

University College

2016 Graduate Catalog



University
College

UCCO

Welcome

Your choice to pursue the next level of higher education is an important and meaningful step in your journey of lifelong learning. As a graduate student, your experience will shape your life personally and professionally in addition to being challenged academically. I would encourage you to embrace the exciting opportunity to define your purpose and calling in Christ for the future.

This University College graduate catalog is the map for your journey. The course descriptions, policies, and program information provide a comprehensive guide for your learning experience.

University College is passionate about serving learners around the world who desire a higher education. Committed to affordability, accessibility, and excellence, University College is equipped to deliver a quality educational experience to every learner. For our graduate students, we are dedicated to offering market responsive, innovative, and learner-centric programs to help you achieve your professional and personal aspirations.

From the moment you start your first class until the day you graduate, you will know that we are a university that is serious about our purpose and vision, and core values: Exemplary, Caring, and Learning.

We seek to be a community that is **exemplary** by honoring God in our actions, attitudes, and aspirations. We believe that each learner will be exposed to a Christian worldview. This worldview instills value and deep meaning as you set goals and interact with your community both inside and outside the classroom.

We are a **caring** community that seeks to serve with grace the needs of our colleagues and learners. University College values and encourages service to others as a core dimension of your learning experience.

We are a **learning** community, seeking to continually nurture new thinking that generates and contributes to ongoing learning for all. We are dedicated to academic quality manifested through our regional accreditation, distinguished lecturers, and high academic standards.

Welcome to this exciting chapter in your life's journey! We look forward to partnering with you on your road to success. I pray you take every advantage of this transformational opportunity to be equipped as a difference maker for Christ and your community.

Blessings,

A handwritten signature in black ink that reads "John C. Reynolds". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

John C. Reynolds, Ph.D.
Chancellor and Chief Executive Officer

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The information and policies included in this catalog are accurate as of January 1, 2016. The university reserves the right to make changes of any kind whenever these are deemed necessary or desirable.



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The University's Christian Worldview

The Statement of Faith, Vision and Purpose Statements, Principles, and Core Values of University College provide a solid foundation on which to build positional statements of the institution as a Christian university. These documents evidence a strong Christian commitment and form the core of the increasingly far-reaching nature and scope of the Azusa Pacific community. They give expression to a strong, clear, unswervingly Christian worldview that permeates the university and guides its activity. As its guiding center, the university is able to grow more effectively in the confidence that its Christian nature will flourish.

The documents have been part of the growing history and serve as a cohesive core. Each evolves from the other, providing consistency and natural coordination that demonstrates the university's worldview as thoroughly Christian.

1. The **Statement of Faith** is the central statement of the university in matters of identity and nature. It provides a Christian declaration of the *theological underpinnings* on which the university is built. It contains a clear description of faith and living as a reflection of the institution's heritage of integration of right belief and right living.
2. The **Statements of Vision and Purpose** provides the *direction and task* to which the university applies its resources and effort, with the understanding that the integrative nature of faith cannot be fulfilled apart from a mission of transformation consistent with a Christian commitment.
3. The **Principles** describe the nature of the university in living out *core values* in the pursuit of its mission.
4. The **Core Values** serve as a *strategic guide* to focus the efforts needed to fulfill the university's mission. They reflect the strategic emphases of implementation.

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is one God, creator of heaven and earth, eternally existent in three persons—Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.

We believe in the fall and consequent total moral depravity of humanity, resulting in our exceeding sinfulness and lost estate, and necessitating our regeneration by the Holy Spirit.

We believe in the present and continuing ministry of sanctification by the Holy Spirit by whose infilling the believing Christian is cleansed and empowered for a life of holiness and service.

We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life and those who are lost to the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

Daily Living Expectations

The following are fundamentals held to be essential and the university expects lecturers and staff not only to believe in them, but to practice them in daily living:

A caring, effective love both to God and humanity

A Christ-like unity and acceptance among believers

A lifestyle dedicated to God's will in society

A growing, victorious state of mind because of the indwelling Christ

A daily affirmation of Christ as Lord

A willingness to serve the Lord, even when it involves sacrifice

A desire to be sensitive to the personal work of the Holy Spirit

A working faith in God's promises for all needs and daily life situations

A witness for Christ without hypocrisy

A firm, committed desire to be God's person

Statements of Vision and Purpose

Vision: University College (UC) exists to serve people around the world who desire education delivered in the context of faith, excellence, and flexibility, removing the barriers of affordability and accessibility.

Purpose: We create for people a new hope for the future, by investing in lives through learning pathways that are Christ-centered, flexible, and accessible.

Core Organizational Principles

Christ Centered

We are believers who teach and serve from a Christian worldview.

