HOW TO EARN A GRADUATE DEGREE

General university and specific degree requirements for UAF graduate programs are described in this section of the catalog, along with requirements for each graduate program. Instructions for applying for admission can be found in the Applying for Admission: Graduate Degree Programs (http://catalog.uaf.edu/getting-started/admission-graduate/) section.

Academics, Policies and Regulations

Many academic policies and regulations apply to both graduate and undergraduate students. These guidelines are relevant to the student’s academic experience at UAF and are important for them to read and understand. Topics include definitions and requirements for official university communications, full- and part-time student status, academic progress, academic dismissal, grading system and policies, FERPA and the student code of conduct. See UAF academics, policies and regulations (http://catalog.uaf.edu/academics-regulations/).

Master's

How to Earn a Master's Degree

TYPES OF MASTER'S DEGREES (HTTP://CATALOG.UAF.EDU/GRADUATE/MASTERSDEGREES/)

GENERAL UNIVERSITY REQUIREMENTS (HTTP://CATALOG.UAF.EDU/GRADUATE/MASTERSDEGREES/#GENERALUNIVERSITYREQUIREMENTSTEXT)

GRADUATE ADVISORY COMMITTEE

A graduate advisory committee guides students in developing and completing their degree programs. The student should form the committee and have it appointed within the first two semesters of their study. Committee members for graduate degrees are approved by the appropriate dean, usually upon recommendation of the department head, and by the director of the Graduate School. For interdisciplinary students, the graduate advisory committee chair's home department and college/school will also be the academic home of the interdisciplinary student and the student will follow the procedures of that home department.

The graduate advisory committee’s major responsibilities are to formulate a graduate study plan in consultation with the student by the end of the student’s second semester in the graduate program; to develop a tentative timetable for completion of all requirements for the degree program; to monitor the student’s progress in course work and research; to provide advice and feedback to the student on that progress; to file a Report of Advisory Committee with the Graduate School; to approve, where appropriate, a research topic; to supervise the preparation of the research thesis or project when one is required; to uphold the standards of the college/school and the university; to inform the unit dean, in writing, if a student’s performance is inadequate and provide relevant recommendations; and to formulate and conduct the comprehensive examination and other exams as required by the department. The student’s advisor (major professor, advisory committee chair) acts as chair of the graduate advisory committee and takes the lead in fulfilling these responsibilities.

Committee Composition

- The advisory committee of master’s degree students must consist of at least three approved UAF faculty members. Committee membership must be approved by the home department, unit dean and the director of the Graduate School.
- Retired or emeritus UAF faculty who have an association with the home department may serve on master’s advisory committees, upon expressed approval by the home department.
- Faculty from other universities and other professionals who are not employed by UAF may serve as committee members on master’s advisory committees upon expressed approval by the home department. They may not serve as the chair of an advisory committee but may serve as a co-chair.

GRADUATE STUDY PLAN

Graduate students must file a Graduate Study Plan (GSP) with the Graduate School before the end of their second semester in a UAF graduate degree program. The GSP outlines the curriculum of study and a timetable the student must follow in meeting graduate degree requirements. The GSP is prepared by the advisory committee in consultation with the student. It is an agreement of mutual expectations between the student and the faculty committee. The GSP not only contains the specific degree requirements but also indicates the mechanism for fulfilling these requirements (e.g., via course work, examinations, readings, internships or other supervised experience) and a projected timetable.

ADVANCEMENT TO CANDIDACY

Advancement to candidacy formally establishes the graduate student’s specific degree requirements. Students may apply for advancement to candidacy for a specific master’s degree if they meet the following requirements:

1. They are in good academic standing.
2. Satisfactorily completed at least 9 semester credits of graduate study at UAF (study after admission to a specific degree program).
3. Received approval of a provisional thesis or project topic, if applicable.
4. Received approval of the finalized Graduate Study Plan, including specific coursework to be completed and any other requirements.

Students should apply as soon as possible after meeting the requirements. The application for advancement to candidacy is required at least one semester before the degree can be awarded.

The finalized Graduate Study Plan should be the basis for completing the Advancement to Candidacy form. Students must have a cumulative GPA of 3.0 in the courses identified on the Advancement to Candidacy form. For the purpose of satisfying degree requirements, students must earn a B (3.0) or better (no P grades) in each F400-level course and a C grade (2.0) or better in each 600-level course. A B- is less than a 3.0 and, if obtained in an F400 course, will not count for meeting degree requirements; likewise a C- is less than a 2.0, and if obtained in an F600-level course, will not count for meeting degree requirements.

