level.)

The following second and third digits of course numbers are used for specific types of courses:

- **90**: Selected topics
- **92**: Seminars and workshops
- **93**: Special topics courses, offered once only
- **94**: Trial (experimental) courses intended to become permanent;
- **95**: Practica, internships, community-based learning or cooperative education
- **97**: Independent study
- **98**: Individual research
- **99**: Thesis
Course Syllabus

Students in each course will be given a syllabus. This includes a course outline, instructor contact information, required prerequisites, expected student learning outcomes, and evaluation and grading methods. A copy of each faculty member’s syllabus will be maintained in the administration offices.

Grading

The grades that can appear on a student’s transcript are as follows:

**ACADEMIC LETTER GRADES**

Letter grades carry grade points used to calculate GPAs (except for 500-level professional development courses).

A: Honor grade; indicates comprehensive mastery of the required work.

B: Indicates high level of performance in meeting course requirements.

C: Indicates satisfactory level of performance.

D: Indicates lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.

F: Indicates failure. Must be repeated with a satisfactory grade to receive credit toward graduation.

**NON-ACADEMIC GRADES**

These grades do not carry grade points and are not used to calculate student GPA’s. However, NC, P, and NP grades may be used to determine satisfactory academic progress.

DF: Deferred; temporary grade which indicates course requirements cannot be completed by end of semester. It is to be used for courses that cannot normally be completed in a semester (such as thesis, project, research, internships, etc.).

I: Incomplete; grade which indicates additional course work must be completed to receive final grade. An incomplete may be used at the discretion of the faculty member and may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is a grade of “C” or better.

NB: No Basis indicates there is insufficient progress or attendance for evaluation to occur.

NG: Non-Graded; indicates no credit received for course.

P: Pass; indicates passing work.

NP: Indicates work that is not passing.

**OTHER DESIGNATIONS**

These designations do not carry grade points and are not used to calculate GPA’s.

AU: Audit; indicates enrollment for information only, no credit received.

W: Indicates withdrawal from a course.

**GRADE CHANGE**

Grades submitted by the faculty, other than incomplete (I) or deferred (DF), are assumed to be final grades. A grade may not be changed unless a grading error, such as a mathematical miscalculation or inaccurate recording
has been made on the part of the faculty member. Corrections of grading errors must be made by the last class day of the next regular semester following the one in which the grade was originally assigned.

A completed Change of Grade Form, with signatures, must be submitted to PWSC Registrar by the appropriate faculty member. Change of Grade Forms will not be accepted if submitted by the student. Allegations of final grading errors or arbitrary and capricious grading for a final grade assignment are reviewed according to the Academic Dispute Resolution Procedure (See PWSC Student Handbook for further information).

**GPA COMPUTATION**

PWSC uses the 4-point system as a measure of scholastic success. The Grade Point Average (GPA) is computed by dividing the total cumulative quality grade points earned (Q points) at PWSC by the total quality hours (Q hours). Credits accepted in transfer are not used to calculate the student’s PWSC GPA, however they are used to calculate the students’ overall GPA for graduating with honors. Academic letter grades carry the following grade points:

- **A** = 4.0
- **B** = 3.0
- **C** = 2.0
- **D** = 1.0
- **F** = 0.0

The number of credits (e.g., 3) is multiplied by the grade-point value of the grade (e.g., A = 4) to give the total grade points (e.g., 12) for each course. The total number of grade points is then divided by the total number of credits attempted.

Non-academic grades do not carry grade points and are not used in calculating the GPA: CR, NC, DF, I, P, and NP. In addition, AU and W are not grades and are not used in GPA calculations. (See Grade Change.) All grades (original and any repeated courses) will be shown on the transcript. Only the last grade achieved for a course will be computed in the grade point average for graduation certification.

Credits accepted in transfer are not used to calculate the student’s PWSC/UAA GPA. They are, however, used to calculate the student’s overall GPA for graduating with honors. Grades and credits earned from all retaken courses are also included in calculating the student’s GPA for graduating with honors.

**Graduation Application**

The responsibility for meeting all PWSC graduation requirements rests with the student. It is recommended that students periodically meet with an advisor to make certain all requirements for their degree are being met. Students are also encouraged to check their progress on DegreeWorks, a personalized electronic degree audit available through UAOnline.

A student must apply for graduation prior to the expected date of his or her graduation. The application deadline for each semester is announced in the academic calendar (in semester schedules), and the PWSC website. In order to make sure a planned degree program can be completed, a student should apply for graduation during the semester prior to the semester in which the student plans to graduate. This insures that the student knows exactly what courses will be needed to complete his/her program before registering for the last semester.
Graduation with Honors

To be eligible to graduate with honors, associate degree-seeking students must first earn a cumulative GPA of 3.50 or higher in all college work attempted at PWSC/UAA. A transfer student who is earning an associate degree must complete a minimum of 15 resident credits with academic letter grades to be eligible to graduate with honors. All transfer students must have a cumulative GPA of 3.50 or higher in all college work attempted both at PWSC/UAA and at all other accredited institutions attended and for all courses used to fulfill the degree program in order to graduate with honors.

At PWSC, graduation with honors represents a student’s entire academic history. All grades and credits earned will be included in determining eligibility to graduate with honors (Ds, Fs, retaken courses, courses lost in academic bankruptcy, etc.). In addition, a student transferring coursework and grades must have a minimum of 70 percent of their credits submitted with letter grades to be eligible to graduate with honors.

Honors will be awarded to associate 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

Name Change

A student’s name on official records at PWSC/UAA must be the student’s full legal name. A Change Form may be processed through Student Affairs and must be supported by legal documentation, i.e., Social Security card, driver’s license or a court order. PWSC/UAA employees (past or present) must present their Social Security card.

Non-traditional credit evaluations are available for accepted degree-seeking PWSC/UAA students. Documenting military or occupational training, taking local or national examinations, are some of the methods used. The specific processes are listed below.

Non-Traditional Credit

Certified Experience Credit

PWSC may award elective or specific course credit for learning that is documented with a professional certification or completion of exams that lead to certification. These certificates indicate that individuals have met certain standards and demonstrated specific competencies. Credit arrangements are currently in effect for the following:

- Certified Dental Assistant (CDA) by Dental Assisting National Board Examination (DANB) (contact the College of Health, School of Allied Health)
- Certified Professional Secretary (CPS) Examination (contact the Community & Technical College, Computer and Electronics Technologies Department)
- Child Development Certificate from the Council on Professional Recognition (contact the College of Education)
- Department of Defense Fire & Emergency Services — multiple (contact the College of Health, School of Allied Health)
- Federal Aviation Administration Certificates or Knowledge Tests — multiple (contact the Community & Technical College, Aviation Technology Division)
- Federal Wildland Fire Management Training Program — multiple (contact the College of Health, School of Allied Health)
- International Fire Service Accreditation Congress (IFSAC) — multiple (contact the College of Health, School of Allied Health)
- National Council Licensure Examination (NCLEX) (contact the College of Health, School of Nursing)
- National Fire Protection Association (NFPA) — multiple (contact the College of Health, School of Allied Health)
- National Wildlife Coordinating Group (NWFG) — multiple (contact the College of Health, School of Allied Health)
- South-central Foundation Dental Assisting Training Program (contact the College of Health, School of Allied Health)
- State of Alaska EMT/Paramedic — multiple (contact the College of Health, School of Allied Health)
- State of Alaska Fire Certifications — multiple (contact the College of Health, School of Allied Health)
- U.S. Department of Homeland Security FEMA Emergency Management Institute — multiple (contact the College of Health, School of Allied Health)
- U.S. Department of Labor Certificate of Completion of Apprenticeship (contact the Community & Technical College, Career and Technical Education Department)

Business or industry credit: Recommendations for business or industry credit equivalents are found in the American Council on Education’s National Guide. They cover courses or formal instruction offered by businesses, government agencies, labor unions and professional or voluntary associations. At this time PWSC/UAA does not accept recommendations related to massive open online courses (MOOCs).

**Local Credit by Examination**

Accepted degree- or certificate-seeking students may be awarded credit through locally developed comprehensive examinations on specific subjects. However, credit by examination is not available for all courses. Applications for and information on specific courses available through local credit by examination may be obtained from departments or the Advising and Testing Center. There is a fee charged for local credit by examination.

General criteria for local credit by examination include:

1. Courses with numbers below 100 may not be taken through credit by examination.
2. Only regular catalog courses may be challenged. Special topics courses, trial courses, independent study courses, and practicum courses may not be taken through credit by examination.
3. When an appropriate examination exists, CLEP, DSST, ACT-PEP, or other national examinations may be administered instead of a local examination.
4. Determination of which courses may be taken through local credit by examination and construction of the examinations is at the discretion of the appropriate department.
5. Local credit by examination is not awarded for a course that duplicates one for which credit has already been granted.
6. Students are awarded credit and a grade of P (pass) if they successfully pass the local examination. If the examination is not passed, the course is not recorded on the student’s transcript. Grades for courses taken through local credit by examination do not carry grade points used in calculating student GPAs.
7. Credit awarded through local credit by examination is considered nonresident credit.
8. There is no limit to the number of credits that may be acquired through the local credit by examination process.
9. Students have one year from the date of application to take the local examination.
10. Students may not request local credit-by-exam for an audited course until the following academic year.
Military Credit

Elective credits may be awarded to students who have completed active-duty military service, in accordance with ACE Guide credit use.

Additionally, credits may be granted for formal service schools and the primary MOS/Rating as recommended in the Guide to the Evaluation of Education Experiences in the Armed Services prepared by the American Council on Education. Students who wish to use military credit to meet degree requirements should work with an academic advisor to submit a Request for Evaluation of Military Training.

The Service members Opportunity Colleges (SOCAD and SOCOAST) program allows active-duty personnel to finish approved associate degree programs without losing credits as they transfer during their military careers. To graduate from these programs, the residency requirement is 3 semester credits and an overall GPA of 2.00.

Contact the Registrar at PWSC Enrollment Services regarding required documentation and forms. Students should work carefully with advisors as transferring credit may limit elective hours as they progress towards their degree.

National Credit by Examination

PWSC awards credit for satisfactory performance on most national examinations. In most cases, passing scores and credits awarded for the following national examinations are based on the most current American Council on Education recommendations or department-approved scores.

A student desiring credit for a national examination must request that an official report of examination scores be sent to the PWSC Office of the Registrar. Credit may be received for more than one national examination.

A list of all current national examinations, including current equivalencies to PWSC courses, number of credits awarded and minimum required scores, may be found at www.uaa.alaska.edu/records/tce/nationalexam.cfm.

Social Security and Student Identification Numbers

The University of Alaska has established student identification numbers and does not use Social Security numbers for student identification. The university is still required to collect a valid Social Security number from each student for IRS, employment and federal financial aid purposes. The last four digits of the Social Security number are included on official transcripts for identification matching purposes.

Official Communication by Email

All communication related to registration and enrollment activities will occur either through the preferred email address that students submitted via UAOnline or through the official UA-assigned email (@Alaska.edu). Students should be careful to keep this account clear and review the correspondence received there regularly.

Transcripts

The University of Alaska has partnered with Parchment Exchange to provide secure delivery of electronic transcripts and ordering services for both electronic and paper transcripts. All official transcript requests must be made through the student’s UAOnline account (select “Official Transcript Request Service” from the menu). Students can also access their unofficial transcripts under the Student Records menu in UAOnline. If the student has a ‘hold’ they will not be able to order official transcripts or view their unofficial transcript until the hold is cleared.
There are three choices when ordering official transcripts:

1. $12 Official Electronic PDF Transcript - the fastest delivery processed and delivered by the next business day. University of Alaska official transcript delivered by email in a secure electronic PDF.
2. $30 Official Paper Transcript - EXPEDITED 24 hour processing; Official University of Alaska Paper Transcript EXPEDITED is processed and mailed by next business day. Sent by U.S. Postal Service first class mail.
3. $15 Official Paper Transcript – normal processing; Official University of Alaska paper transcript processed and sent by U.S. Postal Service first class mail within five business days.

For more information, contact Shannon Stites at 834.1632 or e-mail: vytrans@pwscc.edu.

Official transcripts of credit earned at other institutions, high school transcripts, and other supporting documents which have been presented for admission or evaluation of credit become the property of PWSC and are not re-issued or copied. These must be sent directly from the institution to:

Prince William Sound College
Office of the Registrar
PO Box 97
Valdez, AK 99686

Transfer Credit

Where possible, transfer credit is equated with PWSC/UAA courses by matching the content, level of instruction, course activities and student outcomes. Only coursework that clearly and demonstrably satisfies the intent of a PWSC/UAA General Education Requirement or college or major requirement can be accepted as a substitute. When this is not possible, evaluators may grant discipline-specific elective credit at the appropriate level. PWSC/UAA reserves the right to reject transfer credit or to require an examination before credit is allowed.

An evaluation of transfer credit occurs only after an applicant has applied for admission to a degree program.

Transfer credit equivalents vary among semester, unit and quarter universities. Courses that differ from equivalent PWSC/UAA courses by less than one credit are equated to PWSC/UAA courses and meet PWSC/UAA course requirements without requiring a petition. To complete credit requirements where transfer course credits differ from PWSC/UAA credits by more than 1 credit, students can either take another PWSC/UAA class or request an academic petition from the academic advisor.

Criteria for Acceptance of Transfer Credit:

1. Transfer credits from United States institutions are accepted only if those institutions are accredited by one of the following regional accrediting associations:
   - Middle States Association of Colleges and Schools
   - New England Association of Schools and Colleges
   - North Central Association of Colleges and Schools
   - Northwest Commission on Colleges and Universities
   - Southern Association of Colleges and Schools
   - Western Association of Schools and Colleges

2. Only undergraduate college-level (100 to 499) courses completed with grades equal to C or higher are considered for transfer.
3. Credits transferred for application to graduate certificates or degrees are subject to additional requirements noted in chapter 12.

4. Students who plan to transfer credits from outside the United States must provide an official statement of educational equivalence from World Education Services. Please visit www.uaa.alaska.edu/records/tce/international.cfm for additional information.

5. Transfer credits are not included in the student’s PWSC/UAA grade point average (GPA) computation, except to determine eligibility for graduation with honors and financial aid.

6. Challenge examinations, credit by examinations and credit awarded for massive open online courses (MOOCs) posted on another university’s transcript will not be considered for transfer credit.

7. Courses from the University of Alaska Fairbanks or the University of Alaska Southeast are transferred to PWSC/UAA based on applicability toward degree requirements. They are considered non-resident credits.

8. Credits from institutions that are not accredited by one of the regional associations listed above are only accepted under special arrangements that may be initiated upon student request. PWSC/UAA academic departments determine unaccredited course equivalency. Students wishing to pursue such transfers must clearly establish equivalency to PWSC/UAA courses using evidence obtained from course descriptions, syllabi, texts, assignments, examinations and direct communication between the instruction departmental at PWSC and at the originating institution.
Policies and Procedures

Academic Dispute Resolution Procedure

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to this procedure which implements the UA Board of Regents Policy 09.03.02 and its University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. Appropriate issues for this 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

1. 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 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 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.

2. 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.)

3. 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.

4. Final Grade: The final grade is the grade assigned for a course upon its completion.

5. 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.)

6. 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.

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 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 PWSC. The instructor or department chair must respond to the request within five 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 five 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 five 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

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 five 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 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 campus Director or designee. The committee chair will convene the committee within ten 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 three 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 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 and the 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**

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

1. The request for a grade change is denied.

2. 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.

3. 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 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 and the 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 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 Reasons**

A student formally requesting a review of a denial of admission to or dismissal from a program for academic reasons must provide the 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 five class days of receipt of notification of the process for filing a formal review by the department chair after completion of any informal review. The only exception will be when written permission for an extension of time is granted by the 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:

1. The academic decision review committee proceedings will result in the preparation of written findings and recommendations to the campus director or designee and the student. The committee chair will be responsible for the preparation of a record of the hearing.

2. The student will be given an opportunity to comment on the findings and recommendations of the committee. Written comments must be submitted to the campus director or designee within seven days of the committee findings and recommendations are sent to the student.

3. The 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 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 and the committee.
4. The provost will make the final decision of the University on the matter if the campus director or designee is the person who made the academic decision under review.

Unless an extension has been granted by the campus director or designee, final decisions must be completed by the end of the next regular semester following the date of the denial admission to or dismissal from a program for academic reasons.

**Academic Standing**

**Good Standing**

Undergraduate students are in good standing when they have a UAA cumulative GPA of 2.00 or higher and a semester GPA of 2.00 or higher for the most recently completed semester. Individual departments may establish additional criteria for good standing. Students are presumed to be in good standing during their first semester at PWSC/UAA. Students in good standing are academically eligible to re-enroll at PWSC/UAA.

**Academic Action**

Admitted certificate, associate, or baccalaureate degree-seeking students who fail to earn a PWSC/UAA semester and/or cumulative GPA of 2.00 will be subject to academic action. Academic action may result in warning, probation, continuing probation, or loss of certificate or undergraduate degree-seeking status. Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program.

**Warning**

Academic Warning is the status assigned to those students whose semester GPA falls below 2.00 but whose cumulative GPA is 2.00 or higher.

**Probation**

Placed on Probation is the status assigned to those students whose semester and cumulative GPA falls below 2.00.

**Continuing Probation**

“Continued on Probation” is the status assigned to those students who begin a semester on probation and during that semester earn a semester GPA of 2.00 or higher without raising their cumulative GPA to 2.00. This status may be continued until the student raises their cumulative GPA to 2.00 or loses their certificate or undergraduate degree-seeking status.

**Loss of Certificate or Undergraduate Degree-Seeking Status**

Academic Disqualification is the status assigned to those students who begin a semester on probation or continuing probation and fail to earn a semester GPA of 2.00. Those students’ admission status will be changed to “Non-Degree-seeking.”

Students who have lost “Certificate or Undergraduate Degree-Seeking” status may continue to attend PWSC/UAA as non-degree-seeking students. However, those students do not qualify for financial aid and international students will lose their immigration status. Students must apply for reinstatement to PWSC/UAA (see reinstatement policy).
Reinstatement

Students who have lost certificate or undergraduate degree-seeking status may continue to attend PWSC/UAA as non-degree-seeking students. After completing a minimum of 12 credits at PWSC/UAA and/or another accredited post-secondary institution in 100-level or higher courses with a cumulative GPA of 2.00 or higher, students may apply for reinstatement to PWSC/UAA. If approved, reinstated students must then reapply for admission to a certificate or undergraduate degree program. A reinstated student whose PWSC/UAA cumulative GPA is less than 2.00 (C) will begin the semester on probation. Applications for Reinstatement forms are available from Student Services.

Departmental Probation or Removal from a Major Program

Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program. Those students’ major program will be changed to Undeclared. Students will remain in a certificate or undergraduate degree-seeking status as long as the University’s minimum academic standards are met. Undeclared students must use the Change of Major/Degree form and process to request re-admission or admission to a new program. Forms are available from Student Services.

Other Academic Decisions

Review procedures for all other academic decisions may be obtained from the department chair/academic leader, the campus Director or the PWSC/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 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.

Access to Student Records (FERPA)

University of Alaska officials take student privacy seriously. Both state and federal laws protect student privacy. One of the most important is the federal Family Educational Rights and Privacy Act (known as FERPA) of 1974. The University of Alaska protects student privacy with an opt-out system.

FERPA has several important provisions. The first is that students (or their parents, if under 18 years old) have the right to inspect and review their educational records and to request a correction to any errors. The second is that the school may not disclose, without consent, information other than “directory information” to anyone outside the institution. Directory information generally includes such things as a student’s name, date and type of degrees earned, dates of attendance, vital statistics on student athletes, etc. For more details on the university’s directory information, go to http://www.alaska.edu/studentservices/ferpa/what_is_directory_info.pdf.