Academic Excellence

We are committed to educational excellence and quality certificates for professional skills and continuing education.

Accessibility

We are committed to economic affordability, global delivery, and wherever feasible, open admission.

Market Relevance

We are responsive to market demand, employer needs, and profession occupations.

Organizationally Sustainable

We are economically viable and scalable, valuing the gifts, talents, and resources of the university.

Core Values

Exemplary—to honor God in our actions, attitudes, and aspirations.

Caring—to serve with grace the needs of our colleagues and learners.

Learning—to continually nurture new thinking that generates and contributes to ongoing learning opportunities for all.

University Learning Outcomes

The following learning outcomes reflect the university's mission and priorities. These broad learning outcomes form the foundation for specific program learning outcomes.

Learners who complete degrees at University College shall:

Christ

- Explain the relevance of Jesus Christ and His teachings to their major discipline, personal and professional values, ethics, and commitments.
- Explain how Scripture, tradition, experience, and reason contribute to the learner's understanding of God's purposes in their personal, social, and professional choices.

Scholarship

- Demonstrate effective written communication and online interaction skills.
- Critically evaluate, integrate, and apply knowledge.
- Achieve quantitative, technical, linguistic, and information literacy.
- Demonstrate competence in the content and methods of their chosen field of study.

Service

- Apply acquired competencies through contributions to personal, academic and professional settings.

Community

- Evidence an understanding of human behavior that recognizes the influence of diverse worldviews and experiences on societal or interpersonal relationships.

UC anticipates its learners will continue to develop and use their knowledge, abilities, attitudes, and faith throughout their lives to benefit society, the Church, and themselves.

Commitment to Faith Integration

Upholding the Azusa Pacific motto, *God First*, University College teaches and serves from a Christian worldview through a holistic understanding and practice of faith integration. We believe the entire UC community is called to contribute to cultivating hope through learning in the lives of our students, and we accomplish this through our core values of being Exemplary, Caring, and focused on Learning. We are committed to preparing learners not only with the skills and attitudes to succeed in the workplace, but also to point the way to something bigger—to the ultimate hope that is in Jesus Christ.

Therefore, through their interactions and study at UC, our students will be able to:

1. apply a Christian worldview to their life and work in the world;
2. articulate how and in what ways their life journeys connect to God's story;
3. contribute to the learning community at UC; and,
4. recognize God's work in the world through all academic disciplines.

Commitment to Program Learning Outcomes

University College is committed to university-wide assessment processes. Each program has identified specific program learning outcomes, which are available in the catalog description of each degree program.

Diversity Statement

University College is deeply committed to God-honoring diversity as reflected in its mission, academic vision, and positional statements. As part of UC's commitment to God-honoring diversity, each individual should expect to be treated with respect regardless of personal background and abilities.

Statement of Academic Freedom

At University College, we believe that all truth is God's truth, and that God has made it possible for humankind to access, discover, and understand truth. We also affirm that the knowledge of truth will always be incomplete and that people, including those with educational credentials, are fallible and may interpret data and ideas imperfectly. Therefore, academic freedom from a Christ-centered perspective must be carried out with civility, mature judgment, and the awareness of the broad representation of Christian faith that exists within this institution. Accordingly, University College affirms its commitment to freedom of inquiry and expression in academic endeavors.

The university recognizes that academic freedom has historically been defined both by broadly accepted academic standards and by the mission and character of the institution in which it is practiced. University College seeks to maintain an academic community in which lecturers are free to engage in rigorous scholarly inquiry and expression within an intellectual context shaped by the evangelical Christian tradition. In addition to this freedom, UC seeks to pursue scholarly inquiry and expression in a way that extends and enriches the academic disciplines from the unique resources provided by the institution's identity.

Thus, at UC, academic freedom is defined both by the commonly accepted standards of the academy and by those commitments articulated in the documents that are central to the university's identity as a Christian university. These documents articulate the central commitments which shape the academic community, and thus the practice of academic freedom, at UC: a belief in God as the Creator of all things, in Jesus Christ as Savior and Lord, in the Holy Spirit as teacher and guide, in Scripture as God's authoritative and infallible revelation, and in the Christian community as an expression and vehicle of God's redemptive work in this world.