Admission to graduate study does not imply advancement to candidacy for a degree. The graduate advisory committee has the option of refusing to recommend a student for candidacy.
EXAMINATIONS

Examinations are given in both written and oral form, depending upon the policy of the program unit, the decision of the advisory committee, and the specific examination being taken.

• Placement Examinations
  Some master's degree programs have formalized placement exams designed to pinpoint a student’s strengths and weaknesses as an aid in developing the Graduate Study Plan. This evaluation is carried out during the student’s first semester at the university, preferably in the first month, and may be written, oral, or both.

• Qualifying Examinations
  Some master's degree programs require the student to complete a written and/or oral qualifying examination before advancement to candidacy. This examination is an interim evaluation of academic progress; the student may pass unconditionally or conditionally. A conditional pass indicates specific weaknesses that the student must remedy before degree requirements are completed. The Graduate Study Plan and later the Advancement to Candidacy form should include mechanisms for addressing these weaknesses.

• Comprehensive Examination
  The comprehensive examination is given to determine whether the student has integrated knowledge and understanding of the principles and concepts underlying major and related fields. It may be oral or written or a combination of both.

• Defense of Project
  Graduate students who are required to complete a project in partial fulfillment of degree requirements must pass an oral defense of project examination. The defense will consist of a presentation followed by questions on the research, analysis and written presentation. All committee members must participate in the project defense.
  The graduate project defense examinations are public events and open to the university and the wider community. The student should submit their name and project title and the date, time, and location of their defense examination to the Graduate School at least two weeks prior to their defense examination date. The Graduate School, along with the home program, department, college, or school, will advertise the examination.
  The defense examination includes a public presentation of the project moderated by the chair of the graduate advisory committee, followed by a private executive examination by the committee.

• Defense of Thesis Examination
  Graduate students who are required to complete a thesis in partial fulfillment of degree requirements must pass an oral defense of thesis examination. The defense will consist of a presentation followed by questions on the research, analysis and written presentation. The Graduate School will not accept a thesis for final submission until the student has successfully defended it. All committee members must participate in the defense of the thesis.
  The graduate thesis defense examinations are public events and open to the university and the wider community. The student should submit their name and thesis title, and the date, time, and location of their defense examination to the Graduate School at least two weeks prior to their defense examination date. The Graduate School, along with the home program, department, college, or school, will advertise the examination.
  The defense examination includes a public presentation of the thesis moderated by the chair of the graduate advisory committee, followed by a private executive examination by the committee.

• Examination Committee
  In most cases, the student’s graduate advisory committee prepares and gives the examinations under guidelines formulated by the faculty of the department in which the degree is being taken. In a few programs, examinations are replaced or supplemented by departmental or school examinations and administered by an established examining committee.

• Language/Research Tool Requirement
  Proficiency in a second language or a research tool is not a university-wide requirement but may be required by some departments or programs. An advisory committee may specify a language or research tool in addition to the requirements of the program. The specific language or research tool is determined by the advisory committee, guided by the policies of the administrative unit in which the degree is offered. Generally, competency in a second language is required. However, upon approval of the department or program head, the committee may substitute computer languages, statistics, mathematics, or study in areas such as history or philosophy of science, business, administration, law, or economics. In all instances, the topics selected must support the student's degree program.

REQUIREMENTS FOR MASTER’S DEGREES

Types of Master’s Degrees (http://catalog.uaf.edu/graduate/masterdegrees/)

UAF offers research-oriented (thesis or project) and practice-oriented (non-thesis) master's degrees. Research-oriented programs are designed to direct graduate students toward scholarly activity that leads to the acquisition of new knowledge. Practice-oriented programs prepare graduate students for professional practice and direct them toward the application or transmission of existing knowledge. All degree requirements must be completed within a seven-year period. UAF tenured faculty, tenure-track faculty, and research faculty are not eligible to become candidates for a graduate degree within the discipline in which they teach.