The third provision of FERPA allows a student to request to withhold directory information. If a student has made such a request, the college cannot release their information to anyone, other than school officials with a legitimate educational interest, without the student’s written permission. This third provision has recently been a topic of much debate. People value their privacy more than ever, and many universities, including the University of Alaska, are looking for ways to help protect student information.
Students who request that UA withhold their directory information, also known as a “confidentiality hold,” must realize the following:

- The student’s name will not be printed in the published university chancellor’s and dean’s lists or commencement program;
- Employers, insurance companies, etc. cannot obtain verification of the student’s attendance and/or degrees earned without the student’s expressed written permission;
- The student will only be able to discuss their UA records or accounts (including computer accounts) in person after presenting a valid government-issued or UA photo identification.

Students who have requested holds then call the Registrar’s office or business office for something related to their records, will not be able to receive help. Students who have requested a confidential hold may only receive help in person, with ID in hand, or in writing.

This includes all information related to student records, financial aid and billing, as well as obtaining help via the phone by a Help Desk.

Students who have requested confidential holds and then need a password reset or any special assistance with UAA e-mail, Blackboard, UAOnline or other accounts, must take care of that business in person. Potential employers will not be able to verify students’ educational records indicated on job applications and résumés.

Family and friends will not be able to contact students using standard directory services.

Students do have the option to go into UAOnline and remove a confidential hold, then go back and add it again later. UAOnline has been modified to display a red text box upon login if a student has the confidentiality field set to “yes.”

The University has developed an online tutorial for students, faculty and staff who need to know about FERPA for their jobs, or for those who are just curious to learn more. For instructions on how to get to the tutorial, to update a confidential hold status in UAOnline or for any information on the University of Alaska FERPA policies, go to www.alaska.edu/studentservices/ferpa/.

**Gender-Based and Sexual Misconduct Policy**

Members of the PWSC community and visitors have the right to be free from all forms of gender and sex based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence and stalking.

PWSC expects all members of the community to conduct themselves in a manner that does not infringe on the rights of others. Therefore, PWSC has a zero-tolerance policy for gender-based and sexual misconduct.

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 local police (907-835-4560 or 911). The Student Affairs office may provide initial support services for students on PWSC campuses (907-834-1600). Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling services. 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 Director of Student Affairs (907-835-1612) 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 Student Affairs office and PWSC Residence Life.

The university catalog, the PWSC Residence Life handbook and the student handbook contain additional resource information.

**Student Conduct**

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 Student Conduct located in the Dean of Students Office.

Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the University. Each student is responsible for knowing UAA/PWSC policies, procedures, and deadlines. Policies and regulations may be found in the University catalog, the student handbook, and in the Student Affairs Office.

**Mission, Purpose, and Tenets**

**Mission Statement**

As a central function of the Student Affairs Office, Student Conduct promotes a safe campus environment by educating students about their freedoms, rights, and responsibilities. Student Conduct engages students in a developmental process to help them understand the impact of their behavior on themselves and the UAA community.
Purpose

The purpose of Student Conduct is to ensure that all students have the same opportunity to learn in a safe environment free from disruption. Student Conduct addresses student behavior to help students learn ethical decision-making skills. Student Conduct educates students about alcohol, drugs, personal wellness and safety to encourage them to make good choices that will positively influence their well-being and academic success.

Tenets

Student conduct has adopted six tenets to shape the nature of the student disciplinary process.

The six tenets are:

♦ To regard each student as an individual, deserving individual attention, consideration and respect

♦ To consider the facts fully and carefully before resolving any case

♦ To speak candidly and honestly to each student

♦ To hold each student to a high standard of behavior, both to protect the campus community, and to promote student moral development

♦ To recognize the reality of human fallibility, as well as the stresses associated with collegiate life, and to demonstrate compassion, understanding, and a sense of humor

♦ To contribute to the educational mission of the University by designating policies, conducting programs, and offering instruction that contributes to the positive development of the entire student body

Student Rights, Freedoms, & 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 is 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 the Student Code of Conduct are handled through the Dean of Students Office. Violations of federal, state, and/or local laws make a student subject to civil 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 Student Union, room 204. Students may also obtain a copy of University of Alaska Board of Regents Policies and University Regulations on-line at: http://www.alaska.edu/bor.
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, color, religion, national origin, sex, age, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or 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.
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. 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 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 sanction 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 may be prohibited from re-enrolling in the University until the charges 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 of actions prohibited by the code that are provided in this section 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.

Student Code of Conduct Provisions

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:

a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on university forms and documents;

b. misrepresenting the truth during a university investigation or student conduct proceeding and/or making false statements to any university official, faculty member, or office;

c. 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. 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

   vi. 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;

d. falsely representing oneself as an agent of the university, incurring debts or entering into contracts on behalf of the university; or

e. 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 of 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 university employees 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;

c. 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;

d. 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

e. 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 Regents' Policy P01.02.020 and P04.02.020 and University Regulation R04.02.020).7. Disruptive or Obstructive Actions:
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. Failure to Comply with University Directives:

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.

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, sexual, psychological, digital 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, physical, sexual or digital 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. Gender-based or Sexual Misconduct:
Sexual Misconduct Terminology:

a. **Consent**: Consent is clear, knowing and voluntary, and can be withdrawn at any time. Consent is active, not passive and cannot be given while an individual is incapacitated. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent cannot be given by individuals who are not of age to give legal consent. Silence, or an absence of resistance, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

b. **Incapacitation**: Incapacitation is when individuals are in a state or condition in which they are unable to make sound decisions. This can be due to sleep, age, unconsciousness, alcohol, drug use or mental and/or other disability. For example, someone who is not of legal age or ability or someone who is unable to articulate what, how, when, where, and/or with whom they desire a sexual act to take place is incapacitated.

c. **Force**: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce unwilling consent. Force invalidates consent.

d. **Coercion**: Coercion is unreasonable pressure for any sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion invalidates consent.

e. **Sexual Contact**: Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch themselves with or on any of these body parts; or any other intentional bodily contact of a sexual nature.

f. **Sexual Intercourse**: Sexual intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Examples of unacceptable behavior include, but are not limited to:

a. sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
   i. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
   ii. submission to or rejection of such conduct by an individual is used as the basis for retaliation, or for other employment or academic decisions affecting that individual; or
   iii. such conduct has the purpose or necessary effect of unreasonably interfering with an individual's work or creating a hostile, intimidating, or offensive working, living or learning environment; and (a) such conduct is known by the offender to be unwelcome, harmful or offensive; or (b) a person of average sensibilities would clearly understand the behavior or conduct is unwelcome, harmful, or offensive;

b. non-consensual sexual contact, defined as any intentional sexual touching, however slight, with any object, by one person upon another person, that is without consent;
c. non-consensual sexual intercourse, defined as any sexual intercourse however slight, with any object, by one person upon another person, that is without consent and/or by force;

d. sexual exploitation, defined as occurring when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited (and that behavior does not otherwise constitute one of the other gender-based or sexual misconduct offenses), including but not limited to:

   i. invasion of sexual privacy, such as prostituting another person, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as secretly letting others watch consensual sex), engaging in voyeurism;
   
   ii. knowingly transmitting an STI or HIV to another student;
   
   iii. exposing one’s genitals for the purposes of sexual gratification;
   
   iv. inducing another to expose their genitals; or
   
   v. sexually-based stalking and/or bullying;

e. other misconduct offenses, such as threats, intimidation, bullying, cyber-bullying, stalking, discrimination, or relationship violence, when the offenses are sex- or gender-based.

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
   f. classroom rules.

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

Submitting a Student Code of Conduct 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.

Summary of How Complaints Are Reviewed

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. This 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 Student Code of Conduct, students may be assigned educational sanctions. Students are provided the opportunity to appeal cases where they are found responsible.

Student Conduct Review Procedures

Definition 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 complainant is an individual bringing forth information that another individual or group of individuals may have violated the Student Code of Conduct. An alleged victim 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. The alleged victim may or may not also be the complainant. 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 of 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 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 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.

Student 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 Students in Student Conduct Proceedings**

Students have the right to due process in conduct proceedings. This regulation articulate 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 Injured Parties during the Student Conduct Process

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

An alleged victim of personal injury or sexual assault 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.

Alleged victims of gender-based or sexual misconduct will be provided an equal opportunity to participate in the student conduct process. Alleged victims have the right to:

a. receive written notice of the opportunity to schedule an administrative review separate from the administrative review held for the respondent. The notice of opportunity to schedule their respective administrative reviews will be sent simultaneously to the alleged victim(s) and respondents. Written notice will include:
   i. the allegations of misconduct and the provisions of the Code which allegedly have been violated;
   ii. 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; and
   iii. whether a major or minor sanction is likely to be imposed should the allegations be substantiated by a preponderance of the evidence;

b. have an advocate for assistance during the proceedings;

c. participate in the student conduct process, including the right to participate in the administrative review and other meetings, present relevant witnesses and other evidence;

d. receive written notice of findings and conclusions simultaneous with notice to the respondent;

e. appeal the outcome of cases that could result in the imposition of minor sanctions;

f. comment upon the findings, conclusions, and recommendations of cases that could result in the imposition of major sanctions; and

g. receive written notice of the final University decision simultaneous with notice to the respondent.

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.

Alleged violations involving gender-based or sexual misconduct will initially be forwarded to the appropriate compliance office to conduct a preliminary investigation.

The student conduct administrator will send the student written notification:

a. of the allegations of misconduct and the provisions 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 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 and Procedures for Administrative Reviews and Judicial Board Hearings**

The University conduct system is an administrative process and 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, video-conference, 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 judicial officer 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 also 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 make the student subject 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.

**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, subject to appeal by the victim in the case of gender based or sexual misconduct.

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, and, in the case of gender based or sexual misconduct, of the victim's 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. in the case of gender based or sexual misconduct, send the victim notice of the right to provide comment to the MAU senior student services professional; and
   iii. 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, and in the case of gender based or sexual misconduct, the victim may appeal a decision to dismiss the allegation or impose a minor sanction, to the MAU senior student services professional or designee.

**Appeals may be made on the basis that:**

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 the 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 review;

e. authorize a new administrative review; or

f. take such other action as the senior student services officer 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, the respondent, and in the case of gender based or sexual misconduct, the victim 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 of the findings, conclusions, and recommendation are set 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 recommended 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 senior student services professional or designee deems appropriate.

If the MAU senior student services professional has recommended a major sanction, or in the case of gender based or sexual misconduct, if the victim appeals 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 chancellor will review the record and, barring extenuating circumstances, render a decision within seven days or 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 possibility 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 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 provisions 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 the 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 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.
**Academic Calendar**

### Fall 2015

**August 9, 2015**  
Fall Faculty Contracts Begin

**August 24, 2015**  
Instruction Begins

**September 7-8, 2015**  
Labor Day Holiday - No Class Days

**September 14, 2015**  
Payment Deadline

**September 15, 2015**  
Late fee assessed $125.00

**November 1, 2015**  
Payment Deadline

**November 2, 2015**  
Late fee assessed $175.00

**November 9, 2015**  
Spring Registration Open

**November 25, 2015**  
No class day

**November 26-27, 2015**  
Thanksgiving Holiday - No Class Days

**December 7-12, 2015**  
Fall Semester Finals

**December 13, 2015**  
Fall Commencement

**December 16, 2015**  
Grades Due

**December 24-25, 2015**  
Christmas Holidays - No Class Days

**December 28-30, 2015**  
Winter Break - University Closure

**December 31, 2015 & January 1, 2016**  
New Years' Holiday - No Class Days

### Spring 2016

**January 11, 2016**  
Instruction Begins

**January 18, 2016**  
Alaska Civil Rights Day & Martin Luther King, Jr. Day - No Class Day

**January 22, 2016**  
Add/Drop Deadline & Credit-to-Audit Deadline

**February 1, 2016**  
Payment Deadline

**February 2, 2016**  
Late Fee Assessment $125.00

**March 14-18, 2016**  
Spring Break Week - No Class Days

**March 18, 2016**  
Employee Spring Break Holiday

**March 21, 2016**  
Payment Deadline

**March 22, 2016**  
Late Fee Assessment $175.00

**April 25, 2016**  
Last Day of Classes

**April 26-30, 2016**  
Spring Finals

**April 30, 2016**  
Commencement

**May 4, 2016**  
Grades Due
Summer 2016

May 8, 2016
Faculty Contracts begin

May 16, 2016
Summer Session Instruction Begins
10-Week Session Begins
1st 5-Week Session Begins

May 30, 2016
Memorial Day Holiday
No Class Day for 10-Week and 1st 5-Week Sessions

June 20, 2016
1st 5-Week Session Ends

June 22, 2016
2nd 5-Week Session Begins

June 23, 2016
Grades Due for 1st 5-Week Session

July 1, 4 & 5, 2016
No Class Days for 10 Week Session

July 4 & 5, 2016
No Class Days for 2nd 5-Week Session

July 30, 2016
Summer Session Instruction Ends
10-Week Session Ends
2nd 5-Week Session Ends

August 3, 2016
Grades Due for 10-Week Session and 2nd 5-Week Session

August 6, 2016
Faculty Contracts End
Academic Programs

CERTIFICATES AND OCCUPATIONAL ENDORSEMENTS

PWSC/UAA offers two types of certificates at the undergraduate level:

- Undergraduate certificates of 30 credits or more offer focused instruction in a concentrated area. They include an equivalent of at least 6 credits of related instruction at the collegiate level in communications, computation and human relations. These certificates provide knowledge and skill development in broad enough areas to prepare students for entry into a variety of career fields.
- Occupational endorsements are certificates requiring 29 or fewer credits to complete. These certificates provide the specialized knowledge and skills needed in specific employment sectors.

Both of these certificate types are noted on transcripts. Coursework used to complete each type may also apply to associate’s degrees that the student may pursue.

ASSOCIATE DEGREES

PWSC/UAA offers two types of associate degrees, both of which require the completion of 60 credits or more:

- The Associate of Arts (AA) degree combines broad studies in the general education areas of written communication, oral communication, humanities, mathematics, natural sciences, and social sciences, with elective coursework selected by the student. The degree provides broad exposure to systems of thought and inquiry, allows exploration of a variety of disciplines and learning experiences, and provides a solid foundation for further study at the baccalaureate level. Students with interests in a specific baccalaureate program should work with an advisor to determine their best course selections.
- Associate of Applied Science (AAS) degrees provide applied or specialized studies that are used to satisfy a student’s specific educational needs. Many AAS programs prepare students for work in a particular field of employment, while some are designed to provide a foundation for a specific related baccalaureate degree. Students in AAS degree programs build knowledge and skills needed to carry out specific tasks while they develop abilities in the essential elements of communications, computation, and human relations.

Double Majors for Programs

Students must apply and be accepted into each major program. Students may request a double major at the time of initial admission to PWSC/UAA or add a major at a later date through the Change of Major degree process. Forms are available from Student Affairs or from the PWSC website. Students must satisfy the General University Requirements, the General Course Requirements, and both sets of major requirements. Students must satisfy the catalog requirements in effect at the time of acceptance into the major(s), or the catalog requirements in effect at the time of graduation.

A double major is not applicable to the Associate of Arts degree.
TEACH-OUT

If a program gets slated for deletion the suspension of that program will happen shortly after official notification. Students currently enrolled in these programs will be allowed to finish their course of study before the program is phased out completely. Typically, it takes two to five years to teach out a program before deletion. Academic policy requires BOR approval for degree program eliminations.

TRANSFER STUDENTS

Students who have received a baccalaureate degree from another regionally accredited college or university and who want to obtain an associate’s degree from PWSC/UAA must:

1. Meet program admission requirements;
2. Complete the General University Requirements but not the General Education or General Course Requirements; and,
3. Complete the Major Program Requirements.

General University Requirement List

TIER 1: BASIC COLLEGE-LEVEL SKILLS

1. Oral Communication Skills (3 credits)

Oral communication skills courses increase the abilities of students to interact appropriately and effectively in a variety of contexts, including interpersonal, small group, and public speaking settings. In these courses, students develop both their message creation and message interpretation skills in order to be more successful communicators. In doing so, students develop an awareness of the role communication in a variety of human relationships. Students develop and implement effective and appropriate communication skills, including the ability to develop, organize, present, and critically evaluate messages; analyze audiences; and adapt to a variety of in-person communication settings.

Courses completed at PWSC/UAA must be selected from the following Oral Communication courses:

COMM V111  Fundamentals of Oral Communication
COMM V237  Interpersonal Communication

2. Quantitative Skills (3 credits)

Quantitative skills courses increase the mathematical abilities of students in order to make them more adept and competent producers and wiser consumers of the mathematical, statistical and computational analyses which will dominate 21st century decision making. In these courses, all baccalaureate students develop their algebraic, analytic and numeric skills, use them to solve applied problems, and correctly explain their mathematical reasoning.

Courses completed at PWSC/UAA must be selected from the following Quantitative Skills courses:

MATH V105  Intermediate Algebra
3. Written Communication Skills (6 credits)

Written communication courses emphasize that writing is a recursive and frequently collaborative process of invention, drafting, and revising as well as a primary element of active learning in literate cultures. Students practice methods for establishing credibility, reasoning critically, and appealing to the emotions and values of their audience. They write for a variety of purposes and audiences by employing methods of rhetorical and cultural analysis. They develop the tools to read, think, and write analytically about print and non-print texts and to generate texts that engage their own perceptions while synthesizing the ideas of texts and scholars. Students demonstrate their ability to communicate effectively by selecting form and content that fits the situation; adhering to genre conventions; adapting their voice, tone, and level of formality to that situation; and controlling stylistic features such as sentence variety, syntax, grammar, usage, punctuation, and spelling.

Courses completed at PWSC/UAA must be selected from the following Written Communication courses:

- ENGL V111  Methods of Written Communication
- ENGL V211  Academic Writing About Literature
- ENGL V212  Technical Writing
- ENGL V213  Writing in the Social & Natural Sciences

TIER 2: DISCIPLINARY AREAS

4. Fine Arts (3 credits)

The fine arts (visual and performing arts) focus on the historical, aesthetic, critical, and creative approaches to understanding the context and production of art as academic and creative disciplines as opposed to those that emphasize acquisition of skills. Students who complete the fine arts requirement should be able to identify and describe works of art by reference to media employed, historical context and style, and structural principles of design and composition. They should be able to interpret the meaning or intent of works of art and assess their
stylistic and cultural importance by reference to their historical significance, their relationship to earlier works and artists and their overall impact of subsequent artistic work.

Courses completed at PWSC/UAA must be selected from the following Fine Arts courses:

ART V160  Art Appreciation
MUS V121  Music Appreciation
THR V111  Introduction to the Theatre

5. Humanities (6 credits)
(Outside the major)

The humanities examine the characteristic of reality, the purpose of human existence, the properties of knowledge, and the qualities of sound reasoning, eloquent communication, and creative expression. They study the problems of right conduct in personal, social, and political life. They also consider the qualities of the divine, the sacred, and the mysterious. In these tasks the humanities reflect upon the world’s heritage of the arts, history, languages, literature, religion, and philosophy. Students who complete a content-oriented course in the humanities should be able to identify texts or objects, to place them in the historical context of the discipline, to articulate the central problems they address, and to provide reasoned assessments of their significance. Students who complete a skills-oriented humanities course in logic should be able to identify the premises and conclusions of brief written arguments, to evaluate their soundness or cogency, and to recognize common fallacies. They should also be able to use a formal technique to determine the validity of simple deductive arguments and to evaluate the adequacy of evidence according to appropriate inductive standards. Students who complete a skill-oriented humanities course in a language should demonstrate proficiency in listening, speaking and writing.