The university follows these principles in its practice of academic freedom:

- Lecturers are entitled to the rights and privileges, and bear the obligations, of academic freedom in the performance of their duties. Specifically, lecturers are free to pursue truth and knowledge within their disciplines in the classroom, in their research and writings, and in other public statements in their field of professional competence. At all times lecturers should strive for accuracy, exercise appropriate restraint, and show respect for the opinions of others.
- Lecturers are entitled to freedom in the classroom in discussing their subject. Lecturers should be careful not to introduce into their teaching controversial matter which has no relation to the subject.
- While lecturers are members of the global community, as scholars and members of the UC community, lecturers should remain cognizant that the public will form perceptions of their profession and their institution by their utterances.
- In the practice of the academic vocation, complaints against lecturers may be generated. Lecturers shall be protected from any request to retract or modify their research, publication, or teaching merely because a complaint has been received. Only complaints alleging lecturer violations of professional standards of the discipline or of advocating positions incompatible with the central commitments of UC as a Christian university shall be considered, and then only when the evidence supporting the allegation is more substantial than rumor, inference, or hearsay.

- In the event that a lecturer believes his or her academic freedom has been unduly restricted, he or she may pursue resolution of this issue through the existing lecturer grievance procedure as articulated in the Academic Handbook.

Accreditation

University College offers programs approved by the Western Association of Schools and Colleges through Azusa Pacific University, which is accredited by the Western Association of Schools and Colleges. Accreditation documents and information are available from the chief academic officer.

Azusa Pacific University is approved for the training of veterans under the Veterans' Bill of Rights. The university is listed with the United States Department of Justice for the training of learners from foreign countries.

History

Azusa Pacific University began in 1899 as the Training School for Christian Workers, the first Bible college on the West Coast geared toward training learners for ministry and service. After mergers with three Southern California colleges, the university has resided in the city of Azusa since 1949.

Cornelius P. Haggard, Th.D., emerged as the right choice to lead the school in 1939. Haggard's early years as president were fraught with adversity—enrollment was down and donations from the prior year totaled only \$27. Among his many accomplishments, Haggard launched a variety of innovative fundraising efforts, including the annual Dinner Rally that continues today. He traveled around the United States to raise resources for the school, always trusting God would provide a miracle to meet the university's needs. Haggard served for the next 36 years, achieving many significant milestones along the way.

Haggard's death in 1975 brought Paul E. Sago, Ph.D., to the helm. During his tenure, Sago encouraged the development of off-site regional centers throughout Southern California, and presided over the addition of master's degree programs and the development of schools within the university.

Richard E. Felix, Ph.D., became president in 1990. Felix played an instrumental role in initiating the university's first doctoral programs. He also reframed the university's values as Four Cornerstones—Christ, Scholarship, Community, and Service—and oversaw the construction of seven new buildings, a doubling of learner enrollment, and the quadrupling of graduate programs.

In November 2000, Jon R. Wallace, DBA, an Azusa Pacific alumnus and former student body president, assumed the role of university president. Known for his entrepreneurial approach to management, program development, and transformational scholarship, Wallace has overseen completion of the Duke Academic Complex, Trinity Hall, and the \$54 million Segerstrom Science Center, the most fiscally significant project ever undertaken by the university.

Under Wallace's leadership, study abroad programs have grown, including the South Africa Semester and more than 40 other national and international study opportunities. New programs under his tenure include the Master of Fine Arts, Master of Social Work, and Ph.D. in Nursing. He also commissioned Vision 2014, the blueprint for a 10-year path for academic accomplishment.

Today, APU offers more than 100 associate's, bachelor's, master's, and doctoral programs on campus, online and at six regional centers across Southern California. The university earned a 9-year reaccreditation from the Western Association of Schools and Colleges in 2013, and holds 12 other professional accreditations.

The university's award-winning intercollegiate athletic program consists of 19 teams. Beginning in 2005, the athletics program won an unprecedented eight consecutive National Association of Intercollegiate Athletics (NAIA) Directors' Cup awards prior to beginning the membership process in the National Collegiate Athletic Association (NCAA) Division II in fall 2012. The university completed the membership process in 2014 to become a full member of NCAA Division II.

Through all this, Azusa Pacific continues advancing its core mission, preparing and graduating students who go on to make a difference in the lives of others. To learn more, visit www.apu.edu/about/.

In September 2010, the Azusa Pacific University Board of Trustees approved the establishment of Azusa Pacific Online University (APOU)—a new entity—to provide fully online education programs with the goals of increasing affordability and accessibility to a Christ-centered higher education.

In April 2014, Azusa Pacific Online University (APOU) and APU's School of Adult and Professional Studies merged to become University College (UC).

Location

University College is headquartered in the San Gabriel Valley community of San Dimas, 28 miles northeast of Los Angeles. Learners may contact UC at:

300 N. Lone Hill Ave., #200, San Dimas, CA 91773

Phone: (855) 276-8669

Email: contact@uc.apu.edu

Website: www.apu.edu/universitycollege/

Regional Centers

APU has six regional centers that offer University College's face-to-face programs throughout Southern California, including the High Desert, Inland Empire, Los Angeles, Murrieta, Orange County, and San Diego. For more information on these locations, visit www.apu.edu/locations/.