The minimum requirements for a master’s degree at UAF are as follows (individual departments may have additional requirements):

• Steps Required for All Master’s Degrees (excludes MBA and M.S.D.M. degrees):
  1. Formulate a unified degree program in cooperation with the student’s graduate advisory committee. Degree programs must be composed of courses in the discipline or clearly related to and/or supportive of that discipline. All courses to be applied toward the degree must be approved by the advisory committee and follow the requirements set forth by the department that sponsors the degree.
  2. Master’s degree students must:
    a. Meet all requirements set forth in the General University Requirements (https://catalog.uaf.edu/graduate/masterdegrees/#generaluniversityrequirements) section.
    b. Submit an Appointment of Committee form by the end of the second semester of study.
    c. Submit a Graduate Study Plan by the end of the second semester of study.
    d. Submit a Report of Advisory Committee form by May 15 or October 15 (for students starting in the Fall or Spring semester respectively) of every year.
Steps Required for MBA and M.S.D.M. degrees

1. Formulate a unified degree program in cooperation with the student's graduate advisor. Degree programs must be composed of courses in the discipline or clearly related to and/or supportive of that discipline. All courses to be applied toward the degree must be approved by the advisor and follow the requirements set forth by the department that sponsors the degree.

2. MBA and M.S.D.M. degree students must:
   a. Meet all requirements set forth in the General University Requirements section.
   b. Submit a Report of Advisory Committee form by May 15 or October 15 of every year (for students starting in the Fall or Spring semester respectively) every year.
   c. Submit an Advancement to Candidacy form (or equivalent as pertains to MBA and M.S.D.M. programs) to the Graduate School. Once submitted, this form formally establishes the specific degree requirements.
   d. Register as necessary and apply to graduate per the requirements noted in the Graduation (p. 3) section.
   e. Complete all degree requirements within the seven-year time limit.
   f. Pass an oral defense of the thesis or project if a thesis or project is required.
   g. Register as necessary and apply to graduate per the requirements noted in the Graduation (p. 3) section.
   h. Complete all degree requirements within the seven-year time limit.
   i. Archive thesis or project in the UAF Rasmuson Library if a thesis or project is required.
   j. Submit an Advancement to Candidacy form (or equivalent) to the Graduate School. Once submitted, this form formally establishes the specific degree requirements.

Credit Requirements

1. Successfully complete a minimum of 30 semester credits, of which 21 semester credits must be at the graduate level, including thesis and research. The remaining credits may be applied from courses at the F400-level.
2. No F100-, F200-, F300-, or F500-level credits or audited courses may be applied toward master's degree requirements.
3. For programs requiring a thesis, a maximum of 12 credits of thesis (699)/research (698) (with a minimum of 6 credits of thesis) may be applied toward degree requirements. For programs requiring a project, a maximum of 6 research (698) credits may be applied toward degree requirements. A student may enroll in as many thesis and/or research credits as needed to remain in good standing.

Second Master's Degree Programs

At the discretion of the student's advisory committee, admitting department, and dean, the student may transfer up to 20% of the minimum number of credits required for a UAF master's degree from a previously earned master's degree. Transferred credit may not be research, project or thesis credit. The transferred credit must be for completed graduate-level courses and not for portions of a course. For a 30-credit master's degree, for example, up to 6 graduate credits may be transferred; for a 45-credit master's degree, up to 9 graduate credits may be transferred. The following requirements apply to students who wish to pursue a second master's degree:

1. Submit a new application, including the application processing fee, updated transcripts, and three new reference letters.
2. Acceptable GRE scores submitted previously may be applied to a second master's degree.
3. Fulfill all general university requirements for the second master's degree, including taking a comprehensive exam (if required), completing a minimum of 30 semester credits (including thesis, research and transfer credits), and passing defense of thesis or project.
4. All work used to fulfill degree requirements for a second master's degree must be completed within seven years.

Exceptions to Degree Requirements

Deviations from academic requirements and regulations for graduate students must be approved by academic petition using the form available on the Graduate School website. Petitions must be approved by the student's graduate advisory committee, the department chair of the student's program, the dean of the school or college, and the director of the Graduate School.

Ph.D.

How to Earn a Doctoral Degree

GENERAL UNIVERSITY REQUIREMENTS (HTTP://CATALOG.UAF.EDU/GRADUATE/GENERAL-UNIVERSITY-REQUIREMENTS-PHD/)

GRADUATE ADVISORY COMMITTEE

A graduate advisory committee guides students in developing and completing their degree programs. The student should form the committee and have it appointed within the first two semesters of their study. Committee members for graduate degrees are approved by the appropriate dean, usually upon recommendation of the department head, and by the director of the Graduate School. For interdisciplinary students, the graduate advisory committee chair's home department and college/school will also be the academic home of the interdisciplinary student and the student will follow the procedures of that home department.