Courses completed at PWSC/UAA must be selected from the following Humanities courses:

ASL V101  Elementary American Sign Language I

ASL V102  Elementary American Sign Language II
ENGL V121  Introduction to Literature
ENGL V201  Masterpieces of World Literature I
ENGL V202  Masterpieces of World Literature I
FREN V101  Elementary French I
FREN V102  Elementary French II
HIST V101  Western Civilization I
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HIST V102</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>HIST V131</td>
<td>History of United States I</td>
</tr>
<tr>
<td>HIST V132</td>
<td>History of United States II</td>
</tr>
<tr>
<td>HUM V211</td>
<td>Introduction to Humanities I</td>
</tr>
<tr>
<td>HUM V212</td>
<td>Introduction to Humanities II</td>
</tr>
<tr>
<td>PHIL V101</td>
<td>Introduction to Logic</td>
</tr>
<tr>
<td>PHIL V201</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>SPAN V101</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>SPAN V102</td>
<td>Elementary Spanish II</td>
</tr>
</tbody>
</table>

6. **Natural Sciences (7 credits)**

(Must include a laboratory course)

The natural sciences focus on gaining an understanding of the matter, events and processes that form and sustain our universe. Methods of scientific inquiry are diverse, but all aim to formulate general principles that explain observations and predict future events or behaviors within their disciplines.

Laboratory courses illustrate how scientists develop, test, and challenge scientific theories, providing an appreciation for the process and problems involved in the advancement of scientific knowledge.

Students completing their natural sciences requirement will be able to apply the scientific method by formulating or problems, proposing hypothetical answers or solutions, testing those hypotheses, and reaching supportable conclusions. They will also demonstrate an understanding of the fundamentals of one or more scientific disciplines, a knowledge of the discoveries and advances made within that discipline and the impact of scientific information in sculpting thought and in providing the foundations for the technology in use at various times in history. Students completing the laboratory class will demonstrate the ability to work with the tools and in the settings encountered by professionals in the discipline, will critically observe materials, events or processes, and will accurately record and analyze their observations.

Courses completed at PWSC/UAA must be selected from the following Natural Sciences courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ASTR V103/L</td>
<td>Solar System Astronomy</td>
</tr>
<tr>
<td>BIOL V103/L</td>
<td>Introductory Biology</td>
</tr>
<tr>
<td>BIOL V111</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIOL V112</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>BIOL V178/L</td>
<td>Fundamentals of Oceanography</td>
</tr>
<tr>
<td>CHEM V103/L</td>
<td>Survey of Chemistry</td>
</tr>
</tbody>
</table>
CHEM V104/L Introduction to Organic Chemistry and Biochemistry
CHEM V105/L General Chemistry I
CHEM V106/L General Chemistry II
ENVI V202 Environmental Science: Systems and Processes
GEOG V111 Earth Systems: Elements of Physical Geography
GEOL V111 Physical Geology

*Equivalent courses are treated as repeats. Only the credits and chronologically last grade earned are applied toward graduation requirements, prerequisite fulfillment and cumulative PWSC GPA calculation. Only the most recent course taken is used to fulfill university requirements including the General Education Requirement.

7. Social Sciences (6 credits)

(outside the major; from two different disciplines)

The social sciences constitute the various fields of study concerned with society, social interaction and human behavior. Each of the specific disciplines in the social sciences is a historically recognized area of inquiry with a scientifically grounded methodology, yet they all share the goal of understanding society, its institutions, and its people and their behavior.

Therefore, each of the social science courses under the rubric of General Education Requirements (GERs), share common learning outcomes. Upon successful completion of a social science GER course, the student will be able to:

- Describe the discipline she or he has studied and discuss the key principles or themes that unify it.
- Describe and contrast key scientific theories and theoretical approaches in a discipline and the ways in which these theories structure social scientists’ thinking and research.
- Demonstrate the ability to think critically about how society works and how our social realities are created by diverse social processes and cultural practices.
- Describe the wide range of social science data and the importance of using empiricism, both qualitative and quantitative, in making claims about the social world and in setting evidence-based social policy.
- Explain and use basic social science methods and summarize the assumptions behind and the limitations of inductive or deductive approaches that might include the formulation of research questions and hypotheses; data collection and analysis; and testing, verifying and rejecting hypotheses.

Courses completed at PWSC/UAA must be selected from the following Social Sciences courses:

ANTH V101 Introduction to Anthropology
ANTH V200 Natives of Alaska
ANTH V202 Cultural Anthropology
BA V151 Introduction to Business
CEL V292  Introduction to Civic Engagement
ECON V201  Principles of Macroeconomics
ECON V202  Principles of Microeconomics
HUMS V106  Introduction to Social Welfare
JUST V110  Introduction to Justice
LSSS V111  Cultural Foundations of Human Behavior
PS V101  Introduction to American Government
PS V102  Introduction to Political Science
PSY V111  General Psychology
PSY V150  Lifespan Development
SOC V101  Introduction to Sociology
SOC V201  Social Problems and Solutions
WS V200  Introduction to Women’s and Gender Studies

Degree Options
Occupational Endorsements

Millwright:

The five course sequence of Millwright training curriculum regulated by NCCER will make up the OEC in Millwright, with the addition of the 1.5 credit 24-Hour HAZWOPER course and 3-credit-internship – for a total of 27.5 credits. The course are as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC V101:</td>
<td>24 Hour Hazwoper</td>
<td>1.5 CR</td>
</tr>
<tr>
<td>ITEC V111:</td>
<td>Millwright Level I</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V112:</td>
<td>Millwright Level II</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V211:</td>
<td>Millwright Level III</td>
<td>5 CR</td>
</tr>
<tr>
<td>ITEC V212:</td>
<td>Millwright Level IV</td>
<td>5 CR</td>
</tr>
<tr>
<td>ITEC V213:</td>
<td>Millwright Level V</td>
<td>5 CR</td>
</tr>
<tr>
<td>ITEC V295D:</td>
<td>Millwright Internship</td>
<td>3 CR</td>
</tr>
</tbody>
</table>
Direct Service Specialist:

This Direct Service Specialist provides students with experience and knowledge in crisis intervention, community-based supports, information and recovery from mental illness, traumatic injuries, and other disabilities. Direct Service Specialists typically provide direct care to individual clients in their homes, depending on their individual needs.

A cooperative agreement between PWSCC and the Center for Human Development at the University of Alaska Anchorage supports delivery of this program. The program uses a combination of distance delivery technologies to make courses available to students throughout Alaska. Not all elective courses will be available in all locations. Students are strongly encouraged to seek assistance from an Academic Advisor at PWSCC when selecting courses and planning their course of study. The course are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS V109</td>
<td>Intro to Long-Term Care &amp; Community-Based Support</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V110</td>
<td>Techn. for Supporting Act. in Daily Living &amp; Social Skills</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V202</td>
<td>Prevention of Abuse &amp; Neglect of Vulnerable Adults</td>
<td>1 CR</td>
</tr>
<tr>
<td>HUMS V231</td>
<td>Managing Behaviors</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V253</td>
<td>Positive Behavior Support</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V260</td>
<td>Ethical &amp; Legal Issues in Disability Services</td>
<td>2 CR</td>
</tr>
</tbody>
</table>

Select 5 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS V107</td>
<td>Introduction to Dementia</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V108</td>
<td>Introduction to Geriatrics</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V113</td>
<td>Partnering with Peers: Mentoring &amp; Recovery</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V119</td>
<td>Care in Home &amp; Community Based Services</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V120</td>
<td>Instructional Techniques</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V135</td>
<td>Introduction to Mental Illness</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V137</td>
<td>Autism Fundamentals</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V158</td>
<td>Working w/People Experiencing Mental Illness</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V182</td>
<td>Community Services for People with Disabilities</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V208</td>
<td>Mentorship in Long-Term Care</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V235</td>
<td>Recovery &amp; Rehabilitation in Mental Illness</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V236</td>
<td>Intro to Traumatic Brian Injury</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V252</td>
<td>Employment Support Services</td>
<td>2 CR</td>
</tr>
<tr>
<td>DSL V183</td>
<td>Disability: Contextual &amp; Empowering Perspectives</td>
<td>1 CR</td>
</tr>
<tr>
<td>DSL V184</td>
<td>Changing Workplace Culture in Long-Term Care</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

Office Foundation

This certificate provides foundational skills required for entry into the administrative office professional field. The course are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS V101A</td>
<td>Keyboarding I: A</td>
<td>1 CR</td>
</tr>
<tr>
<td>CIOS V113</td>
<td>Operating Systems: MS Windows</td>
<td>1 CR</td>
</tr>
<tr>
<td>CIOS V130A</td>
<td>Word Processing I: MS Word</td>
<td>1 CR</td>
</tr>
<tr>
<td>CIOS V135A</td>
<td>Spreadsheets I: MS Excel</td>
<td>1 CR</td>
</tr>
<tr>
<td>CIOS V146</td>
<td>Internet Concepts &amp; Applications</td>
<td>2 CR</td>
</tr>
<tr>
<td>CIOS V161A</td>
<td>Proofreading</td>
<td>3 CR</td>
</tr>
<tr>
<td>CNT V165A</td>
<td>Customer Service Fundamentals</td>
<td>1 CR</td>
</tr>
</tbody>
</table>
Office Support

This certificate builds on the Office Foundations OEC with additional skills an administrative assistant would typically use in an office setting. The course are as follows:

Complete the 9 credits in the **OFFICE FOUNDATION** degree and the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS V101B</td>
<td>Keyboarding I: B</td>
<td>1 CR</td>
</tr>
<tr>
<td>CIOS V101C</td>
<td>Keyboarding I: C</td>
<td>1 CR</td>
</tr>
<tr>
<td>CIOS V115</td>
<td>10-Key for Business Calculations</td>
<td>2 CR</td>
</tr>
<tr>
<td>CIOS V125A</td>
<td>Electronic Comm. I: MS Outlook</td>
<td>1 CR</td>
</tr>
<tr>
<td>CIOS V140A</td>
<td>Databases I: MS Access</td>
<td>1 CR</td>
</tr>
<tr>
<td>CIOS V150A</td>
<td>Presentations: MS PowerPoint</td>
<td>2 CR</td>
</tr>
<tr>
<td>CIOS V164</td>
<td>Filing</td>
<td>1 CR</td>
</tr>
<tr>
<td>CIOS V165</td>
<td>Office Procedures</td>
<td>3 CR</td>
</tr>
<tr>
<td>CIOS V259</td>
<td>Preparing Electronic Documents</td>
<td>1 CR</td>
</tr>
</tbody>
</table>

Certificates

Certificates are college-level programs designed to give career skills in a specific area. Programs vary in length and in course requirements and are offered to enhance the employment opportunities of persons who seek specialized training. Certificate programs are official catalog offerings of the college and are recorded on the college transcript. Please see the following certificates offered at PWSC below. The course are as follows:

**Industrial Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL V108</td>
<td>(or Higher) Introduction to College Writing</td>
<td>3 CR</td>
</tr>
<tr>
<td>MATH V101</td>
<td>(or Higher) Technical Math</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

*Students must complete ENGL 108 or higher, as well as MATH 101 or higher. Students who place into MATH 105 or higher, or ENGL 111 or higher will have this requirement waived, though they will need to take 6 additional credits of electives to meet the minimum program requirement of 30 credits total.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY V153</td>
<td>Human Relations</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

**SELECT ONE OF THE EMPHASIS BELOW:**

**Oil Spill Response Emphasis**

*Select ONE from the following:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC V101</td>
<td>Hazwoper 24 Hour</td>
<td>1.5 CR</td>
</tr>
<tr>
<td>ITEC V103</td>
<td>Hazwoper 40 Hour</td>
<td>2 CR</td>
</tr>
</tbody>
</table>

*Select ONE from the following:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC V165</td>
<td>Industrial Hygiene</td>
<td>5 CR</td>
</tr>
<tr>
<td>ITEC V166</td>
<td>Intro to Environmental Technology</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

**Complete the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC V172</td>
<td>Intro to Oil Spill Prevention</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V231</td>
<td>Spill Response Operations</td>
<td>4 CR</td>
</tr>
</tbody>
</table>
Complete one of the Approved Natural Science

- ASTR V103/L Introduction to Astronomy
- BIOL V103/L Introduction to Biology
- BIOL V111/L Human Anatomy & Physiology I
- BIOL V112/L Human Anatomy & Physiology II
- CHEM V103/L Survey of Chemistry
- PHYS V103/L Basic Physics I
- GEOL V111/L Physical Geology
- MATH V107/V151 College Algebra/College Algebra for Calculus
- MATH V108/V152 Trigonometry
- MATH V200/V252 Calculus I
- STAT V252 Elementary Statistics

Complete **2-4.5 Credits** in electives

Electives may be selected from courses meeting the AAS Degree in Industrial Technology, Oil Spill Response emphasis

**Safety Management Emphasis**

*Select ONE from the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC V101</td>
<td>Hazwoper 24 Hour</td>
<td>1.5 CR</td>
</tr>
<tr>
<td>ITEC V103</td>
<td>Hazwoper 40 Hour</td>
<td>2 CR</td>
</tr>
</tbody>
</table>

*Complete the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC V105</td>
<td>Properties of Hazardous Materials</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V123</td>
<td>Safety Laws and Standards</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V165</td>
<td>Industrial Hygiene</td>
<td>5 CR</td>
</tr>
</tbody>
</table>

Complete one of the Approved Natural Science

- ASTR V103/L Introduction to Astronomy
- BIOL V103/L Introduction to Biology
- BIOL V111/L Human Anatomy & Physiology I
- BIOL V112/L Human Anatomy & Physiology II
- CHEM V103/L Survey of Chemistry
- PHYS V103/L Basic Physics I
- GEOL V111/L Physical Geology
- MATH V107/V151 College Algebra/College Algebra for Calculus
- MATH V108/V152 Trigonometry
- MATH V200/V252 Calculus I
- STAT V252 Elementary Statistics

Complete **3-3.5 Credits** in electives

Electives may be selected from courses meeting the AAS Degree in Industrial Technology, Safety Management emphasis
Associates

Associate of Arts and Associate of Applied Science degrees. The AA requires a greater number of general requirements from the areas of social science, natural science, humanities, and mathematics. The AAS requires more course work in the area of specialty for the particular program and is an occupation-oriented degree. The course are as follows for the Associates of Arts:

Associates of Arts:

**Writing Communication Requirements:**
ENGL V111 Methods of Written Communication 3 CR

*Select ONE from the following:*
- COMM V111 Fundamentals of Oral Communication 3 CR
- COMM V237 Interpersonal Communication 3 CR

*Select ONE from the following:*
- ENGL V211 Intermediate Exposition w/Reading Lit. 3 CR
- ENGL V212 Technical Writing 3 CR
- ENGL V213 Writing in Academic Disciplines 3 CR
- CIOS V260 Business Communications 3 CR

**Fine Arts Requirements:**
*Select ONE from the following:*
- THR V111 Introduction to Theatre 3 CR
- ART V160 Art Appreciation 3 CR
- MUS V121 Music Appreciation 3 CR

*Complete the following:*
- GUID V150 Creating Success in College 3 CR

*Complete 3 courses of the Approved Humanities equal to 9 to 12 credits: (See General University Requirement List for a complete listing)*

*Complete 3 courses of the Approved Social Science equal to 9 to 12 credits: (See General University Requirement List for a complete listing)*

*Complete 3 courses of the Approved Natural Sciences equal to 9 to 12 credits: (See General University Requirement List for a complete listing)*
  - Students must complete at least:
    1. Natural Science with a Lab is required and
    1. Mathematics Course: (Math 105 or above is required for AA and AAS degrees; MATH 107 or above is recommended for transfer to a BA/BS program.)

**Electives:**

Complete **18 Credits** of electives. Electives include courses from any department at the 100 level or higher.
Associates of Applied Science: Disability Services

Writing Communication Requirements:
Complete the following:
   ENGL V111   Methods of Written Communication   3 CR

Select ONE from the following:
   COMM V111   Fundamentals of Oral Communication   3 CR
   COMM V237   Interpersonal Communication   3 CR

Select ONE from the following:
   ENGL V211   Intermediate Exposition w/Reading Lit.   3 CR
   ENGL V212   Technical Writing   3 CR
   ENGL V213   Writing in Academic Disciplines   3 CR
   CIOS V260   Business Communications   3 CR

Quantitative Skills Requirements:
Complete the following:
   MATH V105 (or Higher)   Intermediate Algebra   3 CR

Select ONE from the following:
   PSY V153   Human Relations   3 CR
   HUMS V223   Intro to Paraprofessional Counseling I   3 CR

Complete 3 credits of the Approved Humanities, Social Science, Natural Science or Quantitative Skills: (See General University Requirement List for a complete listing)

Major Education Requirements:
Complete the following:
   HUMS V109   Introduction to Long-Term Care   2 CR
   HUMS V120   Instructional Techniques   2 CR
   HUMS V205   Introduction to Human Exceptionality   3 CR
   HUMS V231   Managing Behaviors   3 CR
   HUMS V260   Ethical & Legal Issues in Disability Services   2 CR
   HUMS V295A   Human Services Practicum I   3 CR
   PSY V150   Lifespan Development   3 CR

Select ONE from the following:
   ANTH V200   Natives of Alaska   3 CR
   ANTH V202   Cultural Anthropology   3 CR

Community Support Emphasis
Complete the following:
   HUMS V135   Introduction to Metal Illness   2 CR
   HUMS V251   Support Roles in Community Environments   3 CR
   HUMS V252   Employment Support Services   2 CR
   HUMS V253   Positive Behavioral Supports   2 CR

Select 5 Credit from the following:
   HUMS V101   Introduction to Human Services   3 CR
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS V108</td>
<td>Introduction to Geriatrics</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V110</td>
<td>Techniques for Supporting Activities</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V137</td>
<td>Autism Fundamentals</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V215</td>
<td>Intro to the Special Educational System</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V232</td>
<td>Applied Behavior Analysis II</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V235</td>
<td>Recovery &amp; Rehabilitation Mental Illness</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V236</td>
<td>Introduction to Traumatic Brain Injury</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V280</td>
<td>Special Topics in Human Services</td>
<td>1 - 3 CR</td>
</tr>
<tr>
<td>ASL V121</td>
<td>American Sign Language I</td>
<td>3 CR</td>
</tr>
<tr>
<td>COMM V212</td>
<td>Introduction to Speech Pathology</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

Complete 4 Credits in general electives

For a list of all classes please contact your academic advisor.

**Educational Support Emphasis**

Complete the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS V215</td>
<td>Intro to the Special Education System</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V253</td>
<td>Positive Behavioral Supports</td>
<td>2 CR</td>
</tr>
</tbody>
</table>

Select 10 Credit from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS V135</td>
<td>Introduction to Mental Illness</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V137</td>
<td>Autism Fundamentals</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V232</td>
<td>Applied Behavior Analysis II</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V235</td>
<td>Recovery &amp; Rehabilitation Mental Illness</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V236</td>
<td>Introduction to Traumatic Brain Injury</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V251</td>
<td>Support Roles in Community Environments</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V252</td>
<td>Employment Support Services</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V280</td>
<td>Special Topics in Human Services</td>
<td>1 - 3 CR</td>
</tr>
<tr>
<td>ASL V121</td>
<td>American Sign Language I</td>
<td>3 CR</td>
</tr>
<tr>
<td>COMM V212</td>
<td>Introduction to Speech Pathology</td>
<td>3 CR</td>
</tr>
<tr>
<td>COMM V215</td>
<td>Voice and Diction</td>
<td>2 CR</td>
</tr>
<tr>
<td>COMM V251</td>
<td>Infants/Children with Comm. Disorders</td>
<td>2 CR</td>
</tr>
</tbody>
</table>

Complete 4 Credits in general electives

For a list of all classes please contact your academic advisor.