Statements of Compliance

University College, in accordance with applicable federal and state laws and university policies, does not discriminate on the basis of race, color, national origin, gender, age, disability, medical status, or status as a veteran. The university also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and operation of university programs and activities. This policy is in accordance with Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; the Americans with Disabilities Act; and Title III and Section 504 of the Rehabilitation Act of 1973.

The academic dean or designee is the compliance officer. For inquiries concerning learner issues related to discrimination, call (855) 276-8669.

Title IX

University College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. UC considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including, but not limited to, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. For more information on UC's Title IX policy, please visit www.apu.edu/uc/resources/titleix/.

Harassment Policy

Employees of the university work to assist learners in the several facets of university life. At no time is it acceptable to engage in a discussion that is less than courteous and professional. It is the university's policy that if at any time an employee or learner believes that he or she is being harassed by anyone in a public contact or an inquiry situation, he or she should immediately end the conversation and report the matter to his or her supervisor or the appropriate assistant dean.



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University Libraries

University College learners have access to more than 140 online databases, including 46,000 electronic journals, 130,000 ebooks, a 24/7 reference service, and online tutorial guides. UC learners can check out books from Azusa Pacific University's libraries (the William V. Marshburn Memorial Library, the Hugh and Hazel Darling Library, and the James L. Stamps Theological Library). UC learners can access additional resources or Interlibrary Loan services by contacting a local area library (subject to that library's policies).

Tutoring Services

University College learners have access to professional tutors who assist with writing projects, papers and other assignments. Tutoring takes place in an online classroom with real-time interactive feedback between the tutor and learner. A limited number of these sessions are available at no cost.

Accommodations for Individuals with Disabilities

University College partners with the Learning Enrichment Center (LEC) at Azusa Pacific University to coordinate accommodations for undergraduate and graduate students with specific disabilities. Accommodations are individualized based on the learning needs of each student and upon documented verification of disability. UC's student success department is the designated office for:

- Verification of disability
- Disability documentation archive
- Coordination of direct services for UC students with specific disabilities

Procedure to Request Student Disability Accommodation:

1. Complete an Academic Accommodations Application.
2. Provide certification and documentation from a medical professional of the disability. (Documentation must be within three years.)
3. Student is contacted by email or telephone to discuss academic accommodations available based on the student's specific disability(ies) and what UC can offer, after the application is reviewed.
4. Academic accommodations must be requested prior to each session by filling out a Session Request Accommodations form.

The UC Academic Accommodations Application and documentation should be returned directly via email attachment to studentsupport@uc.apu.edu or via fax at (909) 305-9300.

Student Support Services

With the goal of increasing academic success and learner persistence, University College offers personal individualized support to every learner on their journey to achieve their academic goals. As part of the UC experience, all learners are paired with a success coach. This staff member is there to offer encouragement and guidance and serve as an advisor on financial aid, academic advising, course selection, career guidance, motivation, strengths counseling, and spiritual development. This partnership ensures personal support and success of learning in a virtual community.

Success coaches offer a highly personal and responsive support system to the UC learner. Success coaches support and participate in intentional engagement activities from orientation through graduation. The success coach provides support services through phone, email, or in-person interactions.

The learner's success coach is trained specifically for the academic program in which the student is enrolled and monitors successful completion of the learner's program requirements. In addition to assisting with academic planning and course selection, the success coach also provides support services that facilitate spiritual growth, vocational exploration, and educational goal attainment. While final responsibility for meeting academic requirements rests with the learner, the success coach provides support toward completion of the program. Offering professional experience and expert field knowledge, professors teaching the courses also support learners along their journey.

As the learner's one-on-one support system for every step of the UC journey, success coaches guide students to a successful transition to life after graduation through success strategies and career development support.

Career and Vocation Center

Learners can access resources and support as they consider career and vocation choices through UC's Career and Vocation Center at career.uc.apu.edu. This online resource is available to all UC learners in addition to basic support from the success coach.

Bookstore

Learners can order books, digital textbooks and class materials online from the Azusa Pacific University Bookstore at www.bookstore.apu.edu/ by selecting "buy" and the appropriate session and course.

Counseling Services

Student support staff are available to provide a personal and responsive support system to every UC learner. However, student support services are unable to provide psychological counseling services. UC learners have access to a limited number of crisis counseling sessions provided by a third-party aligned with UC at no cost to the learner. With respect to psychological, emotional, social, and spiritual wellness, UC learners are encouraged to connect with their primary care physician, health service provider, local church and/or Christian counseling and outreach services.

Flexibility

University College operates year-round on a standard trimester calendar. In this system, the academic year consists of three 16-week semesters (spring, summer, and fall), each of which is split into two 8-week sessions.