The graduate advisory committee's major responsibilities are to formulate a graduate study plan in consultation with the student by the end of the student's second semester in the graduate program; to develop a tentative timetable for completion of all requirements for the degree program; to monitor the student's progress in course work and research; to provide advice and feedback to the student on that progress; to file a Report of Graduate Student Advisory Committee with the Graduate School; to approve, where appropriate, a research topic; to supervise the preparation of the research thesis or project when one is required; to uphold the standards of the college/school and the university; to inform the unit dean, in writing, if a student's performance is inadequate and provide relevant recommendations; and to formulate and conduct the comprehensive examination and other exams as required.
by the department. The student’s advisor (major professor, advisory committee chair) acts as chair of the graduate advisory committee and takes the lead in fulfilling these responsibilities.

Committee Composition

- The advisory committee of doctoral degree students must consist of at least four approved UAF faculty members. At least four of the committee members must each have an earned Ph.D. or equivalent. For interdisciplinary students, one advisory committee member must be from a Ph.D.-granting department or be approved as the graduate school representative by the graduate school director, based on prior experience advising Ph.D. students. Committee membership must be approved by the home department, unit dean, and the director of the Graduate School.
- Retired or emeritus UAF faculty who have an association with the home department may serve on doctoral advisory committees upon expressed approval by the home department.
- Faculty serve as committee members on doctoral advisory committees (all must have a Ph.D. or equivalent) upon expressed approval by the home department. They may not serve as the chair of an advisory committee but may serve as co-chairs.

GRADUATE STUDY PLAN

Graduate students must file a Graduate Study Plan with the Graduate School before the end of their second semester in a UAF graduate degree program. The GSP outlines the curriculum of study and a timetable the student must follow in meeting graduate degree requirements. The GSP is prepared by the advisory committee in consultation with the student. It is an agreement of mutual expectations between the student and the faculty committee. The GSP not only contains the specific degree requirements but also indicates the mechanism for fulfilling these requirements (e.g., via course work, examinations, readings, internships, or other supervised experience) and a projected timetable.

ADVANCEMENT TO CANDIDACY

Advancement to candidacy formally establishes a student’s specific degree requirements and should be done as soon as possible after qualifying. The student is required to submit an application for advancement to candidacy one semester before the student plans to graduate.

The Graduate Study Plan should be the basis for completing the Advancement to Candidacy form. Students must have a cumulative GPA of 3.0 in the courses identified on the Advancement to Candidacy form.

For the purpose of satisfying degree requirements, students must earn a B (3.0) or better (no P grades) in each F400-level course and a C grade (2.0) or better in each 600-level course. The grade of B- is less than a 3.0 and, if obtained in an F400 course, will not count for meeting degree requirements; likewise a C- is less than a 2.0, and if obtained in an F600-level course, will not count for meeting degree requirements.

Admission to graduate study does not imply advancement to candidacy for a degree. The graduate advisory committee has the option of refusing to recommend a student for candidacy.

Graduate students may apply for advancement to candidacy for the Ph.D. degree if they meet the following requirements:

1. They are in good academic standing.
2. Completed the full-time equivalent of two academic years of graduate study.
3. Completed at least 9 UAF credits.
4. Received approval of the Graduate Study Plan.
5. Obtained approval of the advisory committee for the title and synopsis of the thesis.
6. Passed a written comprehensive examination.

EXAMINATIONS

Examinations are given in both written and oral form, depending upon the policy of the program unit, the decision of the advisory committee, and the specific examination being taken.

- Placement Examinations
Some programs have formalized placement exams designed to pinpoint a student’s strengths and weaknesses as an aid in developing the Graduate Study Plan. This evaluation is carried out during the student’s first semester at the university, preferably in the first month, and may be written, oral, or both.

- Comprehensive Examination
The comprehensive examination is given to determine whether the student has integrated knowledge and understanding of the principles and concepts underlying major and related fields. It may be oral or written or a combination of both. Ph.D. degree students normally take a written comprehensive examination within two academic years of entering the program, but no later than two academic years before the expected completion of the degree (whichever is earliest). The Ph.D. student’s advisory committee may choose to give an oral examination to supplement the written comprehensive examination. Each Ph.D. student must pass the comprehensive examination prior to advancement to candidacy.

- Defense of Dissertation Examination
Doctoral students are required to complete a dissertation in partial fulfillment of their degree requirement and must pass an oral defense of dissertation examination. The defense will consist of a presentation followed by questions on the research, analysis, and written presentation. The Graduate School will not accept a dissertation for final submission until the student has successfully defended it. The Ph.D. dissertation defense is to be conducted on any UAF campus. All committee members must participate in the defense of the dissertation.