**Speech-Language Support Emphasis**

Complete the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM V212</td>
<td>Introduction to Speech Pathology</td>
<td>3 CR</td>
</tr>
<tr>
<td>COMM V215</td>
<td>Voice and Diction</td>
<td>2 CR</td>
</tr>
<tr>
<td>COMM V220</td>
<td>Community Disorders</td>
<td>2 CR</td>
</tr>
<tr>
<td>COMM V258</td>
<td>Therapy Techniques</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

Select 5 Credit from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM V251</td>
<td>Infants/Children with Comm. Disorders</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V135</td>
<td>Introduction to Mental Illness</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V137</td>
<td>Autism Fundamentals</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V215</td>
<td>Intro to the Special Educational System</td>
<td>2 CR</td>
</tr>
<tr>
<td>HUMS V232</td>
<td>Applied Behavior Analysis II</td>
<td>3 CR</td>
</tr>
<tr>
<td>HUMS V236</td>
<td>Introduction to Traumatic Brain Injury</td>
<td>3 CR</td>
</tr>
</tbody>
</table>
Complete 2 Credits in general electives

For a list of all classes please contact your academic advisor.

Associates of Applied Science:
Industrial Technology

Complete the following:
- ENGL V111 Methods of Written Communication 3 CR
- ENGL V212 Technical Writing 3 CR

Select ONE from the following:
- COMM V111 Fundamentals of Oral Communication 3 CR
- COMM V237 Interpersonal Communication 3 CR

Complete the following:
- MATH V101 (or Higher) Technical Math 3 CR

Students must complete ENGL 108 or higher, as well as MATH 101 or higher. Students who place into MATH 105 or higher, or ENGL 111 or higher will have this requirement waived, though they will need to take 6 additional credits of electives to meet the minimum program requirement of 30 credits total.

Complete the following:
- PSY V153 Human Relations 3 CR
- GUID V150 Creating Success in College 3 CR

Major Education Requirements:

Select ONE from the following:
- ITEC V101 Hazwoper 24 Hour 1.5 CR
- ITEC V103 Hazwoper 40 Hour 2 CR

Select ONE from the following:
- ITEC V165* Industrial Hygiene 5 CR
- ITEC V166 Introduction to Environmental Tech 3 CR

*Must select ITEC 165 for Safety Management Emphasis
ITEC students must complete one of three emphasis studies, which include Safety Management, Oil Spill Response, and Millwright. Because credit requirements vary with each emphasis, students may need to add additional advisor-approved elective credits to reach the minimum credit requirement of 62 credits for the degree.

Complete the following:
- ITEC V125 Confined Space Awareness .5 CR
- ITEC V183 Sustainable Construction Practices 3 CR
- ITEC V274 Intro to Regulations & Agency Practices 3 CR
Safety Management Emphasis:

Complete the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC V105</td>
<td>Properties of Hazardous Materials</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V123</td>
<td>Safety Laws and Standards</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V221</td>
<td>Safety Equipment &amp; Operations</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V225</td>
<td>Contingency Plans</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V231</td>
<td>Spill Response Operations</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V263</td>
<td>Incident Investigation</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V275</td>
<td>Effective Training Methods</td>
<td>2 CR</td>
</tr>
<tr>
<td>ITEC V295B</td>
<td>Safety Management Internship</td>
<td>4 CR</td>
</tr>
</tbody>
</table>

Select 6 Credit from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT V130</td>
<td>Emergency Medical Technician</td>
<td>6 CR</td>
</tr>
<tr>
<td>ITEC V166</td>
<td>Introduction to Environmental Technology</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V172</td>
<td>Introduction to Oil Spill Prevention</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V227</td>
<td>Process Safety Management</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V280A</td>
<td>Selected Topics: Oil Spill Response</td>
<td>1-3 CR</td>
</tr>
<tr>
<td>ITEC V280B</td>
<td>Selected Topics: Safety Management</td>
<td>1-3 CR</td>
</tr>
<tr>
<td>MT V135</td>
<td>Marine Safety &amp; Survival</td>
<td>1 CR</td>
</tr>
<tr>
<td>MT V136</td>
<td>Oil Tanker Operations</td>
<td>2 CR</td>
</tr>
<tr>
<td>MT V137</td>
<td>Pipeline Operations</td>
<td>2 CR</td>
</tr>
<tr>
<td>MT V282A</td>
<td>Marine Technology I</td>
<td>4 CR</td>
</tr>
<tr>
<td>MT V282B</td>
<td>Marine Technology II</td>
<td>4 CR</td>
</tr>
</tbody>
</table>

Approved Natural Science (See General University Requirement List for a complete listing)

Oil Spill Emphasis:

Complete the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM V103/L</td>
<td>Survey of Chemistry</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V172</td>
<td>Introduction to Oil Spill Prevention</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V225</td>
<td>Contingency Plans</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V231</td>
<td>Spill Response Operations</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V275</td>
<td>Effective Training Methods</td>
<td>2 CR</td>
</tr>
<tr>
<td>ITEC V295A</td>
<td>Oil Spill Response Internship</td>
<td>4 CR</td>
</tr>
</tbody>
</table>

Select ONE from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT V136</td>
<td>Oil Tanker Operations</td>
<td>2 CR</td>
</tr>
<tr>
<td>MT V137</td>
<td>Pipeline Operations</td>
<td>2 CR</td>
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</table>

Select 10 Credit from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC V105</td>
<td>Properties of Hazardous Materials</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V123</td>
<td>Safety Laws and Standards</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V132</td>
<td>Wildlife Capture and Recovery</td>
<td>1 CR</td>
</tr>
<tr>
<td>ITEC V133</td>
<td>Wildlife Hazing</td>
<td>.5 CR</td>
</tr>
<tr>
<td>ITEC V263</td>
<td>Incident Investigation</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V280A</td>
<td>Selected Topics: Oil Spill Response</td>
<td>1-3 CR</td>
</tr>
<tr>
<td>ITEC V280B</td>
<td>Selected Topics: Safety Management</td>
<td>1-3 CR</td>
</tr>
<tr>
<td>MT V135</td>
<td>Marine Safety &amp; Survival</td>
<td>1 CR</td>
</tr>
<tr>
<td>MT V282A</td>
<td>Marine Technology I</td>
<td>4 CR</td>
</tr>
<tr>
<td>MT V282B</td>
<td>Marine Technology II</td>
<td>4 CR</td>
</tr>
</tbody>
</table>

Approved Natural Science (See General University Requirement List for a complete listing)
Millwright Emphasis:

Complete the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC V111</td>
<td>Millwright Level I</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V112</td>
<td>Millwright Level II</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V211</td>
<td>Millwright Level III</td>
<td>5 CR</td>
</tr>
<tr>
<td>ITEC V212</td>
<td>Millwright Level IV</td>
<td>5 CR</td>
</tr>
<tr>
<td>ITEC V213</td>
<td>Millwright Level V</td>
<td>5 CR</td>
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<tr>
<td>ITEC V295D</td>
<td>Millwright Internship</td>
<td>4 CR</td>
</tr>
</tbody>
</table>

Select 6 Credit from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ITEC V105</td>
<td>Properties of Hazardous Materials</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V123</td>
<td>Safety Laws and Standards</td>
<td>4 CR</td>
</tr>
<tr>
<td>ITEC V221</td>
<td>Safety Equipment &amp; Operations</td>
<td>3 CR</td>
</tr>
<tr>
<td>ITEC V227</td>
<td>Process Safety Management</td>
<td>3 CR</td>
</tr>
<tr>
<td>MT V137</td>
<td>Pipeline Operations</td>
<td>2 CR</td>
</tr>
</tbody>
</table>

Approved Natural Science (See General University Requirement List for a complete listing)

Associates of Applied Science:
Outdoor Leadership

Complete the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL V111</td>
<td>Methods of Written Communication</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

Select ONE from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM V111</td>
<td>Fundamentals of Oral Communication</td>
<td>3 CR</td>
</tr>
<tr>
<td>COMM V237</td>
<td>Interpersonal Communication</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

Select ONE from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL V212</td>
<td>Technical Writing</td>
<td>3 CR</td>
</tr>
<tr>
<td>CIOS V260</td>
<td>Business Communications</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

Complete the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH V105 (or Higher)</td>
<td>Intermediate Algebra</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

Complete the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HS V161</td>
<td>Wilderness First Responder</td>
<td>4 CR</td>
</tr>
<tr>
<td>EMT V130</td>
<td>Emergency Medical Technician I</td>
<td>6 CR</td>
</tr>
<tr>
<td>ODS V168</td>
<td>Winter Camping Alaska</td>
<td>1 CR</td>
</tr>
<tr>
<td>ODS V169</td>
<td>4 Seasons Backpacking</td>
<td>1 CR</td>
</tr>
<tr>
<td>ODS V181</td>
<td>Intro Recreation &amp; Outdoor Leadership</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V183</td>
<td>Alaska Marine Survival</td>
<td>1 CR</td>
</tr>
<tr>
<td>ODS V250</td>
<td>Foundation of Search &amp; Rescue</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V264</td>
<td>Recreation Program Planning &amp; Evaluation</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V266</td>
<td>Intro to Safety &amp; Risk</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V275</td>
<td>Strategic Media Comm. For Outdoor Prof.</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V295</td>
<td>Outdoor Leadership Internship</td>
<td>1-3 CR</td>
</tr>
</tbody>
</table>
## Adventure Tourism Emphasis:

**Complete the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Financial Accounting</td>
<td>3 CR</td>
</tr>
<tr>
<td>BA V110</td>
<td>Tourism in Rural Alaska</td>
<td>3 CR</td>
</tr>
<tr>
<td>BA V166</td>
<td>Small Business Management</td>
<td>3 CR</td>
</tr>
<tr>
<td>BA V241</td>
<td>Business Law I</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V262</td>
<td>Foundation of Outdoor Recreation</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

**Complete 8 Credits in general electives**

For a list of all classes please contact your academic/faculty advisor.

## Adventure Filmmaking Emphasis:

**Complete the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLM V172</td>
<td>Pre-Visualization &amp; Preproduction</td>
<td>3 CR</td>
</tr>
<tr>
<td>FLM V280</td>
<td>Video Storytelling</td>
<td>3 CR</td>
</tr>
<tr>
<td>FLM V290</td>
<td>Digital Video Editing</td>
<td>3 CR</td>
</tr>
<tr>
<td>FLM V292</td>
<td>Documentary Filmmaking</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V167</td>
<td>Introduction to the Study of Adventure Film</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

**Select 8 Credits from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLM V298</td>
<td>Film Research</td>
<td>1-6 CR</td>
</tr>
<tr>
<td>ODS V293</td>
<td>Adventure Filmmaking Field Seminar</td>
<td>2 CR</td>
</tr>
<tr>
<td>ODS V298</td>
<td>Adventure Research &amp; Creative Activity</td>
<td>1-6 CR</td>
</tr>
</tbody>
</table>

**Note:** These are NOT the only elective options. For a list of all classes please contact your academic/faculty advisor.

## Expedition Specialist

### Professional Aquatic Leader Emphasis:

**Complete the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA V110</td>
<td>Tourism in Rural Alaska</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V112</td>
<td>Swiftwater Rescue</td>
<td>1 CR</td>
</tr>
<tr>
<td>ODS V152</td>
<td>Beginning River Rafting</td>
<td>1 CR</td>
</tr>
<tr>
<td>ODS V153</td>
<td>Beginning Sea Kayaking</td>
<td>1 CR</td>
</tr>
<tr>
<td>ODS V252</td>
<td>Intermediate Rafting</td>
<td>2 CR</td>
</tr>
<tr>
<td>ODS V253</td>
<td>Intermediate Sea Kayaking</td>
<td>2 CR</td>
</tr>
<tr>
<td>ODS V262</td>
<td>Foundations of Outdoor Recreation</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

**Complete 8 Credits in general electives**

For a list of all classes please contact your academic/faculty advisor.
**Professional Alpine Leader Emphasis:**

*Complete the following:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA V110</td>
<td>Tourism in Rural Alaska</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V118</td>
<td>Avalanche Theory I</td>
<td>2 CR</td>
</tr>
<tr>
<td>ODS V121</td>
<td>Backcountry Skiing</td>
<td>1 CR</td>
</tr>
<tr>
<td>ODS V163</td>
<td>Beginning Alpine Skiing</td>
<td>1 CR</td>
</tr>
<tr>
<td>ODS V218</td>
<td>Analyz. Snow Stability &amp; Avalanche Hazards</td>
<td>2 CR</td>
</tr>
<tr>
<td>ODS V259</td>
<td>American Mechanized Ski Guide Course</td>
<td>3 CR</td>
</tr>
<tr>
<td>ODS V262</td>
<td>Foundations of Outdoor Recreation</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

*Complete 8 Credits in general electives*

*For a list of all classes please contact your academic/faculty advisor.*
Course Descriptions

ACCOUNTING

ACCT 101 - Principles of Financial Accounting I
Contact Hours: 3 + 0
Prerequisites: MATH 055 with minimum grade of C or Higher
Special Note: ACCT 101 & ACCT 102 will satisfy the requirements for ACCT 201.

Introduces concepts and procedures for financial accounting with emphasis on the accounting cycle, recording, summarizing and interpreting accounting data through presentation of formal financial statements.

ACCT 102 - Principles of Financial Accounting II
Contact Hours: 3 + 0
Prerequisites: ACCT V101 with minimum grade of C


ACCT 120 - Bookkeeping For Business I
Contact Hours: 3 + 0

Basic concepts and procedures of practical bookkeeping. Fundamental principles and practices necessary to record and report financial data in a service and merchandising business. Business simulation and computerized systems are used to reinforce learning objectives.

ACCT 201 - Principles of Financial Accounting
Contact Hours: 3 + 0
Prerequisites: MATH 055 with minimum grade of C or Higher

Introduction to financial accounting concepts and principles. Emphasis on the accounting cycle, recording and summarizing accounting data through the presentation of and interpretation of date and formal financial statements. ACCT 101 and 102 will satisfy requirement for ACCT 201.

ACCT 202 - Principles of Managerial Accounting
Contact Hours: 3 + 0
Prerequisites: [(ACCT V101 with minimum grade of C or concurrent enrollment) and ACCT V102 with minimum grade of C] or ACCT V201 with minimum grade of C.

Studies the uses of accounting data internally by managers in directing the affairs of business and non-business activities. Planning and control techniques include budgeting, product costing, break-even analysis, and relevant costing decision analysis.

ANTHROPOLOGY

ANTH 101 - Introduction to Anthropology
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

Introduction to fundamentals of the four subfield of anthropology; biological anthropology, cultural anthropology archaeology, and anthropological linguistics.
ANTH 200 - Natives of Alaska
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

Introduction to culture and history of Alaska Natives. Includes environmental settings, linguistic subdivisions, traditional socio-cultural organization and subsistence patterns, and contact with non-native groups and contemporary issues.

ANTH 202 - Cultural Anthropology
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

Introduction to the methods, theories and fundamental concepts in the study of cultural systems. Includes social relationships, economic organization, political systems, symbols and beliefs. Serves as a foundation for more specialized courses in cultural Anthropology.

ART

ART 100 - Two-Dimensional Activities
Contact Hours: 1-3 + 2-6
Special Note: This course may be repeated for credit up to three times in different topic areas.

Art studio topics in two-dimensional activities give students an introductory level opportunity to various art activities which may include drawing, design, or painting.

ART 101 - Three - Dimensional Activities
Contact Hours: 1-3 + 2-6
Special Note: This course may be repeated for credit up to three times in different topic areas.

Art studio topics in three-dimensional activities give students an introductory level opportunity to various art activities which may include weaving, carving, and ceramics.

ART 105 - Beginning Drawing
Contact Hours: 0 + 3

This class is an introduction to drawing, which is ideal for those who have had little or no formal art training. Some of the subjects covered will be: basic classification of art, color theory, composition, proportion, movement, gesture drawing, figure drawing, stilllife, and landscape drawing. These subjects will be explored through pencil, charcoal, pastels, and possibly other mediums.

ART 160 - Art Appreciation
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

This course is designed to help the student develop an appreciation of all the visual arts. Course emphasis is on the theories, practice, materials and techniques of the visual arts.
ART 168 - Introduction to Alaska Native Art 3 Credits
Contact Hours: 3 + 6
This course is designed to introduce the student to the different Alaska Native groups and the artwork that is significant to the particular group. The student will experience the artwork of the Athabaskan, Eskimo, Yupik and Tlingit groups.

ART 205 - Intermediate Drawing 3 Credits
Contact Hours: 3 + 6
Prerequisites: ART 105
This class is a continuation of training in various drawing techniques. Emphasis will be placed on drawing from the figure, realistic rendering of shapes, shadows, highlights, and portraiture. Abstract and conceptual art will be covered and experimented with. Students will be expected to work more independently on subjects of their choosing.

ART 225 - Beginning Digital Photography 3 Credits
Contact Hours: 3 + 6
This course is designed to teach the student basic principles including digital camera functions, digital tools and technology for artistic expression in the creation of photographic images.

ART 290 - Selected Topics in Studio Art: 1 - 3 Credits
Contact Hours: 1-3 + 2-6
An in-depth study of a specialized theme of art to be determined by the student and approved by the instructor. Development of professional skills will be fostered with the exploration of the chosen topics through studio activities, preparation for a final exhibit, and development of a professional portfolio.

ASTRONOMY

ASTR 103 - Solar System Astronomy 4 Credits
Contact Hours: 3 + 3
Course Attributes: PWSC GU Nat Science w/ Lab
Introduction to solar system astronomy; emphasis on most recent results from space research. History of astronomy, instruments, planetary motion, physical properties of planets, satellites, comets, and solar system evolution. This class also includes an astronomy laboratory with experiences in basic observational methods and data analysis applicable to the study of the solar system.

BUSINESS

BA 110 - Development of Local Tourism 3 Credits
Contact Hours: 3 + 0
This is the Alaska that visitors come to see; the land, water, animals, and people of rural Alaska. This course will provide information about the Alaska visitor and the visitor industry. Local history, geography, geology, small business, land status, Native culture, and ecotourism will be included also starting and operating a small business, advertising, and marketing, hiring and training employees, and customer service. This is a great overview of all aspects of the visitor industry for those working in industry, thinking about starting a business or those who already have a business in existence.
**BA 151 - Introduction to Business**

Contact Hours: 3 + 0

Course Attributes: PWSC GUR Social Science Requirement

Understanding profit in business, issues of social responsibility and forms of business ownership will be stressed. Roles of management in specialized fields of human resources, finance, production and marketing. Students explore opportunities and requirements in several business positions as well as assess personal interests and capabilities.

**BA 166 - Small Business Management**

Contact Hours: 3 + 0

Survey of core areas of business administration with particular emphasis on organization and operation of small and middle-scale businesses. Business law, personal finance, manufacturing, marketing and finance are included at the introductory level.

**BA 231 - Fundamentals of Supervision**

Contact Hours: 3 + 0

For students with or without supervisory experience. Introduction to effective supervisor’s role. Emphasizes development of insights and skills necessary to get things done through others by planning, organizing, motivation, and controlling. Course gives the student practical experience in decision-making approach to condemnatory situations facing supervisors.

**BA 241 - Business Law I**

Contact Hours: 3 + 0

Introduces legal aspects of business activities. Emphasizes basic principles, institutions and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.

**BIOLOGY**

**BIOL 103 - Introductory Biology**

Contact Hours: 3 + 0

Course Attributes: PWSC GUR Nat Science w/ Lab

Prerequisites: MATH V055 or Equivalent placement score

Introductory Biology is a one-semester biology course for non-science majors. Students will study biological concepts relating to defining life, evolution, natural selection, population genetics, cell structure, DNA, biotechnology, biodiversity, behavior and plant structure and function. Four hours of credit will be earned upon successful completion of the course requirements.
BIOL 103L - Introduction to Biology – Lab 1 Credit
Contact Hours: 0 + 3
Course Attributes: PWSC GUR Nat Science w/ Lab
Co-requisite: BIOL 103

This laboratory accompanies BIOL 103 Introductory Biology, a one semester non-major science course. Laboratory experiments will reinforce lecture topics relating to the scientific method, evaluation, natural section, genetics, cell structure, DNA, biotechnology, biodiversity, behavior and plant structure and function. Class meets 3 hours per week, online, in a virtual platform.