Offering flexibility and convenience, UC enables students to enroll at six different start dates each calendar year.

Online and On Campus

University College programs are offered in online and face-to-face formats, giving students multiple pathways for their higher education experience.

UC's online courses are offered in an asynchronous learning environment, meaning students take classes where and when they need them. Students can access their online courses in the Course Portal at course.uc.apu.edu. UC courses are delivered through Moodle, a media-rich virtual-learning environment.

The university offers several campus locations throughout Southern California designed for working professionals. Students typically attend classes in the evenings to accommodate their schedule. Learn more about which locations are available for your program of choice.

Moodle

Moodle is equipped with a variety of built-in communication, collaboration, assessment, and evaluation tools used for online course delivery, group forums, discussions, sharing of resources, and more. University College provides centralized hosting and support for students using the Moodle software.

Moodle is used by a number of higher education institutions, including the New Jersey Institute of Technology, North Carolina State University, Texas State Technical College, and the University of Minnesota.



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Admission to the University

To be eligible for admissions, University College learners must submit (1) a graduate application, and (2) an official transcript that demonstrates evidence of completion of a bachelor's degree or higher from a regionally accredited college or university with a 3.0 grade-point average (GPA) on a 4.0 scale.

If the cumulative GPA is less than 3.0, the most recent 30 graded semester units (or 45 quarter units) will be evaluated to satisfy the graduate entrance requirement. These 30 graded units completed will be utilized for a GPA calculation which must equal or exceed 3.0. The last 30 graded units from a regionally accredited university must be baccalaureate, post-baccalaureate, or credentialed courses.

There may be additional admissions documents required specific to the learner's graduate program of choice. Please refer to the program's section in the UC Academic Catalog or speak to a program representative.

Admissions Petitions

There are two circumstances that require applicants to submit an admissions petition:

1. Applicants with a cumulative college GPA of less than 3.0 may be admitted with specifications. These applicants may be required to submit a petition essay to assist the Petition Committee in approving or denying admission. Learners should contact their program representative for specific instructions.
2. Applicants with a felony record may be admitted to University College. A written statement in the form of an Admissions Petition is required if the violation occurred fewer than 10 years ago, or was categorized as a violent offense, regardless of the time frame. The Admissions Committee will review the petition and will either approve with full admissions status, or may ask for additional documentation before reaching a final decision. Learners should contact their program representative for specific instructions.

Policy Regarding False Information

Learners are advised that admission is contingent upon the truthfulness of the information contained in the application. Discovery of false information subsequent to admission is, at the university's discretion, grounds for immediate dismissal at any point in the learner's course of study. Such dismissal shall result in forfeiture of all charges paid and academic credits earned. The full fraudulent records policy may be obtained from the Office of the Registrar.

Transcripts

Applicants are responsible for submitting one official transcript from the regionally accredited college or university where they received their most recent degree. An official transcript is one that University College receives through the authorized electronic transcript submission process or unopened in an envelope sealed by the issuing institution(s) that bears the official seal of that college or university. UC reserves the right to request that the transcript be sent directly from the issuing institution(s). A final transcript, including the conferral of the degree, must be sent following graduation for final acceptance to occur. The transcript and other documents submitted as part of the application become the property of the university and cannot be returned to the learner or forwarded in any form to another college or university.

All international transcripts must be translated by one of the four approved Translation and Evaluation Companies which will provide a Degree/Transcript Equivalency Report: American Education Research Corporation (AERC), Academic Credentials Evaluation Institute (ACEI), International Education Research Foundation (IERF), or World Education Services (WES).

Evidence of Proficiency

There are no required pre-admission tests for applicants to University College. However, STAT 280 Applied Statistics* or its equivalent may be a prerequisite course for specific programs. Please refer to the program or speak to a program representative for additional information.

If required by the program, learners must present evidence of completion of STAT 280 Applied Statistics or its equivalent. Such evidence may include an official college transcript verifying successful completion of the prerequisite course (Applied Statistics), or an Advanced Placement Exam (AP) statistics score of at least 3.

* Please see UC's undergraduate Academic Catalog for the course description for STAT 280 Applied Statistics.