The dissertation defense examinations are public events and open to the university and the wider community. The student should submit their name and dissertation title and the date, time, and location of their defense examination to the Graduate School at least two weeks prior to their defense examination date. The Graduate School, along with the home program, department, college, or school, will advertise the examination.

The defense examination includes a public presentation of the dissertation moderated by the chair of the graduate advisory committee, followed by a private executive examination by the committee.

Examination Committee

In most cases, the student’s graduate advisory committee prepares and gives the examinations under guidelines formulated by the faculty of the department in which the degree is being taken. In a few programs, examinations are replaced or supplemented by departmental or school examinations and administered by an examining committee that is established by the program.
• **Outside Examiner**
  An outside examiner representing and appointed by the director of the Graduate School is required for all Ph.D. oral examinations. The examiner must be from a different department than the student and the chair of the advisory committee. The outside examiner is present to determine that a stringent, unbiased examination is fairly administered and evaluated.

• **Language/Research Tool Requirement**
  Proficiency in a second language or a research tool is not a university-wide requirement but may be required by some programs. An advisory committee may specify a language or research tool in addition to the requirements of the program.
  The specific language or research tool is determined by the advisory committee, guided by the policies of the administrative unit in which the degree is offered. Generally, competency in a second language is required. However, upon approval of the department or program head, the committee may substitute computer languages, statistics, mathematics, or study in areas such as history or philosophy of science, business, administration, law, or economics. In all instances, the topics selected must support the student's degree program.

**REQUIREMENTS FOR PH.D.S**

The Doctor of Philosophy degree is granted in recognition of scholarly attainment and proven ability. UAF tenured faculty, tenure track faculty, and research faculty are not eligible to become candidates for a graduate degree within the discipline in which they teach at UAF.

• **Steps Required for all Doctoral Degrees**
  1. The Ph.D. degree requires at least three full years of study beyond the baccalaureate degree. (See transfer credit [http://catalog.uaf.edu/getting-started/transferring-credits/](http://catalog.uaf.edu/getting-started/transferring-credits/))
  2. In addition to the satisfactory completion of a plan of study developed in accordance with the requirements listed above, the Ph.D. candidate must:
     a. Meet all requirements set forth in the General University Requirements [http://catalog.uaf.edu/graduate/general-university-requirements-phd/](http://catalog.uaf.edu/graduate/general-university-requirements-phd/) section.
     b. Submit an Appointment of Committee form by the end of the second semester of study.
     c. Submit a Graduate Study Plan by the end of the second semester.
     d. Submit a Report of Advisory Committee form by May 15 or October 15 (for students starting in the Fall or Spring semester respectively) of every year.
     e. Pass a written comprehensive exam.
     f. Submit an Advancement to Candidacy form to the Graduate School. Once submitted, this form supplants the GSP and formally establishes specific degree requirements.
     g. Satisfactorily complete a dissertation that is a substantial contribution to the body of knowledge in the area studied.
     h. Pass an oral defense of the dissertation (an outside examiner is required). The oral defense of the dissertation must be conducted on any UAF campus.
     i. Apply for graduation and be registered for a minimum of 3 graduate credits within the student’s discipline and maintain enrollment in the semester that the student successfully defends their thesis and must be registered for a minimum of 1 graduate credit within the student’s discipline and maintain enrollment during the semester of graduation.
     j. Complete all degree requirements within the 10-year time limit.
     k. Archive dissertation in the UAF Rasmuson Library.

• **Credit Requirements**
  a. A minimum of 18 thesis (F699) UAF credits must be earned.
  b. No F100-, F200-, F300-, or F500-level credits or audited courses may be applied toward the Ph.D.'s degree requirements.

• **Exceptions to Degree Requirements**
  Deviations from academic requirements and regulations for graduate students must be approved by academic petition using the form available on the Graduate School website. Petitions must be approved by the student’s graduate advisory committee, the department chair of the student’s program, the dean of the school or college, and the director of the Graduate School.

**Graduate or Postbaccalaureate Certificates**

**How to Earn Graduate Certificates and/or Postbaccalaureate Certificates**

**GENERAL UNIVERSITY REQUIREMENTS** ([http://catalog.uaf.edu/graduate/mastersdegrees/#generaluniversityrequirements](http://catalog.uaf.edu/graduate/mastersdegrees/#generaluniversityrequirements))

Graduate certificate programs are designed to provide education past the baccalaureate level and/or to meet clearly defined educational needs of students who have already completed a master’s degree. Completion of a graduate certificate should prepare students to better accomplish their goals or meet employment criteria.