BIOL 104 - Natural History of Alaska 3 Credits
Contact Hours: 3 + 0

Surveys important biological physical and geological features of Alaska and their changes over time. Includes study of major landforms, ecosystems, and life forms.

BIOL 104L - Natural History of Alaska Laboratory 1 Credit
Contact Hours: 0 + 3
Co-requisite: BIOL 104

This class is a field based course to support BIOL 104. Includes study of major landforms, ecosystems, and biota especially in the South-Central Bio-geological Region of Alaska. Possible field trips include a full day boat trip and 2 overnight at Wrangell-St. Elias National Park.

BIOL 105 - Fundamentals of Biology I 3 Credits
Contact Hours: 3 + 0
Prerequisites: (CHEM V105/L or concurrent enrollment)
Course Attributes: PWSC GUR Nat Science w/ Lab

Introduction to the basic principles of biology for the science major. Development of biology as science, simple biological chemistry, cell biology, energy transformation, cellular reproduction, genetics and evolution.

BIOL 105L - Fundamentals of Biology I Laboratory 1 Credit
Contact Hours: 0 + 3
Co-requisite: BIOL 105
Course Attributes: PWSC GUR Nat Science w/ Lab

This laboratory accompanies BIOL 105 Fundamentals of Biology I.

BIOL 106 - Fundamentals of Biology II 3 Credits
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Nat Science w/ Lab

Continuation of an introduction to the principles of biology for the science major: anatomy, physiology, environmental problems, behavior and ecology of plants and animals.
BIOL 106L - Fundamentals of Biology II Laboratory 1 Credit  
Contact Hours: 0 + 3  
Co-requisite: BIOL 106  
Course Attributes: PWSC GUR Nat Science w/ Lab  

This laboratory accompanies BIOL 106 Fundamentals of Biology II.

BIOL 111 - Human Anatomy & Physiology I 3 Credits  
Contact Hours: 3 + 0  
Prerequisites: MATH V055 or Equivalent placement score  
Course Attributes: PWSC GUR Nat Science w/ Lab  

Human Anatomy and Physiology is the first semester of a two semester sequence of courses. Students will study biological concepts relating to defining life, cell chemistry, cell and tissue structure, and human structure and function. The Integumentary, skeletal, muscular and nervous systems are considered.

BIOL 111L - Human Anatomy & Physiology I – Lab 1 Credit  
Contact Hours: 0 + 3  
Co-requisite: BIOL 111  
Prerequisites: MATH V055 or Equivalent placement score  
Course Attributes: PWSC GUR Nat Science w/ Lab  

Human Anatomy and Physiology lab is the first semester of a two semester sequence of courses. Students will study biological concepts relating to defining life, cell chemistry, cell and tissue structure, and human structure and function. Four hours of credit will be earned upon successful completion of both BIOL 111L and BIOL 111 requirements.

BIOL 112 - Human Anatomy & Physiology II 3 Credits  
Contact Hours: 3 + 0  
Prerequisites: BIOL 111/L  
Course Attributes: PWSC GUR Nat Science w/ Lab  

A continuation of BIOL 111, the circulatory, respiratory, digestive, excretory, reproductive, and immune systems are considered.

BIOL 112L - Human Anatomy & Physiology II – Lab 1 Credit  
Contact Hours: 0 + 3  
Co-requisite: BIOL 112  
Prerequisites: BIOL 111/L  
Course Attributes: PWSC GUR Nat Science w/ Lab  

Human Anatomy and Physiology II lab is a continuation of BIOL 111. The circulatory, respiratory, digestive, excretory, reproductive, and immune systems are considered. Four hours of credit will be earned upon successful completion of both BIOL 112L and BIOL 112 requirements.
BIOL 150 - Introduction to Marine Biology 3 Credits
Contact Hours: 3 + 0
Prerequisites: MATH V055 or Equivalent placement score

An introductory course in marine natural history with emphasis on intertidal, reef and estuarine organisms, including invertebrates, vertebrates, plants, planktonic, benthic and pelagic organisms.

BIOL 150L - Introduction to Marine Biology Laboratory 1 Credit
Contact Hours: 0 + 3
Co-requisite: BIOL 150

An introductory laboratory course in marine natural history with emphasis on intertidal, reef and estuarine organisms, including invertebrates, vertebrates, plants, planktonic, benthic and pelagic organisms.

BIOL 178 - Fundamentals of Oceanography 3 Credits
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Nat Science w/ Lab

This course introduces students to the principles of Oceanography. The course will expose students to the scientific study of the biology of oceanic life and the physical, chemical, and geological processes as they occur in the sea and oceans of the world. Discussion of ocean processes and how they affect the atmosphere will be a component of the course.

BIOL 178L - Fundamentals of Oceanography Lab 1 Credit
Contact Hours: 0 + 3
Co-requisite: BIOL 178
Course Attributes: PWSC GUR Nat Science w/ Lab

Lab portions of this course introduces students to the principles of Oceanography. The course will expose students to the scientific study of the biology of oceanic life and the physical, chemical, and geological processes as they occur in the sea and oceans of the world. Discussion of ocean processes and how they affect the atmosphere will be a component of the course.

BIOL 240 - Introduction to Microbiology for Health Science 3 Credits
Contact Hours: 3 + 0

General Introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology.

BIOL 240L - Introduction to Microbiology for Health Science Lab 1 Credit
Contact Hours: 0 + 3

Laboratory course for General Introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology.
CHEMISTRY

CHEM 103 - Survey of Chemistry  
Contact Hours: 3 + 0  
Prerequisites: MATH 105 or Equivalent placement score  
Course Attributes: PWSC GUR Nat Science w/ Lab

Survey of Chemistry topics including: matter, energy, units of measurement, the periodic table, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions involving acids, bases and buffers; and an introduction to organic chemistry with units on functional groups and the chemistry of alkanes, alkenes and alkynes.

CHEM 103L - Survey of Chemistry - Lab  
Contact Hours: 0 + 3  
Co-requisite: CHEM 103  
Course Attributes: PWSC GUR Nat Science w/ Lab

Introductory chemistry laboratory course with experiments designed to introduce students to the basics of laboratory equipment, data collection, data analysis, and reporting; and to illustrate, augment and apply concepts covered in CHEM 103.

COMPUTER INFORMATION & OFFICE SYSTEMS

CIOS 101A - Keyboarding I: A  
Contact Hours: 0 + 3

Introductory Keyboarding. Covers techniques and mechanics of learning to keyboard by touch.

CIOS 101B - Keyboarding I: B  
Contact Hours: 0 + 3

Introduces keyboarding of memos, personal and business letters, and envelopes in a word processing program and continues to develop keyboarding speed and accuracy.

CIOS 101C - Keyboarding I: C  
Contact Hours: 0 + 3

Introduces keyboarding of simple reports and tables in a word processing program and continues to develop keyboarding speed and accuracy.

CIOS 113 - Operating Systems: MS Windows  
Contact Hours: + 3

Introduction to the Windows environment. Includes file and disk management, the control panel, print manager, Windows setup and maintenance.
**CIOS 130A - Word Processing I: MS Word**  
Contact Hours: 0 + 3  
Prerequisites: CIOS V101A with minimum grade of C and CIOS V113 with minimum grade of C or Instructor permissions

Instruction and practice in use of personal computer and Microsoft Word software within environment for standard word processing operations.

**CIOS 135A - Spreadsheets I: MS Excel**  
Contact Hours: 0 + 3  
Prerequisites: CIOS V101A with minimum grade of C and CIOS V113 with minimum grade of C or Instructor permissions

Introduction to design and use of electronic spreadsheet in a Windows environment. Covers the basic Excel for Windows commands and functions needed to create, manipulate and print spreadsheets.

**CIOS 140 - Databases I: Access**  
Contact Hours: 0 + 3  
Prerequisites: CIOS V101A with minimum grade of C and CIOS V113 with minimum grade of C or Instructor permissions

Introduces the fundamentals and complex concepts and features of a database. Includes managing the ACCESS environment, building tables, building forms, creating and managing queries, and designing reports. Also introduces MOS certification.

**CIOS 150A - Presentation I: PowerPoint**  
Contact Hours: 0 + 6  
Prerequisites: CIOS 113 with minimum grade of C or Instructor Permission

Introduces fundamentals and concepts of presentation software and design techniques for development of graphic slides, including embedded graphs, tables, and visuals. Also introduces MOUS certification.

**CIOS 152A - Digital Imaging: Photoshop**  
Contact Hours: 0 + 9

Introduces the fundamentals, concepts, and applications of digital imaging techniques, including basic digital design fundamentals, enhancing images, and creating images for use in print or on the web.

**CIOS 190 – Selected Topics: Computer Information & Office System**  
Contact Hours: 1-3 + 3-9

Covers various topics in Computer Information and Office Systems. Course content is determined by specific student or industry needs. Special Note: Prerequisites will vary with topic.
CIOS 230A - Word Processing II: MS Word  
Contact Hours: 0 + 4  
Prerequisites: CIOS V130A with minimum grade of C or Instructor Permission  

Applied skills acquired in CIOS 130A to learn intermediate and advanced word processing and desktop publishing features, including styles, graphics, merging documents, object linking and embedding, published as a web page, working with master documents, indexes, tables of contents, on-screen business forms and macros.

CIOS 235A - Spreadsheet II: MS Excel  
Contact Hours: 0 + 4  
Prerequisites: CIOS V135A with minimum grade of C or Instructor Permission  

Applies skills learned in 135A toward designing more complex spreadsheets. Including concepts and techniques for problem-solving and the decision making process. Topics include design and construction of spreadsheets and templates, macros, data exchange, database features, enhancing charts, and other advanced functions.

CIOS 240A - Database II: MS Access  
Contact Hours: 0 + 4  
Prerequisites: CIOS V140A with minimum grade of C or Instructor Permission  

Applies skills acquired in CIOS 140A to complex database Includes database concepts and techniques, queries, forms, filters, relationships, and integration with other applications. Discusses MOUS certification.

CIOS 260A - Business Communication  
Contact Hours: 3 + 0  
Prerequisites: ENGL V111 with minimum grade of C  
Course Attributes: PWSC GUR Written Communication  

This course applies techniques of written communications to situations that require problem solving and an understanding of human relations. Students compose and evaluate various kinds of communications that commonly pass between business associates, and customers and dealers; includes interoffice memos, letters, and reports.

COMMUNICATION

COMM 111 - Fundamentals of Oral Communication  
Contact Hours: 3 + 0  
Prerequisites: (ENGL V108 with minimum grade of C or concurrent enrollment) or Equivalent placement score  
Course Attributes: PWSC GUR Oral Communications Requirements  

Study of speaking with greater ease and listening more effectively in individual and group situations. Improvements in organizing ideas and exchanging thoughts, opinions, information and data. Students practice speaking and listening through group activities and individual speeches.
COMM 212 - Introduction to Speech Pathology 3 Credits
Contact Hours: 3 + 0

Introduction to the basic components of communication, speech and language development, disorders, and remedial techniques. Overview of the role of the Speech-Language Pathology Assistant in schools and private practice.

COMM 215 - Voice and Diction 2 Credits
Contact Hours: 2 + 0

This course introduces the physiology and anatomy of hearing and speech production, basic screening procedures for speech disorders, and the International Phonetic Alphabet (IPA) used in speech transcription.

COMM 220 - Communication Disorders 3 Credits
Contact Hours: 3 + 0

In this course, students will become familiar with the most common disorders diagnosed in infants, children, and adults. It introduces communication deficits related to developmental disabilities: speech, fluency, sensory, and voice disorders, and special populations such as cleft palate and autism. Cultural factors in communication and basic screening approaches will be discussed.

COMM 237 - Interpersonal Communication 3 Credits
Contact Hours: 3 + 0
Prerequisites: (ENGL V108 with minimum grade of C or concurrent enrollment) or Equivalent placement score
Course Attributes: PWSC GUR Oral Communications Requirements

Study of theories and skills related to dyadic communication and variables which affect it, includes conflict, culture, gender, and rules in both personal and professional contexts. Students will develop oral communication skills designed to improve communication in relationships engaging in a variety of individual exercise, individual presentations, and group activities.

COMM 251 - Infant & Child with Communication Disorder 2 Credits
Contact Hours: 2 + 0

This course describes the continuum from normal to abnormal speech and language development of infants and children. Students will be introduced to the basic components of communication such as speech sound development, grammar, vocabulary, and nonverbal communication. They will practice the use of observational checklists and other screening tools for communication disorders.

COMM 258 - Therapy Technique for Speech-Language Path. Assist. 3 Credits
Contact Hours: 3 + 0
Prerequisites: COMM 212 and COMM 215 and COMM 220

This course introduces assistant-level service delivery practices. It focuses on the components of a therapy session including time management, materials selection, therapeutic techniques, data collection, use of equipment such as augmentative communication devices, and maintenance of documentation. Students will learn how to read and follow a variety of therapeutic treatment plans.
**DIETETICS & NUTRITION**

**DN 203 - Nutrition for the Health Sciences**

Contact Hours: 3 + 0

The study of nutrition, as it relates in the life cycle including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function. Review food selection and contemporary issues of concern to health professionals and consumers.

**ECONOMICS**

**ECON 201 - Principles of Macroeconomics**

Contact Hours: 3 + 0

Course Attributes: PWSC GUR Social Science Requirements

Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; and international trade. Primary concentration on the capitalist system and the US economy.

**ECON 202 - Principles of Microeconomics**

Contact Hours: 3 + 0

Course Attributes: PWSC GUR Social Science Requirements

Theory of prices and markets; industrial organization; public policy; income distribution; and contemporary problems of labor and business.

**EMERGENCY MEDICAL TECHNOLOGY**

**EMT 130 - Emergency Medical Technician I**

Contact Hours: 3.5 + 7.5

This course presents skills for proficiency in patient assessment, recognition and treatment of medical and trauma related emergencies and other associated basic life support procedures. This program may include a practicum involving a hospital emergency room or other sites. This course meets the approved requirements of the State of Alaska Section of Community health and Emergency Medical Services, preparing the student for certification a state and/or National Registry for Emergency Medical technician - Basic.

**ENGLISH**

**ENGL 091 - Improving Reading Skills**

Contact Hours: 3 + 0

Provides basic strategies for reading comprehension, vocabulary development, and textbook skills necessary for success in freshman college classes.
ENGL 092 - Improving Writing Skills 3 Credits
Contact Hours: 3 + 0

Provides instruction in skills necessary to produce clear written Standard American English. The course emphasizes standard grammar, sentence structure, and reviews punctuation. This course also introduces the use of outside sources.

ENGL 108 - Introduction to College Writing 3 Credits
Contact Hours: 3 + 0
Prerequisites: Equivalent Placement Scores

Provides practice in using different forms of paragraph development for a specific purpose and combining paragraphs into short essays. This course includes intensive practice in formal punctuation in accordance with Standard American English for college writing. Students will develop skills in critical thinking, while also learning strategies for approaching writing assignments.

ENGL 111 - Methods of Written Communication 3 Credits
Contact Hours: 3 + 0
Prerequisites: ENGL V108 with minimum grade of C or Equivalent Placement Scores
Course Attributes: PWSC GUR Written Communication

Instruction in composition of expository essays with emphasis on different techniques for organization and development.

ENGL 201 - Masterpieces of World Literature I 3 Credits
Contact Hours: 3 + 0
Prerequisites: ENGL 111
Course Attributes: PWSC GUR Humanities Requirements

This course provides majors and non-majors an introduction to selected masterpieces from ancient times through the Renaissance. It is designed to introduce you to some of the primary literary texts that have shaped Western culture, to challenge you to think critically and creatively about that cultural tradition and your place within it, and to demonstrate the vitality of classic texts which transcend time and place.

ENGL 202 - Masterpieces of World Literature II 3 Credits
Contact Hours: 3 + 0
Prerequisites: ENGL 111
Course Attributes: PWSC GUR Humanities Requirements

Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary and developing literary judgment. Selected masterpieces from the Renaissance to the present.

ENGL 211 - Intermediate Exposition with Readings in Literature 3 Credits
Contact Hours: 3 + 0
Prerequisites: ENGL V111 with minimum grade of C
Course Attributes: PWSC GUR Written Communication

Instruction in writing based on the close analysis of literature. Develops a broad range of expository writing skills. Research paper required.
ENGL 212 - Introduction to Technical Writing 3 Credits
Contact Hours: 3 + 0
Prerequisites: ENGL V111 with minimum grade of C
Course Attributes: PWSC GUR Written Communication

The course provides instruction in the basic communicative purpose, forms, styles, and visual elements commonly used by professionals who write and edit technical documents. It provides experience in writing and editing in a collaborative environment and requires a research report. Experience in a business, technical, and/or scientific field is recommended.

ENGL 213 - Writing in Academic Disciplines 3 Credits
Contact Hours: 3 + 0
Prerequisites: ENGL V111 with minimum grade of C
Course Attributes: PWSC GUR Written Communication

This course provides instruction in writing based on close analysis of reading in various disciplines, primarily the natural or social sciences. It develops a broad range of expository writing skills, including composition of the empirical report. Research paper required.

ENVIRONMENTAL STUDIES

ENVI 202 - Introduction to Environmental Science 4 Credits
Contact Hours: 3 + 3
Course Attributes: PWSC GUR Natural Science with Lab

Introduces science as a powerful but limited tool for understanding and solving environmental problems. The Earth as a system of systems: weather and climate, natural cycles, energy flows, basic ecology, food, wildlife and biodiversity, chemicals, air and water quality, oceans, solid waste, cities and land use. Uses Alaskan and Australian examples.

FILM

FLM 172 - Revisualization & Preproduction 3 Credits
Contact Hours: 3 + 0
Special Note: Special fees apply

Previsualization is a collaborative process that generates preliminary versions of shots or sequences that will eventually create a larger story. It enables filmmakers to explore creative ideas, plan efficient technical solutions, and communicate a shared vision. Laying a foundation for production, this course will explore writing, storyboarding, and film production. This focus on developing original stories and preparing those concepts for production

FLM 280 - Video Storytelling 3 Credits
Contact Hours: 1 + 6
Prerequisites: FLM 172 & 290 or Instructor permission
Special Note: Special fees apply

Basics of digital video production technology, composition, audio, lighting, and editing as it relates to outdoor and adventure filmmaking. Students will conclude the course by producing their own short videos.
FLM 290 – Digital Video Editing
Contact Hours: 3 + 0
Prerequisites: FLM 172 or Instructor permission
Special Note: Special fees apply

Introduction to the technical and aesthetic aspects of non-linear digital video editing. Students will go from little or no experience in non-linear editing to being comfortable with some of the advanced editing techniques. Address filmmaking editing strategies that are not bound to time or specific editing technology.

FLM 292 – Documentary Filmmaking
Contact Hours: 2 + 3
Prerequisites: FLM 172, 280, & 290 or Instructor permission
Special Note: Special fees apply

Basics of hands-on documentary filmmaking techniques, including preproduction, production, and post-production. Will address different filmmaking directing styles and process of distributing a documentary. Each student will produce a short documentary as the capstone of the course.

FLM 298 - Adventure Film Research
Contact Hours: 0 + 3+9
Prerequisites: FLM 172 or Instructor permission
Special Note: Special fees apply

Hands-on filmmaking research from direct engagement with a film project or process. Each student will contribute a film product or research portfolio.