Non-Degree-Seeking Graduate-Level Learners

UC offers access to non-degree-seeking learners, allowing them to take up to four courses, maximum, based on availability. Prerequisites for the courses must be met. Those eligible to apply include:

- Post-baccalaureate degree-holders
- Degree-seeking students at other institutions on official visiting or exchange status
- Those wanting to take a course for professional development or a separate certification or license
- Those considering graduate education

Transfer Work

University College accepts academic credits transferred from other colleges or universities according to the following criteria:

- The college or university must be an institution of higher education accredited by a regional accrediting body recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). These accrediting bodies mandate assessment and other quality control systems that give UC a high level of confidence in their programs.
- Learners must have completed the transferred courses within the past seven years and earned a minimum grade of *B-*. Courses taken more than seven years previously may be considered.
- UC can give credit for up to one-third of the total program units for previous coursework toward a graduate degree.
- The transferred courses must apply to a UC graduate degree program as the equivalents of required courses (i.e., providing a similar knowledge base and/or competencies).
- Enrolled UC learners who would like to transfer coursework from another university into UC must submit a Transfer Inquiry Form to the Office of the Registrar and receive approval before registering for a class at another institution.

Learners are advised that admission is contingent upon the truthfulness of the information contained in the application. Discovery of false information subsequent to admission is, at the university's discretion, grounds for immediate dismissal. An official college transcript must be submitted via an authorized electronic transcript submission process or unopened in an envelope sealed by the issuing institution to UC in order for such coursework to be evaluated for transfer of credit.

The registrar in consultation with the appropriate assistant dean will evaluate previous college work to determine its relationship to the requirements of UC. A credit summary will be sent to the learner showing those courses that have been accepted on transfer and those courses that still need to be taken to fulfill the applicable program's graduation requirements. Only courses where a grade of *B-* or above has been earned can be considered for transfer of credit.

International Admission

Currently, University College does not accept international learners. An international learner is defined as any individual not holding U.S. residency or citizenship.

Re-admission and Re-enrollment

In the event that a learner leaves University College for any reason for more than one academic year (six sessions), that learner must complete an Application for Re-enrollment. All applications for re-enrollment must be approved by the Office of the Registrar, the Office of Student Financial Services, and the Office of Admissions before re-enrollment will be considered, unless an approved leave of absence had been previously granted.

Any learner re-enrolling in UC after an absence of more than one academic year (six sessions) will be subject to new catalog requirements. In addition, all applicants' previously completed work will be reviewed by the appropriate assistant dean to determine which, if any, major courses and supporting non-major courses must be repeated or added to complete the major. The reviewing assistant dean may take into consideration any relevant work experience for major requirement equivalence, but such work experience may not count for unit credit.

Admission Status

Applicants who are granted admission to the university without restriction are considered to be in regular standing. They are permitted to continue in this classification as long as they maintain a satisfactory grade-point average and continue to meet the general standards established by the university for admission and graduation.

Notification of Admission

University College follows a procedure of rolling admission, which means that a prospective learner may submit a completed application at any time. The program representative maintains regular contact with all applicants regarding the status of their application file. In addition, each prospective learner can access his or her admissions status through an online portal to Jenzabar, UC's system of record.

Veterans' Education Benefits

University College is an approved degree-granting institution recognized by the Department of Veterans Affairs. Eligible veterans and their dependents seeking educational training may qualify to use Title 38, chapters 30, 31, 33, 35, and 1606/1607. Refer to the Department of Veterans Affairs for eligibility criteria.



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Student Financial Services

The Office of Student Financial Services at University College assists learners in answering questions related to financial aid and student accounts. Students may contact the office at (626) 857-2461. The SFS office hours are Monday through Thursday, 8:30 a.m. to 5 p.m., and Friday, 9 a.m. to 5 p.m. Questions can also be directed to sfs@uc.apu.edu.

Cost of Attendance for 2016

Tuition

Graduate-level course	= \$600 per unit
Military*	= \$500 per unit

* See "Military Discount" section for details of eligibility.

Special Fees

Return Check Fee	(UC = \$30)
Transcripts Fee	(UC = \$5/copy)
Rush Transcript Fee	(UC = \$20)
Transcript Overnight Postage Fee	
Standard Overnight Express within U.S. (excluding Alaska and Hawaii) 1–2 days	\$15
Global Express outside of continental U.S. and International (3–4 days)	\$25

Charges subject to change without notice.

Payment

Tuition and fees are due in full before the start of each session. Payments can be made online on the Learner Portal.

Refund Policy

- Learners who do not log in during Week 1 (online learners) or do not attend the first night of class (face-to-face learners), are administratively dropped and refunded 100 percent.
- Learners who log in or attend during Week 1 and also drop during Week 1 are refunded 100 percent. Drop requests must be received by 8 a.m. (PT) on Monday of Week 2.
- Learners who withdraw during Week 2 receive no refund and a *W* grade is issued. All learners are subject to a proration of federal financial aid per the regulations for all federal aid. Withdrawal requests will be processed on the date received through Sunday of Week 5 for undergraduate programs and Monday of Week 5 for graduate programs.

Any learner dismissed by the university will receive refunds at the administration's discretion. If a learner feels that individual circumstances warrant exceptions, an academic petition may be submitted to the Office of the Registrar.