These programs provide the student with formal recognition of mastery of a clearly defined academic topic.

**GENERAL UNIVERSITY REQUIREMENTS (GURS) FOR ALL GRADUATE CERTIFICATES ARE AS FOLLOWS:**

1. A student must be admitted to the graduate certificate program. Students must fulfill all GURs and graduate certificate program requirements.
2. A minimum of 12 credits is required for any Graduate Certificate. Courses used to meet requirements for Graduate Certificates may be applied to other graduate programs where applicable.
3. A student may elect to graduate under the graduate certificate requirements in effect and published in the UAF catalog in any one of the previous seven years in which they are enrolled as a graduate certificate student. All non-academic policies and regulations listed in the current catalog apply, regardless of the catalog the student is using for their graduate certificate requirements. A student must satisfactorily complete all coursework and all other graduate certificate requirements within seven years for a graduate certificate.
   Students may earn more than one graduate certificate by completing all requirements for each additional program.
4. A cumulative GPA of at least 3.0 (B) must be earned in courses identified on the GSP.
5. In 400-level courses, a minimum grade of B is required for the course to count toward the graduate certificate program requirements. In 600-level courses, a grade of C is minimally acceptable, provided the student maintains a cumulative GPA of 3.0 (B) in all courses.
applicable to the graduate certificate program. At least two-thirds of the credits required for the graduate certificate must be taken at the graduate level (600-).

6. Credit by examination, audited courses, F100-, F200-, F300-, and F500-level courses, or courses taken under the credit/no credit option, may not be used to fulfill the basic course requirements of any degree program.

7. No more than one-quarter of approved program credits may be transferred from other accredited institutions, including those inside the UA system unless the graduate certificate is a joint program with another UA university. Transferred credits may not be used from previously earned undergraduate degrees. A minimum B grade (3.0) is required in all graduate courses presented for transfer. A P grade (pass) is not acceptable for transfer credit.

8. If the requirements for a graduate certificate are not met within seven years of formal acceptance into the program, admission expires and the student must reapply for admission.

**REQUIREMENTS FOR POSTBACCALAUREATE CERTIFICATES**

For information regarding Postbaccalaureate Certificate Requirements visit the Postbaccalaureate Certificate page. [http://catalog.uaf.edu/postbaccalaureate/](http://catalog.uaf.edu/postbaccalaureate/)

**CONCURRENT CERTIFICATES**

Students may pursue concurrent postbaccalaureate certificates as long as they have formally applied and been accepted to each program through the Office of Admissions.

**Graduate Assistantships**

**Graduate Assistantships**

Graduate students receive graduate assistantship stipends on a semester or academic year basis. Graduate assistantships may include tuition, stipend, graduate student health insurance, and fees. Graduate assistants can be paid for a maximum of 20 hours per week while school is in session. Students with assistantships must be registered for at least 6 credits during both the fall and spring semesters (with the exception of foreign nationals on temporary student visas who must be registered full-time). (Audited credits do not apply.) Graduate students must maintain a 3.0 minimum GPA to receive a graduate assistantship and may lose the assistantship if they do not maintain their GPA.

Any request by an assistant to work more than 20 hours per week must be approved by the student’s committee chair, department head and unit dean. Complete a Graduate Student Employee Workload Exception Request [https://www.uaf.edu/gradschool/current-students/forms.php](https://www.uaf.edu/gradschool/current-students/forms.php) to request approval of more than 20 hours per week. Foreign nationals on temporary student visas are not permitted to work more than 20 hours a week while classes are in session and are not eligible for an overload waiver.

Teaching assistantships include a tuition payment by the university for no more than 10 to 20 hours per week. If the workload is 10 to 14 hours per week, no more than 5-credits will be included. No tuition will be included if the workload is less than 10 hours per week.

Tuition payments should be used for courses directly related to the student’s degree program. All fees are the responsibility of the student unless the department or institute makes other arrangements with the UAF Graduate School prior to registration.

A graduate student with a GPA of less than 3.0 for one semester will need to apply for an appeal with Financial Aid to continue with the assistantship. Please see the Financial Aid forms page [(https://www.uaf.edu/finaid/forms/)](https://www.uaf.edu/finaid/forms/) for more information.