FRENCH

FREN 101 - Elementary French I
Contact Hours: 4 + 0
Course Attributes: PWSC GUR Humanities Requirements

This course is designed to teach the prospective French Speaker the basics of the language. This beginning course will develop listening, speaking, reading and writing skill in French for effective communication at the elementary level. These language skills will be augmented by an introduction to the French lifestyle and cross-cultural perspectives.

FREN 102 - Elementary French II
Contact Hours: 4 + 0
Course Attributes: PWSC GUR Humanities Requirements

Continuing study of grammar and vocabulary. The conjugation of the remaining verbal forms imperfect, future, conditional and various compound tenses studied, as well as the imperative and subjunctive mood. Practice in reading, speaking and writing on themes of contemporary interest will stress good accent along with style.
GEOLOGY

GEOL 111 - Physical Geology  
Contact Hours: 3 + 0  
Prerequisites: MATH V055 or Equivalent placement score  
Course Attributes: PWSC GUR Natural Sciences Requirement with Lab

Introduction to physical geology. Study of earth, its materials, and processes affecting changes on and within. This course is lecture only. Companion laboratory course may be concurrently taken to satisfy science laboratory course requirement.

GEOL 111L - Physical Geology Lab  
Contact Hours: 0 + 3  
Co-requisites: GEOL 111  
Course Attributes: PWSC GUR Natural Sciences Requirement with Lab

Lab includes an introduction to identification of minerals and rocks and a discussion of their genesis followed by a study of landscapes formed by mass wasting, rivers, glaciers, ground water, and near shore processes.

GUIDANCE

GUID 150 - Creating Success in College  
Contact Hours: 3 + 0

This course is designed to help you create success in college. Methods are given for selecting effective academic strategies, increasing self-awareness, and developing self-management strategies. Elements of college resources and relationships with other are explored in support of students' educational experience.

HISTORY

HIST 101 – Western Civilization I  
Contact Hours: 3 + 0  
Course Attributes: PWSC GUR Humanities Requirements

A survey of the origins of Western civilization in the ancient Near East and subsequent development through 1650. The major political, social, economic and intellectual characteristics of Western society emphasized.

HIST 102 – Western Civilization II  
Contact Hours: 3 + 0  
Course Attributes: PWSC GUR Humanities Requirements

A survey of the developments in Western civilization from 1650 to the present. The major political, social, economic and intellectual characteristics of Western society emphasized.
HIST 131 - History of the United States I
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Humanities Requirements

A survey of American history including: Discovery and Exploration, the Colonial Period, the American Revolution, the Constitution, Jeffersonian and Jacksonian democracy, Westward expansion, slavery and abolitionism, the Civil War and Reconstruction.

HIST 132 - History of the United States II
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Humanities Requirements

A survey of American history from 1877 to present. Topics include the Far West, the growth of industry and labor, Gilded Age, imperialism, progressivism, isolationism and World War II, the Cold War, modern American society, Vietnam, Watergate and after.

HEALTH SCIENCE

HS 103 - Certified Nursing Assistant
Contact Hours: 5 + 0
Prerequisites: (ENGL V111 or concurrent enrollment) or Equivalent Placement Score

This course provides an introduction to basic nursing assistant skills and prepares the student to apply those skills in assisting nurses to deliver patient care. In order to pass the requirements to apply to the State of Alaska Nurse Aid Registry for certification by examination the student must also successfully complete and pass HS 103L in addition to the classroom requirements of HS 103.

HS 103L - Certified Nursing Assistant Lab
Contact Hours: 0 + 3
Co-requisites: HS 103

This course provides an introduction to basic nursing assistant skills and prepares the student to apply those skills in assisting nurses to deliver patient care. Emphasis is on applying basic skills in the long term care setting and preparing students to function as an effective member of the health care team. Successful completion of this course fulfills the clinical/lab requirement to apply to the state of Alaska Nurse Aide Registry for certification by examination. The student must also successfully complete and pass classroom requirements of HS 103 in addition to requirements of HS 103L.

HS 105 – Personal Care Attendant
Contact Hours: 4 + 0
Special Note: The State of Alaska test is administered at the end of the course.

This class is designed to train health care assistants in basic care necessary to assist nurses, and to be an efficient health care team members. It qualifies the students for state certification as health care assistants.
HS 110 - WFA/WFR Recertification  
Contact Hours: 0 + 3

Introduces knowledge and skills necessary to deal with accidents and injuries where 911 is not readily available. Covers assessment and management of the scene, life-threatening conditions, minor injuries, and short term care. Also introduces decision-making as it relates to delayed transport. Students will be awarded nationally recognized WFA and WFR recertification (if currently certified as WFR) upon successful completion of course and other certification requirements.

HS 161 - Wilderness First Responder  
Contact Hours: 2 + 8

Special Note: Students will be awarded nationally recognized WFR certificate upon successful completion of course and other certification requirements.

Provides knowledge and skills necessary to administer emergency and medical care in non-urban environments. Covers basic anatomy and physiology, assessment and treatment of injuries, appropriate short term to multi-day patient care and evacuation considerations.

**HUMANITIES**

HUM 211 - Introduction to Humanities I  
Contact Hours: 3 + 0
Prerequisites: ENGL V108 or equivalent placement score
Course Attributes: PWSC GUR Humanities Requirements

Integrated exploration of fundamental principles of literature, music, philosophy and visual arts from the Ancient world to the Middle Ages.

HUM 212 - Introduction to Humanities II  
Contact Hours: 3 + 0
Prerequisites: ENGL V108 or equivalent placement score
Course Attributes: PWSC GUR Humanities Requirements

Integrated exploration of literature, music, philosophy and visual arts from the Renaissance to the Twentieth Century.

**HUMAN SERVICES**

HUMS 106 - Introduction to Social Welfare  
Contact Hours: 3 + 0
Course Attributes: PWSCC GER Social Science Requirements

Analyzes social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas ethical, political, social, economic explicit and implicit in social welfare provisioning. Assist in understanding of social welfare problems and their solutions.
HUMS 107 - Introduction to Dementia  
Contact Hours: 3 + 0  

Students will learn to identify & differentiate various types & stages of dementia.

HUMS 109 - Intro to Long Term Care & Comm. Supports & Services  
Contact Hours: 2 + 0  

An overview of Community-Based Services and aspects of providing quality Long-Term Care for individuals experiencing disabilities across the lifespan.

HUMS 110 - Techniques for Supporting ADL's & Social Skills  
Contact Hours: 2 + 0  

Providing a skill base for support in Activities in Daily Living (ADLs) and Social Skill development for individual experiencing disabilities across the life-span.

HUMS 120 - Instructional Techniques  
Contact Hours: 2 + 0  
Prerequisites: HUMS V109 with minimum grade of C or HUMS V205 with minimum grade of C or HUMS V182 with minimum grade of C.

Course will present an array of instructional techniques appropriate for inclusive community and school settings. Based on a team approach, this course encourages paraprofessionals and other support staff to take advantage of opportunities for teaching new skills and skill maintenance. Includes an introduction to a variety of individualized plans and instructional strategies to implement them.

HUMS 135 - Introduction to Mental Illness  
Contact Hours: 2 + 0  

This course provides an overview of mental illness by addressing topics such as the stigma in today's society, history of deinstitutionalization, and the etiologies, types, and symptoms of mental illness. Students will be introduced to basic treatment approaches and discuss the role of family, friends and community in recovery and wellness.

HUMS 137 - Autism Fundamentals  
Contact Hours: 3 + 0  

Autism Spectrum Disorder (ASD) is introduced through discussions of disability, behaviors, and role of family. Functional assessments and behavior plans used to design behavior supports within the family unit.

HUMS 202 - Prevention of Abuse & Neglect of Vulnerable Adults  
Contact Hours: 1 + 0  

This course introduces risk factors of vulnerable adults and individuals caring and serving them; explains and examines the statutory definitions and mandatory reporting requirements; and presents ethical concerns. Intervention and prevention strategies are discussed.
HUMS 205 - Introduction to Human Exceptionality  
Contact Hours: 3 + 0

Introduction to people experiencing developmental, emotional, behavioral, sensory, physical, and FASD-related disabilities; and services provided in schools and communities.

HUMS 208 - Mentorship in Long-Term Care  
Contact Hours: 2 + 0

This course will incorporate advances communications, organizational and interpersonal skills into a mentoring model that reflects person-centered care and staff interactions. Covers the needs, attitudes and developmental process of mentoring.

HUMS 223 - Introduction to Paraprofessional Counseling I  
Contact Hours: 3 + 0

Focuses on systematic approach to effective helping and skills in the following categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.

HUMS 231 - Managing Behaviors  
Contact Hours: 3 + 0

This course provides an overview of behavioral techniques for managing problematic behaviors for direct care providers who work with populations requiring specialized interventions.

HUMS 236 - Introduction to Traumatic Brain Injury  
Contact Hours: 3 + 0

This course is designed to provide a broad overview of traumatic brain injury for students who are currently or plan to work with people with cognitive disabilities in a variety of settings. This course may be used as part of the Direct Support Specialist Occupational Endorsement (DSSOE).

HUMS 240 - Person-Centered Planning & Collaborative  
Contact Hours: 3 + 0

This course is an Overview of person centered planning approaches, including personal futures planning, lifestyle planning, MAPS and PATHS for people who experience disabilities. Team Functions and member roles are presented. Students who successfully complete this course are eligible for certification as a PCP facilitator.

HUMS 251 - Support Roles in Community Environments  
Contact Hours: 3 + 0

Attitudes, strategies and approaches to supporting children and adults with disabilities as they live and learn in community settings. Crisis intervention and quality of life issues also addressed.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HUMS 252</td>
<td>Employment Support Services</td>
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<td>Contact Hours: 2 + 0</td>
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<td>for adults with developmental, psychiatric</td>
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<td>and other disabilities. Emphasis is placed on</td>
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<td>HUMS 253</td>
<td>Positive Behavior Supports</td>
<td>2</td>
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<td>Contact Hours: 2 + 0</td>
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<td>effectiveness of Positive Behavior Supports</td>
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<td>HUMS 260</td>
<td>Ethical and Legal Issues in Disability Services</td>
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<td>HUMS 282</td>
<td>Disability Service Provision</td>
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<td>Study of contemporary philosophy and process of</td>
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<td>HUMS 295A</td>
<td>Practicum I</td>
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<td>Contact Hours: 3 + 0</td>
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<td>relationships. Application of beginning helping</td>
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<td>skills with agency clients. Weekly in-class</td>
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<td>seminar to facilitate integration of knowledge,</td>
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<td>HUMS 295B</td>
<td>Practicum II Community Support Emphasis</td>
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<td>Contact Hours: 3 + 0</td>
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<td>Prerequisites: HUMS 295A with minimum grade of C</td>
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<td>205 with minimum grade of C. Special Note:</td>
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<td>to place students with a sponsoring organization</td>
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<td>internship opportunities are not guaranteed; it</td>
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<td>is ultimately the responsibility of the student</td>
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<td>to secure an internship</td>
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<td>A continuation of HUMS 295A, with placement in a</td>
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<td>human service agency. Emphasized increasing</td>
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<td>responsibility for direct client services.</td>
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<td>Problem assessment, case assessment, planning</td>
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<td>and management, and preparation for entry-level</td>
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<td>professional responsibilities. Weekly in-class</td>
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<td>seminar to facilitate integration of knowledge,</td>
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<td>skills and values.</td>
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HUMS 295C - Practicum II Educational Support Emphasis 3 Credits
Contact Hours: 3 + 0
Prerequisites: ENGL 111 with minimum grade of C and HUMS 205 with minimum grade of C and HUMS 215 with minimum grade of C and HUMS 295A with minimum grade of C
Special Note: Advisor Approval required
Special Note: While the college has internship partnerships in place and will make every effort to place students with a sponsoring organization, internship opportunities are not guaranteed; it is ultimately the responsibility of the student to secure an internship

Continuation of 259A, with placement in a human service agency. Emphasized increasing responsibility for direct client services. Problem assessment, case assessment, planning and management, and preparation for entry-level professional responsibilities. Weekly in-class seminar to facilitate integration of knowledge, skills and values.

HUMS 295D - Practicum II Speech Language Support 3 Credits
Contact Hours: 3 + 0
Prerequisites: ENGL 111 with minimum grade of C and HUMS 205 with minimum grade of C and COMM 212 with minimum grade of C and COMM 215 with minimum grade of C and COMM 220 with minimum grade of C and COMM 258 with minimum grade of C and HUMS 295A with minimum grade of C
Special Note: Advisor Approval required

Special Note: While the college has internship partnerships in place and will make every effort to place students with a sponsoring organization, internship opportunities are not guaranteed; it is ultimately the responsibility of the student to secure an internship

Continuation of HUMS 295A, with placement in a Human Services agency. Emphasized increasing responsibility for direct client services. Problem assessment, case assessment, planning and management, and preparation for entry-level professional responsibility. Weekly in-class seminar to facilitate integration of knowledge, skills, and values.

INDUSTRIAL TECHNOLOGY

ITEC 087 - Hazwoper 8 Hour Refresher .5 Credit
Contact Hours: .5 + 0
This course is designed to meet the requirements of 29 CFR 1910.120 annual required refresher training for emergency response to hazardous substance releases and hazardous waste site workers.

ITEC 101 - Hazwoper 24 Hour 1.5 Credits
Contact Hours: 1.5 + 0
This course is designed to provide the class room requirements for students trained at the Hazardous Waste Site worker level as described in 29 CFR 1910.120.

ITEC 103 - Hazwoper 40 Hour 2 Credits
Contact Hours: 2 + 0
This course is designed to provide class room requirements of 29 CFR 1910.120 (a) (b-o) for training a hazardous waste site worker.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>ITEC 105</td>
<td>Properties of Hazardous Materials</td>
<td>3</td>
<td>3 + 0</td>
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<tr>
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<td>This course applies basic concepts of</td>
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<td>chemistry and physics fundamentals to</td>
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<td>the characterization and management</td>
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<td></td>
<td>of chemical hazards. Recognition of</td>
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<td>dangers in firefighting, storing and</td>
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<td>handling of hazardous materials is</td>
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<td>presented. Terminology used to identify</td>
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<td>hazards in Material Safety Data Sheets</td>
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<td>(MSDS), labeling and transportation</td>
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<td>will be developed.</td>
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<tr>
<td>ITEC 107</td>
<td>Hazardous Materials Regulations</td>
<td>3</td>
<td>3 + 0</td>
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<tr>
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<td>Introduces past and present governmental</td>
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<td>regulations which help shape</td>
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<td></td>
<td>environmental protection programs in</td>
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<td></td>
<td>the United States. Provides an overview</td>
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<td></td>
<td>of formative US laws and relationships</td>
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<td>to hazardous materials management laws.</td>
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<td>Laws administered by the Environmental</td>
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<td>Protection Agency (EPA), Department of</td>
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<td>Transportation (DOT), and Occupational</td>
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<td>Safety and Health Administration (OSHA)</td>
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<td>will be studied in detail.</td>
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<td>ITEC 111</td>
<td>Millwright level I</td>
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<td>1 + 12</td>
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<td>The millwright level I course consists</td>
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<td>of six modules and the core NCCER</td>
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<td>curriculum. The course will provide</td>
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<td>students with knowledge in basic safety,</td>
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<td>basic math, hand tools, power tools,</td>
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<td>blueprints, and basic rigging. The</td>
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<td>course provides hands-on and classroom</td>
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<td>instruction to help students master the</td>
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<td>skills required to the millwright</td>
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<td>profession.</td>
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<td>ITEC 112</td>
<td>Millwright Level II</td>
<td>4</td>
<td>1 + 12</td>
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<td>Prerequisites: ITEC 111</td>
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<td>The Millwright Level II course consists</td>
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<td>of nine modules of instruction. The</td>
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<td>course provides hands-on and classroom</td>
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<td>instruction to help students master the</td>
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<td>skills required for millwright</td>
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<td>profession. Classes will be conducted</td>
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<td>with the cooperation of industry</td>
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<td>partnership. Skilled millwrights will</td>
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<td>participate in instruction of modules</td>
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<td>and on-the-job training and skill</td>
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<td>development.</td>
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<td>ITEC 123</td>
<td>Safety Laws and Standards</td>
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<td>4 + 0</td>
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<td>This course explores the US Occupational</td>
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<td>Safety and Health Administration (OSHA)</td>
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<td>regulations protecting workers from</td>
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<td>exposure to occupational hazards.</td>
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<td>Students concentrate on researching,</td>
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<td>interpreting, summarizing, and applying</td>
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<td>OSHA regulations. Students are introduced</td>
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<td>to a ”proactive” philosophy of company</td>
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<td>compliance with OSHA regulations, with</td>
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<td>an emphasis on using eight specific</td>
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<td>approaches to providing a safe and</td>
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<td>healthful working environment. The</td>
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<td>course helps students develop and</td>
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<td>implement a Hazard Communication Program</td>
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<td>for employees. Learning activities will</td>
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<td>include interviewing safety professionals,</td>
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<td>analyzing case studies, writing reports,</td>
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<td>researching and interpreting OSHA</td>
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<td>standards in the Code of Federal</td>
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<td>Regulations, conducting a chemical invent</td>
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<td>ory, interpreting material safety data</td>
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<td>sheets and developing a written Hazard</td>
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<td>Communication Program.</td>
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</table>
ITEC 125 - Confined Space Awareness  
Contact Hours: .5 + 0  

This class is designed to give students the training that is required in the federal Confined Space Entry Regulations, 29 CFR 1910.146, for supervisors, attendants and entrants.

ITEC 165 - Fundamentals of Industrial Hygiene  
Contact Hours: 4 + 3  
Prerequisites: MATH 055 or Equivalent placement score and CHEM 103  

This course introduces the fundamentals of industrial hygiene as they relate to occupational health and safety. Subjects covered include the recognition, evaluation and control of hazards in the workplace.

ITEC 166 - Introduction to Environmental Technology  
Contact Hours: 3 + 0  

This course is designed to introduce the student to the potential hazards and governing regulations of chemicals, to safe practices a in the management of hazardous materials and waste, and to essential skills, coupled with the basic knowledge that will help the student who is pursuing a role as an environmental technician or environmental health and safety professional.

ITEC 172 - Introduction to Oil Spill Prevention and Response  
Contact Hours: 4 + 0  

This course provides a broad overview of the major oil spill topics and specific oil spill prevention strategies. Topics covered include: history of oil spills and oil spill regulation, the fate and behavior of oil released into the environment, general environmental impacts, sociological impacts and economic impacts, and Federal and State regulations affecting oil spill prevention and response.

ITEC 211 - Millwright Level III  
Contact Hours: 1 + 16  
Prerequisites: ITEC 111 and ITEC 112  

The Millwright level III course consists of twelve modules of instruction. The course provides hands-on and classroom instruction to help students master the skills required for the millwright profession. Classes will be conducted with the cooperation of industry partnership. Skilled millwrights will participate in instruction of modules and on-the-job training and skill development.

ITEC 212 - Millwright IV  
Contact Hours: 1 + 16  
Prerequisites: ITEC 111 and ITEC 112 and ITEC 211  

The Millwright Level IV course consists of 12 modules of instruction. The course provides hands-on and classroom instruction to help students master the skills required for the millwright profession. Classes will be conducted with the cooperation of industry partnership. Skilled millwrights will participate in instruction of modules and on-the-job training and skill development.
ITEC 213 - Millwright V  
Contact Hours: 1 + 16  
Prerequisites: ITEC 111, ITEC 112, ITEC 211 & ITEC 212

The Millwright Level V course consists of nine modules of instruction. Students will perform written and manual proficiency in each module. The course provides hands-on and classroom instruction to help students master the skills required for the millwright profession. Classes will be conducted with cooperation of industry partnerships. Skilled millwrights will participate in instruction of modules and on-the-job training and skill development.