Refund Policy Exceptions

Any exception to the stated policy must be requested in writing (using the Academic Petition form) to the Office of the Registrar. Learners receiving federal aid are subject to a proration of federal financial aid per the regulations for all federal aid.

Financial Agreement

A learner may not participate in graduation ceremonies, register for further sessions, or receive any diploma, certificate, transcripts, or Degree Verification Letter until all financial obligations have been satisfied with a zero balance. Any diploma, certificate, transcripts, or letter of recommendation shall be retained by the university as a security interest until all such obligations are satisfied. Release of any such security interest prior, or subsequent to, any default by the debtors shall not be considered a binding precedent or modification of this policy. The university reserves the right to make any changes in costs, payment plans, and refund policies without notice.

How to Apply for Financial Aid

Step 1:

Complete the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.gov. University College at Azusa Pacific University's school code is 001117. The FAFSA must be completed every year, as early as January 1 of each year.

Step 2:

Complete admission to University College. Shortly after admission, learners are reviewed for financial aid eligibility.

Step 3:

Submit all documents requested. If chosen for verification, complete the verification process. In order to finalize financial aid eligibility, the learner's financial aid file must be complete.*

* If the learner's financial aid file is still incomplete when school begins, all financial aid may be removed, and the learner may no longer be eligible to receive any aid for that semester.

Types of Financial Aid Available at University College

1. Federal Student Aid (provided by the U.S. government)
2. State Aid (provided by the state of California)
3. Outside Scholarships (provided by organizations, businesses, etc.)
4. Company Reimbursement (provided by learner's employer)
5. Alternative/private loans

Important Note:

Please be advised that funding from all of the sources listed is not guaranteed. Budget limitations may reduce or eliminate any of the awards described without notice. Also, on rare occasions the amount of financial aid originally offered may end up reduced or eliminated due to federal, state, and/or institutional policies. See "Stacking Financial Aid Policy" for more information on possible restrictions.

Federal Student Aid

Federal Direct Unsubsidized Loans

Unsubsidized Loans are low-interest federal student loans for eligible learners to help cover the cost of higher education. The U.S. Department of Education offers eligible graduate learners at participating schools Direct Unsubsidized Loans.

Direct Unsubsidized Loans are available to graduate learners; there is no requirement to demonstrate financial need. SFS will determine the amount the learner may borrow based on cost of attendance and other financial aid received. For an unsubsidized loan, the learner is responsible for paying the interest during all periods. If the learner chooses to pay interest while in school and during grace periods and deferment or forbearance periods, interest will accrue and be capitalized (that is, your interest will be added to the principal amount of the loan).

Yearly Amounts

- Graduate learners: \$20,500

Aggregate Loan Borrowing Limits

- Graduate learners: \$138,500

Accept or Decline Loans

University College has a “Passive Acceptance” policy when it comes to accepting student loans. All financial aid awards will be accepted in full at the time of awarding. If a learner does not wish to accept all or a portion of the financial aid that has been awarded, the learner must notify Student Financial Services “in writing.” An email will be considered an appropriate form of communication.

Repayment

Generally, repayment of Federal Direct Subsidized and Unsubsidized Loans begins six months after the borrower drops below half-time enrollment status, withdraws, or graduates. This six-month period of time is called the grace period. Borrowers receive just one six-month grace period. If a borrower has used the six-month grace period previously or has consolidated the previous loans, those loans may go into repayment immediately.

Loan Exit Requirements

The federal government requires all student borrowers of Federal Loans to complete the loan exit counseling for Federal Direct Loans. Borrowers must complete a loan exit when they drop below half-time enrollment status, withdraw, or graduate.

Federal Direct Grad PLUS Loans

The Federal Direct Grad PLUS Loan is a low-interest loan borrowed directly from the U.S. government, that graduate learners can apply for to help pay for college. The learner can borrow any amount up to the learner's cost of attendance, minus any other aid the learner is receiving.

How to Apply for a Grad PLUS Loan

1. Complete the Grad PLUS Loan Worksheet
2. New borrowers must complete the Grad PLUS Master Promissory Note and the Grad PLUS Entrance Counseling at www.studentloans.gov

Repayment

Repayment starts after you receive the full amount of your loan, but payments are deferred while learners are enrolled in school at least half time. That deferral ends six months after a learner's enrollment drops below half time. No payments are required while a learner qualifies for an in-school deferment, but the first monthly payment is due 45 days after the deferral ends.

Alternative/Private Loans

The Office of Student Financial Services strongly recommends that learners apply for and accept all federal loans first before applying for private loans. Federal loans offer much better interest rates and repayment terms.

Learners who wish to apply for alternative loans must complete a separate online application at www.elmselect.com.