ITEC 221 - Safety Equipment and Operations  
Contact Hours: 3 + 0

This course will cover the operation, testing and maintenance of safety equipment, and the implementation of safe operating procedures in a variety of workplace situations.

ITEC 223 - Incident Command System  
Contact Hours: 1 + 0

The course covers the emergency response organization for an oil or hazardous substance release. Students will analyze and apply the theory of the Incident Command System (ICS) as required by 29 CFR Part 1910 and 33 CFR Part 154 and 155. The student will understand and appreciate the roles of all spill response team members.

ITEC 225 - Contingency Plans  
Contact Hours: 3 + 0

This course is designed to teach students the requirements for emergency contingency plans for facilities, vessels, and communities. Students will review federal and state regulations and develop an emergency response plan for oil and hazardous substances discharges and releases.

ITEC 227 - Process Safety Management  
Contact Hours: 3 + 0

This course presents an in-depth overview of the Process Safety management (PSM) of Highly Hazardous Chemicals regulation (29CFR 1910.119). There will be an increased focus on case histories of industrial accidents and how proper implementation of PSM systems could have prevented catastrophe. Prior safety experience or safety classes are highly recommended, but not required.

ITEC 231 - Spill Response Operations  
Contact Hours: 4 + 0

This course is designed to give students an in-depth knowledge of oil spill response strategies and management principles throughout all phases and from variety of perspectives.
ITEC 263 - Incident Investigations 3 Credits
Contact Hours: 3 + 0

This course is designed to provide the necessary processes and tools to investigate and analyze accidents. The systems approach teaches students how to identify the key elements of an accident and how to analyze information about each element. The processes and tools produce valid and traceable results. After the course, students will be able to reconstruct what happened during an incident, identify and collect information, analyze facts, determine why it happened, develop findings and assemble a valid report.

ITEC 274 - Introduction to Agency Regulations & Administrative Law for the Trades 3 Credits
Contact Hours: 3 + 0

Legal guidelines used in the adoption, implementation, and adjudication of public agency regulations at all levels of government. A summary of the legislative, executive, and judicial controls placed on agencies.

ITEC 275 - Effective Training Methods 2 Credits
Contact Hours: 2 + 0

This course is designed to give instructors a basic background in fields related to training and training theory, with the focus on meeting the specific needs of individuals in the technical field.

ITEC 277 - Incident Response Planning and Management 3 Credits
Contact Hours: 3 + 0

This course introduces techniques of planning, organizing and administering practical hazardous material management programs. It emphasizes uncontrolled hazardous waste sites, studies OSHA regulations (29CFR 1910.120) and related Alaska rules. It also covers the principles of site control, site modification, medical surveillance, personal protective equipment selection and use, site safety plans, emergency plans, training requirements, and management responsibility.

ITEC 295A - Oil Spill Response Internship 4 Credits
Contact Hours: 1 + 12
Registration Restrictions: Advisor approval required.
Special Note: While the college has internship partnerships in place and will make every effort to place students with a sponsoring organization, internship opportunities are not guaranteed; it is ultimately the responsibility of the student to secure an internship.

This internship provides an oil spill response student the practical experience needed within an oil spill response organization. Under direction of field supervisors students will complete 180 hours performing prescribed activities or duties within an oil spill prevention and response environment.
ITEC 295B  -  Safety Management Internship  
Contact Hours:  1 + 12  
Registration Restrictions: Advisor approval required.  
Special Note: While the college has internship partnerships in place and will make every effort to place students with a sponsoring organization, internship opportunities are not guaranteed; it is ultimately the responsibility of the student to secure an internship.  
This internship provides a safety management student the practical experience needed within a safety management organization. Under direction of field supervisors students will complete 180 hours performing prescribed activities or duties within a safety management environment.

ITEC 295D  -  Millwright Internship  
Contact Hours:  1 + 12  
Registration Restrictions: Advisor approval required.  
Special Note: While the college has internship partnerships in place and will make every effort to place students with a sponsoring organization, internship opportunities are not guaranteed; it is ultimately the responsibility of the student to secure an internship.  
This internship provides the Millwright student the practical experience needed to apply the NCCER - accredited course sequence to the workplace under direction of field supervisors.

JUSTICE

JUST 110  -  Introduction to Justice  
Contact Hours:  3 + 0  
Course Attributes: PWSC GUR Social Science Requirements  
Survey of philosophies, functions and methods of social control with emphasis on role of law and those involved in its administration—police, courts, and correction organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society.

JUST 112  -  Criminal Investigation  
Contact Hours:  3 + 0  
This course introduces the fundamentals of criminal investigations. Topics include forensics and the collection and preservation of physical evidence, established case procedures, drug identification, fingerprinting, and current investigation practices.

LIBERAL STUDIES SOCIAL SCIENCE

LSSS 111  -  Cultural Foundations Behavior  
Contact Hours:  3 + 0  
Course Attributes: PWSC GUR Social Science Requirements  
Addresses culture as a concept and phenomenon, including its origins, variety, utility, subtlety and complexity, issues of identity, and cultural aspects of human lives from various social science perspectives.
MEDICAL ASSISTING

MA 101 - Medical Terminology 3 Credits
Contact Hours: 3 + 0

course stresses general and specific medical terms associated with major body organ systems. Subject taught in context of medical usage. Students learn how to build medical terms from basic root words.

MATHEMATICS

MATH 054 - Pre-Algebra 3 Credits
Contact Hours: 3 + 0

This course covers the basic concepts of Pre-algebra and their applications. Topics include the various forms of number and their arithmetic, algebraic expressions, equation solving, geometry and measurement, and graphing.

MATH 055 - Elementary Algebra 3 Credits
Contact Hours: 3 + 0
Prerequisites: MATH 054 with minimum grade of C or Equivalent placement score

This course covers the concepts of working with Algebraic Expressions, Equations of Equality and Inequality, Graphing, Polynomials and Factoring, Rational Expressions and Equations, and finally, Functions and their Graphs.

MATH 101 - Technical Math 3 Credits
Contact Hours: 3 + 0

This course provides mathematical training for students enrolled in technical programs. It covers arithmetic of whole numbers, fractions, decimals, ratios, proportions, percent, measurement, pre-algebra, basic algebra, practical plane geometry, solid figures, triangle trigonometry, advanced algebra, and statistics.

MATH 105 - Intermediate Algebra 3 Credits
Contact Hours: 3 + 0
Prerequisites: MATH 055 with minimum grade of C or Equivalent placement score
Course Attributes: PWSC GUR Quantitative Skills Requirements

This course covers solving systems of linear equations, inequalities, exponents and radicals, quadratic functions and equations, exponential and logarithmic functions, conic sections, sequences, series and the binomial theorem.

MATH 107 – College Algebra 4 Credits
Contact Hours: 4 + 0
Prerequisites: MATH 105 with minimum grade of C or Equivalent placement score
Course Attributes: PWSC GUR Quantitative Skills Requirements

This course reviews and deepens the material covered in Intermediate Algebra. It covers equations and inequality, graphs and functions, polynomial and rational functions, inverse, exponential, and logarithmic functions, systems and matrices, analytic geometry, and further topics in algebra.
MATH 108 – Trigonometry 3 Credits
Contact Hours: 3 + 0
Prerequisites: MATH 105 with minimum grade of C or Equivalent placement score
Course Attributes: PWSC GUR Quantitative Skills Requirements

This course covers angles, trigonometric functions and their graphs, trigonometric identities, solving trigonometric equations, applications of trigonometry, complex numbers, polar coordinates, and parametric equations.

MATH 151 – College Algebra for Calculus 4 Credits
Contact Hours: 4 + 0
Prerequisites: MATH 105 with minimum grade of C or Equivalent placement score
Course Attributes: PWSC GUR Quantitative Skills Requirements

Study of algebraic, logarithmic and exponential functions; systems of equations; and applications.

MATH 152 – Trigonometry 3 Credits
Contact Hours: 3 + 0
Prerequisites: MATH 151 with minimum grade of C or Equivalent placement score
Course Attributes: PWSC GUR Quantitative Skills Requirements

A study of trigonometric functions, including graphing, identities, inverse trigonometric functions, solving equations and polar coordinates, and applications.

MATH 200 – Calculus I 4 Credits
Contact Hours: 4 + 0
Prerequisites: MATH 107/151 & 108/152 with minimum grade of C or Equivalent placement score
Course Attributes: PWSC GUR Quantitative Skills Requirements

This course covers functions, limits, derivatives, applications of the derivative, and integration.

MATH 201 – Calculus II 4 Credits
Contact Hours: 4 + 0
Prerequisites: MATH 200/251 with minimum grade of C or Equivalent placement score
Course Attributes: PWSC GUR Quantitative Skills Requirements

This course covers applications of integration, integration techniques, sequences and infinite series, power series, parametric and polar curves.

MATH 251 – Calculus I 4 Credits
Contact Hours: 4 + 0
Prerequisites: MATH 151 & 152 with minimum grade of C or Equivalent placement score
Course Attributes: PWSC GUR Quantitative Skills Requirements

A first course in single-variable calculus. Topics include limits; continuity and differentiation of functions; applications of the derivative to graphing, optimization and rates of change; definite and indefinite integration; and the fundamental theorem of calculus.
MATH 252 – Calculus II  
Contact Hours: 4 + 0  
Prerequisites: MATH 251 with minimum grade of C or Equivalent placement score  
Course Attributes: PWSC GUR Quantitative Skills Requirements  

Further topics in single-variable calculus, including techniques of integration, applications of integration, convergence of sequences and series, parameterized curves, and polar coordinates.

MARINE TECHNOLOGY

MT 135 – Marine Safety and Survival  
Contact Hours: 1 + 0  
This course meets training requirements for all documented fishing vessels where one person on board a vessel is required to have drill training. This course will deal with all aspects of preserving the safety of fishing vessel personnel through the use of procedures and equipment.

MT 136 – Oil Tanker Operations  
Contact Hours: 2 + 0  
This course will discuss the basic operations of tankers, with their history and origins, what a tanker is and how it performs its function of transporting petroleum products, and the changes that continue to take place.

MT 137 – Pipeline Operations  
Contact Hours: 2 + 0  
Course will discuss the basic operations of oil pipeline practices, from the history of petroleum pipelines to the movement of oil from the fields to the terminal, using the Alyeska Pipeline as an example.

MT 282A – Marine Technology I  
Contact Hours: 1 + 9  
This is one semester class in which students complete the requirements for Alaska Marine Safety Drill Conductors Card, Marine Safety and Survival, and CPR/First Aid. Students will participate in many outdoor activities including onboard emergency drill, overnight survival training, orienteering, a 12 mile hike, and navigation exercises. Many aspects of Marine Technology are addressed including communications, safety, fire response, power systems and career exploration.

MT 282B – Marine Technology I  
Contact Hours: 1 + 9  
This course provides students with an opportunity to expand prior knowledge, from MT 282A - Marine Technology I, on the study of marine vessels, marine safety and survival, navigation, harvesting of marine resources; the identification, conservation and management or marine resources, economics and aquatic farming within the Alaska seafood industry.
MUSIC

MUS 121 – Music Appreciation 3 Credits
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Fine Arts Requirements

This course is designed to introduce the students to Western art music; will deal with fundamental musical concepts while exploring historical and social contexts; also investigate the creative processes in composing and performing and will seek to develop the student's listening abilities.

OUTDOOR STUDIES

ODS 101 – Cross-Training for Expedition Fitness 1 Credits
Contact Hours: .5 + 1.5

Introduces a wide variety of cross training exercise for total fitness with specific focus on the needs of guides, expeditioners, and outdoor leaders. Develops individual fitness through a variety of workouts, such as aerobics, weight training, lateral training, circuit training, and fitness walking.

ODS 102 – Alaska Fly Fishing & Tying 1 - 2 Credits
Contact Hours: 1 + (1 or 2)

This course introduces students to the art and science of fly casting, fishing and tying. Also, students to the art and science of fly casting, fishing and tying. Also, student learn the artistic skills of fly tying and the necessary knowledge to make educated fly tying material selections. Scientific information on Alaskan freshwater fish, habitat, entomology, and stream ecology will be covered in the context of tying wet flies, nymphs, streamers, dry flies, and practical fishing advice.

ODS 110 - WFA/WFR Recertification 1 Credit
Contact Hours: .5 + 1.5

Introduces knowledge and skills necessary to deal with accidents and injuries where 911 is not readily available. Covers assessment and management of the scene, life-threatening conditions, minor injuries, and short term care. Also introduces decision-making as it relates to delayed transport. Students will be awarded nationally recognized WFA and WFR recertification (if currently certified as WFR) upon successful completion of course and other certification requirements.

ODS 112 – Swiftwater Rescue 1 Credit
Contact Hours: .5 + 1.5

Introduces skills and equipment necessary for safe travel in and on swiftly moving water. Intensive training in river hydrology, rescue equipment and techniques, boat handling, and self and group contact rescues, leading to international certification as a Swiftwater Rescue Technician I.
ODS 117 – Expedition Fitness Training  
Contact Hours: 1 + 2  
Prerequisite: ODS 101 or Concurrent Enrollment  
Conducted in an outdoor/field-based environment, this course introduces the basics of expedition and fitness training and assessment with a focus on teaching and training others, plyometric, teaching techniques and injury prevention. Examines general and specific needs of expedition fitness, including: aquatic, endurance, alpine, and medical scenarios.

ODS 118 – Avalanche Level I  
Contact Hours: 1 + 2  
Introduces avalanche study, rescue, terrain analysis, snow study and stability evaluation, route finding, decision-making, and safe travel. Combines both in-class and field experience as required course components. Students must be in excellent physical condition.

ODS 120 – Introduction to Cross-Country Skiing  
Contact Hours: .5 + 1.5  
This course teaches beginner level cross-country skiing for groomed trails with an emphasis on proper form, technique, equipment, and waxing systems. Both diagonal and skates tides will be introduced. Instruction will take place both classroom and on the trail.

ODS 121 - Introduction to Backcountry Skiing/Snowboarding  
Contact Hours: .5 + 1.5  
This course teaches skiers and snowboarders basic skills used to travel safely and enjoyably in the backcountry. Students will receive instruction on equipment, route selection, avalanche awareness, and safety.

ODS 130 – Adventure Film Laboratory  
Contact Hours: 0 + 4  
Adventure Film Laboratory is an experiential learning laboratory for aspiring filmmakers, particularly those who want to shoot solo, or in a small crew, production. Students focus on learning the core skills of camera, sound, data storage, basic editing and production while navigating both the classroom and outdoor environment. Particular focus is spent on working in the outdoor environment, utilizing aquatic, winter, backcountry, alpine, or other potentially harsh and remote setting and activities. Students put together versions of shots or sequences that will eventually create a larger story.

ODS 151 – Beginning Canoeing  
Contact Hours: .5 + 1.5  
Introduces the most commonly used equipment, techniques, challenges and risks found in the sport of canoeing. Includes instruction on equipment selection trip planning, canoeing strokes and re-entry techniques with an emphasis on risk assessment and risk management.
ODS 152 – Beginning River Rafting  
1 Credit  
Contact Hours: .5 + 1.5  
Introduces the most commonly used equipment, techniques, challenges and risks found in the sport of river rafting. Includes instruction on equipment selection, trip planning, preparing to paddle/row and minimum impact practices with an emphasis on risk assessment and risk management.

ODS 153 – Beginning Sea Kayaking  
1 Credit  
Contact Hours: .5 + 1.5  
Introduces the fundamentals of sea kayaking in Alaska. Includes the most commonly used equipment, techniques, challenges and risks found in the sport. Includes instruction on equipment selection, trip planning, transporting boats, preparing to paddle, boat handling, re-entry techniques, and minimum impact practices with an emphasis on risk assessment and risk management.

ODS 154 – Packrafting Alaska  
1 Credit  
Contact Hours: .5 + 1.5  
Introduces the most commonly used equipment, techniques, challenges and risks found in packrafting in Alaska. Include instruction on equipment selection, trip planning, preparing to paddle/row and minimum impact practices with an emphasis on risk assessment and risk management.

ODS 161 - Wilderness First Responder  
4 Credits  
Contact Hours: 2 + 8  
Special Note: Students will be awarded nationally recognized WFR certificate upon successful completion of course and other certification requirements.  
Provides knowledge and skills necessary to administer emergency and medical care in non-urban environments. Covers basic anatomy and physiology, assessment and treatment of injuries, appropriate short term to multi-day patient care and evacuation considerations.

ODS 163 – Beginning Alpine Skiing  
1 Credit  
Contact Hours: .5 + 1.5  
This course provides an overview of the skills and techniques required for learning the basics of alpine skiing. Focus is on safe and efficient performance of the activity. The class takes place outdoors and/or off campus. Open to all students. Fulfills an experiential elective in the Outdoor Leadership AAS degree.

ODS 167 – Introduction to the Study of Adventure Film  
3 Credits  
Contact Hours: 2 + 3  
This course will introduce students to various forms and elements of successful adventure and documentary films, with a special emphasis in identifying and appreciating humanistic and artistic qualities. Students will survey the history of outdoor adventure filmmaking and after learning introductory skills and perspectives in film study and critical evaluation, explore general techniques, stylistic approaches, best practices, and the function and role of this specialized film genre.
ODS 168 – Winter Camping Alaska 1 Credit
Contact Hours: .5 + 1.5

Introduces winter camping in Alaska. Covers selection of personal, group, and safety equipment appropriate for an overnight outing. Emphasizes snow-shelter construction and learning to assess risk in the field. Course includes an overnight outing.

ODS 169 – Four Season Backpacking 1 Credit
Contact Hours: .5 + 1.5

Introduces four-season backpacking in Alaska. Covers selection of personal, group, and safety equipment appropriate for a backpacking trip during any season. Presents introductory trip planning, frontcountry and backcountry navigation, and group management. Emphasizes risk assessment and risk management. Overnight backpacking and camping is required.

ODS 172 – Weekend Fly Fishing Academy 1 Credit
Contact Hours: .5 + 1.5

Introduces students to the art and science of Alaskan Fly fishing. From the end of a line, students will study the interplay of water hydraulics, stream ecology, entomology, and their combined effects on fish habitat. Additional study of fish behavior and habitat will prepare anglers to attain greater success and enjoyment when fly-fishing in Alaska. This course is offered as a condensed weekend session with both classroom and hands-on learning exercises.

ODS 173 – Guide Training: Equine Expedition 2 Credits
Contact Hours: 0 + 4

This is an accelerated guide training and expedition leadership skills course and introduces guiding in Alaska, as well as elsewhere, from a big-game hunting guide and equine tourism perspective. Introduces selection and use of personal, group, and safety equipment appropriate for an equine operations and are engaged in direct leadership and logistics of backcountry, remote, equine-based Alaskan travel. As course is often a venue for hunting guides, there may be a significant focus on Big-Game Hunting knowledge and skills training. Students are reminded that any and all, hunting, trapping, or fishing must be done within the law, and that requires the appropriate license(s). Students are actively engaged in trip planning, backcountry navigation, and group management. Emphasized risk assessment and risk management. Multi-day overnight trekking and camping is required. This course will be carried out over uneven terrain, often without a trail, and may include river crossing or other hazards, depending on route and travel logistics. Students must be prepared to spend long days in potentially harsh terrain, with a number of environmental concerns to mitigate, including terrain, horses, bears, moose, wolves, rivers, tides, weather, temperature, etc. Risk of injury or death is present. Due to the rugged and challenging nature of this course, it is an elective, and not a requirement for graduation.

ODS 178 – Discovering Wild Plants 1 Credit
Contact Hours: 1 + 0

This course is designed to introduce the diversity of Alaska’s flora and its myriad uses. It addresses risk assessment and hazard evaluation, especially in relation to learning to identify and/or use edible, poisonous and medicinal species.
ODS 181 – Introduction to Recreation and Outdoor Leadership 3 Credits
Contact Hours: 3 + 0

Introduces the history, philosophies, objectives and foundations of recreation and outdoor leadership. Surveys career and professional development opportunities. Introduces core skills necessary for success in a college environment. Intended as a first semester course.

ODS 183 – Alaska Marine Survival 1 Credit
Contact Hours: .5 + 1.5
Special Note: Requires excellent backcountry camping skills and the ability to function comfortably in inclement weather. An overnight, or multi-day, field outing may be included in this course.

Introduces the most common risks and challenges encountered in marine survival situations. Emphasizes hazard evaluation, physical and psychological factors that affect survival, and preparation tips that can help prevent worst-case scenarios. Provides opportunity to practice field techniques.

ODS 218 – Avalanche II: Analyzing Snow Stability & Avalanche Hazard 2 Credits
Contact Hours: 1 + 2
Prerequisite: ODS 118 or Instructor Approval

This course provides an overview of skills and techniques required for certification at AIARE level 2. Focus is on safe and efficient performance of the activity. Some classes may take place outdoors and/or off campus. Open to all students. Fulfills an experiential elective in the Outdoor Leadership AAS degree.

ODS 250 – Fundamentals of Search & Rescue 3 Credits
Contact Hours: 2 + 3

Presents practical and theoretical overview of search and rescue with a focus on the psychology of lost persons and survivors. Introduces small group search for lost persons and self-rescue. Introduces local and national Search and Rescue (SAR) systems and operational methods.

ODS 252 – Intermediate River Rafting 2 Credits
Contact Hours: 2 + 3
Prerequisite: ODS 152 or Instructor Approval

Provides skill development for rafting up to class IV whitewater rivers for those who have basic whitewater rafting skills. Introduces advanced paddle/oar skills, expands reading water, and teaches advanced boat maneuvering with an emphasis on risk assessment and management.

ODS 253 – Intermediate Sea Kayaking 2 Credits
Contact Hours: 2 + 3
Prerequisite: ODS 153 or Instructor Approval

Provides foundational open water sea kayaking skills for individuals with sheltered coastal kayaking skills for individuals with sheltered coastal kayaking skills. Headlands, and exposure to cliffed-out shorelines with Introduces open water crossing, paddling around exposed limited beach landings. Emphasized development of efficient strokes, practical, self-rescue techniques, understanding the marine environment, trip planning, and risk assessment and management.
ODS 259 – North American Mechanized Ski Guide
Contact Hours: 1 + 6
Prerequisite: ODS 118, 121 and Instructor Approval

Participants will receive training in guided helicopter operations, Mountaineering, avalanche assessment, and search and rescue skills. Course graduates receive NAMSG certification and high-angle rescue training.

ODS 262 – Foundation of Outdoor Recreation
Contact Hours: 2 + 3

Introduces the field of profession of adventure and experiential leadership. Examines philosophical, historical, theoretical, legal, and ethical foundations of the field. Explores career opportunities and options.

ODS 264 – Recreation Program Planning & Evaluation
Contact Hours: 2 + 3
Prerequisite: ODS 181 and Instructor Approval

Examines the fundamental conceptual and operational aspects of recreational program planning, delivery, and evaluation. Examines techniques and applications for a variety of leisure and recreational programming experiences to individuals or groups. Introduces assessing needs, budgeting, marketing, implementation, and evaluation of a wide range of leisure and recreational entrepreneurial, and managerial dimensions of providing recreation opportunities.

ODS 266 – Introduction to Safety & Risk
Contact Hours: 1 + 6

Introductory course in safety and risk management for outdoor professionals. Course will cover industry standards and best practices in the areas of planning and decision making to minimize risk in outdoor situations. Discussions will cover accident/incident preventions as well as organization liability for outdoor service providers.

ODS 269 – Expedition Leadership Training
Contact Hours: 0 + 2
Prerequisite: ODS 169 and Instructor Approval

Special Note: Students must be prepared to spend long days in potentially harsh terrain, with a number of environmental concerns to mitigate, including terrain, bears, mosquitoes, moose, wolves, rivers, tides, weather, temperature, etc. Due to the rugged and challenging nature of this course, it is an elective, and not a requirement for graduation.

This course trains expedition leadership skills. This course is not appropriate for first-time backcountry travelers. Covers selections of personal, group, and safety equipment appropriate for a backcountry trip during any season. Engages students in direct leadership and logistics of backcountry, remote, Alaskan travel from one of more venues, such as; horseback, backpacking, winter expeditioning, etc. Students are actively engaged in trip planning, frontcountry and backcountry navigation, and group management. Emphasizes risk assessment and risk management. Multi-day overnight trekking and camping is required.
**ODS 275 – Media & Strategic Communication for Outdoor Professionals**

3 Credits

Contact Hours: 2 + 3

Prerequisite: ENGL 212 or 213 and Instructor Approval

Examines strategic media communication processes and techniques of creative and persuasive message preparation for outdoor professionals in a hands-on, field environment. Emphasis on principles and practices of planning and preparing print and electronic media for advertising, public relations, film products, and marketing with a particular focus on field-based communications for outdoor professionals. Particular emphasis is placed on utilizing the media outlets of expeditionary Film School of Alaska and the Outdoor Studies department to bring students projects forward. Students enrolled in ODS 575 will produce work at the post-baccalaureate level and must be prepared to put in a significant amount of work beyond that of students taking the course as ODS 275.

**ODS 281 – Leadership Activities for Diverse Populations**

3 Credits

Contact Hours: 1 + 6

Prerequisite: ODS 181 and Instructor Approval

Examines key concepts and presents a variety of recreation activities adapted to meet the need of diverse populations. Presents information and current research related to various disabilities. Examines and applies strategies for promoting physical activity experiences for individuals with special needs.

**ODS 282 – Leadership in Experiential Initiatives & Activities**

3 Credits

Contact Hours: 3 + 0

Examines key concepts and activities for facilitating experiential leadership, teambuilding and personal growth initiatives. Presents a variety of game types including those designed as icebreakers, deinhibitizers and team builders for cognitive development and for character development and for character development. Introduces planning, preparation, props, techniques, leadership and safety with an emphasis on facilitation and debriefing.

**ODS 287 – Selected Topics in Outdoor Leadership**

3 Credits

Contact Hours: 3 + 0

Examines key concepts and activities associated with outdoor recreation. Presents a variety of activities such as hiking, camping, canoeing, orienteering, snowshoeing and cross country skiing. Introduces planning, preparation, equipment, techniques, leadership, environmental ethics and safety. Discusses group dynamics and challenges of leading groups on personal and public outings.

**ODS 293 – Leadership in Outdoor Recreation Activities**

1-3 Credits

Contact Hours: 1-3 + 0

A topic of contemporary or continuing interest in the field of outdoor leadership.
**ODS 295 – Outdoor Leadership Internship**  
2-3 Credits  
Contact Hours: 1 + 3-6

Individualized internship intended to provide hands-on experience in the areas of outdoor recreation and leadership adventure tourism, or adventure filmmaking. Internship project focus will vary depending on student interest and internship availability, but in addition to on-site work experience and skill development, students will examine aspects of professionalism and workplace dynamics within one or more of these three areas of the outdoor leadership field. Internships may be paid or unpaid. Students will meet with the instructor throughout the internship to discuss, process, and assess their growth and learning during the course. May be repeated for credit.

**ODS 295B – Outdoor Leadership Internship**  
1 Credit  
Contact Hours: .75 + .25

Individualized internship intended to provide hands-on experience in the areas of outdoor recreation and leadership adventure tourism, or adventure filmmaking. Internship project focus will vary depending on student interest and internship availability, but in addition to on-site work experience and skill development, students will examine aspects of professionalism and workplace dynamics within one or more of these three areas of the outdoor leadership field. Internships may be paid or unpaid. Students will meet with the instructor throughout the internship to discuss, process, and assess their growth and learning during the course. May be repeated for credit.

**ODS 298 – Adventure Research & Creative Activity**  
1-3 Credits  
Contact Hours: 0 + 3-9

Hands-on research and/or creative activity with direct engagement with a research and/or creative activity project or process, as directed by the faculty member. May be retaken for credit up to a maximum of 6 credits.

**PHYSICAL EDUCATION & RECREATION**

**PER 120A – Beginning Yoga**  
1 Credit  
Contact Hours: .5 + 1.5

Introduces yoga physical exercises, breathing, and relaxation and concentration techniques as an approach to wellness.

**PER 120B – Active Yoga**  
1 Credit  
Contact Hours: .5 + 1.5

Introduces yoga exercises, breathing techniques, and relaxation exercises. Presents stretching, strengthening, breathe control, and mental conditioning exercises as an aid to improve performance and enjoyment of an active lifestyle.
PER 121 – Archery I  
Contact Hours: .5 + 1.5
This course will introduce the history of archery, fundamental archery skills, vocabulary & Terminology, proper form, technique, equipment and safety. This course will focus on Olympic style target archery and will include 28 hours of actual shooting time. Participants will be exposed to other types of arrow sports on the range, and through video and class lectures. Students will learn the eleven steps to archery success that can be applied across all disciplines of archery. This is a fun, hands-on experience that promotes archery as a healthy lifetime activity. This class is for everyone from beginner to experienced archers.

PER 221 – Collegiate Archery I  
Contact Hours: .5 + 1.5
This course will build fundamental archery skills, vocabulary and terminology, proper form, technique, equipment selection and tuning, rules of tournament play and safety. This course promotes target archery as a recreation/sport and prepares archers for competition within an elite peer group of college competitors both nationally and internationally.

PHILOSOPHY

PHIL 101 – Introduction to Logic  
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Humanities Requirements
This course is designed to offer practical ideas useful in the construction and criticism of reasoning. Course content shall include deductive and inductive arguments, categorical syllogisms, truth functions, fallacies, elementary devices of symbolic logic, and the analysis of public discourse in order to enhance your capacity to participate more fully, responsibly, and intelligently in public life.

PHIL 201 – Introduction to Philosophy  
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Humanities Requirements
Introduces works of influential thinkers, both ancient and modern, in the western philosophical tradition. Emphasizes central problems of knowledge, reality, and good and evil.

PHIL 210 – Comparative Religion  
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Humanities Requirements
This course surveys the belief systems of major world religions, including Hinduism, Buddhism, Christianity, Confucianism, Judaism, and Islam and how they have impacted cultures.
POLITICAL SCIENCE

PS 101 – Introduction to American Government 3 Credits
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

A survey course of American Government including: The U.S. Constitution, Federalism, Foundations of American Government and Politics, the President, the Congress, the Court system, and the responsibilities of government.

PS 102 – Introduction to Political Science 3 Credits
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

Introduction to political science concepts, political progress, goals, methods and levels of government.

PSYCHOLOGY

PSY 111 – General Psychology 3 Credits
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

Introduces methods, theories, and research in the psychological science. Core topics include scientific research methods. Biopsychology, learning memory, cognition, consciousness, and sensation & perception, lifespan development, personality, psychological disorders, and social psychology.

PSY 150 – Life Span Development 3 Credits
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

Reviews cognitive, physical, and social aspects of human development changes which occur during person’s life. Covering the prenatal period, infancy, early and middle childhood, adolescence, and early middle and late adulthood.

PSY 153 – Human Relations 3 Credits
Contact Hours: 3 + 0

A survey of human relationships to include communication problem solving, interaction, relationships, choices, and change skills.

PSY 243 – Human Sexuality 3 Credits
Contact Hours: 3 + 0

Introduces topics of human sexual functioning including physiology, psychology, sociology, philosophy, and morality of human sexual practices, love and relationships across cultures.
PSY 243 – Death and Dying
Contact Hours: 3 + 0

An examination of the events of death and the process of dying in contemporary society. Psychological aspects of loss, grieving, and acceptance of one's own mortality are presented along with an exploration of helping services available in the local community. Social issues involving death are discussed.

PSY 245 – Child Development
Contact Hours: 3 + 0

Study of physical, emotional, cognitive and social aspects of a child's development from prenatal period to beginning of adolescence. Includes theoretical view of development and effects of genetics, environment and socialization.

PSY 265 – Abnormal Psychology
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements
Prerequisite: PSY 111

Introduces the psychology of abnormal behavior through research and clinical applications using a biopsychosocial model. Psychological disorders are presented within their multicultural, gender, and development contexts. Topics include history, assessment, suicide, psychopharmacology, mental institutions, psychotherapy, and prevention as a well as contemporary legal issues.

SOCIOLOGY

SOC 101 – Introduction to Sociology
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

Introduction to the science of humans as social animals, emphasizing the social processes which give rise to and shape human's language experiences, perception, meaning and behavior. Multiple frameworks used in understanding and predicting human behavior.

SOC 201 – Social Problems and Solutions
Contact Hours: 3 + 0
Course Attributes: PWSC GUR Social Science Requirements

Survey of some of today's major social problems such as criminal and violent behavior, corporate crime, sexual deviations, health problems, poverty, discrimination, urban decay and environmental pollution. Examines how social issues become social problems and dynamics involved in arriving at policies and solutions.
**SOC 242 – Intro. To Marriage, Family & Intimate Relationships**
3 Credits
Contact Hours: 3 + 0
Prerequisite: SOC 101 or PSY 111

Introduction to sociological study of contemporary pattern relating to marriage, family and other intimate relationships. Also explores the impact of gender roles, ethnicity, and racial background on beliefs, values, attitudes and behaviors.

**SPANISH**

**SPAN 101 – Elementary Spanish I**
4 Credits
Contact Hours: 4 + 0
Course Attributes: PWSC GUR Humanities Requirements

Foundation of Spanish for students with no previous knowledge of the language. Develops listening, speaking, reading and writing skills in Spanish for effective communication at the elementary level. Students gain understanding of basic cross-cultural perspectives.

**SPAN 102 – Elementary Spanish II**
4 Credits
Contact Hours: 4 + 0
Course Attributes: PWSC GUR Humanities Requirements
Prerequisite: SPAN 101

Continuation of introductory courses. Further develops elementary listening, speaking, reading and writing skills in Spanish for effective communication. Enhances appreciation of cross-cultural perspectives. Thematic vocabularies and idiomatic expressions enhances conversational fluency.

**SPAN 201 – Intermediate Spanish I**
4 Credits
Contact Hours: 4 + 0
Course Attributes: PWSC GUR Humanities Requirements

Intermediate course for students with basic knowledge of Spanish. Enhances listening, speaking, reading and writing skills for effective communication at the Intermediate I level. Students critically examine diverse cultural perspectives.

**SPAN 202 – Intermediate Spanish II**
4 Credits
Contact Hours: 4 + 0
Course Attributes: PWSC GUR Humanities Requirements
Prerequisite: SPAN 201

Continuation of first semester in Intermediate Spanish. Further develops listening, speaking, reading and writing proficiency for effective communication and in preparation for advanced study of Spanish. Students interpret at diverse cultural perspectives.
STATISTICS

STAT 252 – Elementary Statistics
Contact Hours:  3 + 0
Course Attributes: PWSC GUR Quantitative Skills Requirements

Introduction to statistical reasoning. Emphasis on concepts rather than in-depth coverage of traditional statistical methods. Topics include sampling and experimentation, descriptive statistics, probability, binomial and normal distributions, estimation, single-sample and two-sample hypothesis tests. Additional topics will be selected from descriptive methods in regression and correlation, or contingency table analysis.

THEATRE

THR 111 – Introduction to Theatre
Contact Hours:  3 + 0
Course Attributes: PWSC GUR Fine Arts Requirements

Survey of theatre with focus on artists who contribute to theatrical production viewed within the context of historical styles and development.

WOMEN AND GENDER STUDIES

WGN 200 – Introduction to Women’s and Gender Studies
Contact Hours:  3 + 0
Course Attributes: PWSC GUR Social Science Requirements

Introduces students to the fundamental concepts and these in the interdisciplinary study of women and gender. Course focuses on understanding institutions, social and political practices, and cultural representations that shape womens lives in both the developed and developing worlds as well as examining the role that gender plays in society.
Board of Regents:

Dale Anderson, Regent (2012-2021)
Sheri Buretta, Regent (2015-2023)
John Davies, Regent (2015-2023)
Jyotsna Heckman, Chair (2011-2019)
Mary K. Hughes, Regent (2002-2017)
Gloria O'Neill, Treasurer (2013-2021)
Deena M. Paramo, Regent (2015-2019)
Lisa Parker, Regent (2015-2023)
Andy Teuber, Regent (2015-2023)

Administration:

J. Daniel O'Connor, Ph. D
Campus Director

Denise K Runge, Ph. D
Director of Academic Affairs/Associate Professor

Dawson Moore
Assistant to the Director/Theatre Conference Coordinator

Ryan Belnap
Assistant to the Director

Ana Hinkle
Director of Student Affairs

Steve Shiell
Director of Administrative Services

Full-Time Faculty:

Tim Carlson
Associate Professor of Mathematics
M.S. University of Alaska Fairbanks
B.S. University of California Santa Cruz
B.A. University of California Santa Cruz

Dennis Eastman
Assistant Professor of Millwright

Steve Johnson
Assistant Professor of Computer Information & Systems Technology
M.A. University of New Mexico
B.B.A. Western Michigan University

Brie Jontry
Instructor of English
M.A. West Chester University of Pennsylvania
B.A. University of Alaska Anchorage

Kelly Mitchell
Instructor of Nursing and Health Science
M.S. Xavier University of Louisiana
B.S.N. University of Alabama at Birmingham

Derick (D.B.) Palmer
Assistant Professor of Outdoor Studies
Ed.D. Argosy University of Seattle
M.A. Liberty University
B.S. John Brown University
Adjunct Instructors:

Dorothy Adler
Adjunct Instructor of Health Sciences (EMT, WFR)

Anna Applegate
Adjunct Instructor of Disability Services (CHD)

Elizabeth Ballou
Adjunct Instructor of Social Sciences

Chris Boswell
Adjunct Instructor of Industrial Technology

Sally Byrne-Flores
Adjunct Instructor of Health Sciences (C.N.A.)

Sarah Carter
Adjunct Instructor of Outdoor Studies

Katrina Church-Chmielowski
Adjunct Instructor of History

Helen Fleming
Adjunct Instructor of Social Sciences

Richard Freeman-Toole
Adjunct Instructor of Music

Julie Fronzuto
Adjunct Instructor of Natural Sciences

Hilary Hardwick
Adjunct Instructor of Disability Services (CHD)

Ana Hinkle
Adjunct Instructor of Guidance

Bart Hinkle
Adjunct Instructor of Justice

Shann Jones
Adjunct Instructor of Outdoor Studies

Nancy Lovering
Adjunct Instructor of Disability Services (CHD)

Leigh Lubin
Adjunct Instructor of Physical Education & Recreation

Mary Paige Lucas
Adjunct Instructor of Disability Services (CHD)

Kim Mackey
Adjunct Instructor of Natural Sciences

Melodie Mackey
Adjunct Instructor of Humanities

Meg McKinney
Adjunct Instructor of Physical Education & Recreation

Lisa Mikula
Adjunct Instructor of Business

Helen Miller
Adjunct Instructor of Statistics

Carla Oster
Adjunct Instructor of Medical Terminology

Greta Palmer
Adjunct Instructor of Outdoor Studies

Gail Renardson
Adjunct Instructor of English

Nancy Renfroe
Adjunct Instructor of Disability Services (CHD)

Ruth Robb
Adjunct Instructor of Math

Wylie Robison
Adjunct Instructor of Spanish

Steve Shiel
Adjunct Instructor of Physical Education and Recreation

Todd Taylor
Adjunct Instructor of Industrial Technology

Gordon Ward
Adjunct Instructor of Disability Services (CHD)