Learners must have eligibility remaining in their school budget and be approved by the lending agency of their choice. It is the learner's responsibility to notify the Office of Student Financial Services of the approved alternative loan. Alternative loans require that tuition must be paid in full before any refund will be given. Contact the Office of Student Financial Services for more information. It is the learner's responsibility to be in constant contact with his or her lender, to make sure every piece of the application process has been taken care of in a timely manner. Should the alternative loan not process in time, the learner will be responsible for any owing balance that remains on his or her student account.

Military Discount

The military tuition discount is available to military servicemembers, and spouses of active or reserve military servicemembers. For the purposes of this tuition discount, military servicemembers are defined as:

- U.S. Air Force—active duty, reserve
- U.S. Army—active duty, Army National Guard on active duty, Army Reserve
- U.S. Navy—active duty, Naval Reserve in active duty status
- U.S. Marines—active duty
- U.S. Coast Guard—active duty, reserve

“Active” is defined as after basic training is complete.

Post-9/11 GI Bill

For up-to-date information regarding eligibility requirements, award amounts offered by the government, and specific details, please contact the VA or visit www.gibill.va.gov.

Outside Aid

All learners are required to report all resources known or expected to be available to them during the period for which they seek financial assistance. These resources include, but are not limited to scholarships, fellowships, stipends, and company tuition reimbursement. Failure to report these resources can result in delays in receiving aid funds for which the learner may be eligible, cancellation of the award, or even the return of funds already received. Should any new resources become available, the learner is required to report this information to the Office of Student Financial Services. Withholding or concealing information about these resources may constitute fraud, as the learner may be receiving financial aid to which he or she is not entitled.

Disbursements and Refund Checks

Once the learner is admitted into an eligible program and the financial aid file is complete, all financial aid usually disburses into the learner's student account between Week 3 and Week 8 of the session or later depending upon when all documentation is received. If the disbursement creates a credit balance, a refund check will automatically be processed. The refund check should arrive to the address the learner has on file within 7 to 10 days after the disbursement is made.

The learner should keep in mind that any refund check that is received is intended for education-related expenses. Please be sure to monitor your Federal Student Loan borrowing at www.nsls.ed.gov. There are aggregate limits of how much you can borrow, and we don't want you to run short of funds. Please borrow wisely and be careful how you manage your refund checks.

Over-Awards

The Office of Student Financial Services at University College is required to reduce aid packages because of over-awards. In many cases, the over-award could have been prevented through the timely reporting of additional resources to the Office of Student Financial Services. Timely reporting of all outside resources will help prevent frustration and inconvenience resulting from aid adjustments required to resolve an over-award.

Stacking Financial Aid Policy

Federal and state regulations restrict how much financial aid a learner can receive. The following policies are provided in an effort to help prevent any confusion or frustration that may result from an award being reduced or eliminated.

- **Cost of Attendance:** Financial aid cannot stack above COA.
- **Exceptions:** VA Benefits
- **APU Staff Benefit and UC Tuition Assistance:** Tuition benefit cannot stack above tuition.

Financial Aid Policies

Please be advised that funding from all of the sources listed is not guaranteed. All financial aid is subject to the continued availability of federal, state, institutional, and private funding. Budget limitations may reduce or eliminate any of the awards described without notice.

Deadlines

Apply early and return all requested documents before the session begins. Completing the application process early helps ensure a learner's eligibility for the most financial aid possible. The Office of Student Financial Services will do its best to quickly and accurately process a learner's application for financial aid. However, the ultimate responsibility for accurately completing the FAFSA, submitting completed documents, and finalizing the loan application process in a timely manner is up to the learner. It is advised that the learner respond to all inquiries from the financial aid office in a timely manner. Should a learner's financial aid (including loans) not process by the last date of enrollment in that session, the learner will be responsible for any owing balance that remains on his or her UC account.

Admissions File

To be eligible for financial aid within a given session, the learner must be fully admitted to the university. A learner who does not complete his or her admissions file by the learner's last date of enrollment will not be eligible for financial aid for that session.

Completion of the Free Application for Federal Student Aid (FAFSA)

The FAFSA must be accurately completed and electronically received from the federal government by the Office of Student Financial Services in enough time to process prior to the learner's last date of enrollment. For most learners, this is at least two weeks prior to the learner's last date of enrollment.

Enrollment Status

Financial aid award amounts are based on at least half-time enrollment. Enrollment will be verified after the add-drop date of each session. Learners must be enrolled at least half-time for the semester in order to be eligible for loans.

- 6 units = Full-time
- 3 units = Half-time

Equitable Treatment

University College does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures. Appeal procedures exist for anyone who feels that a violation of the above has occurred. Contact the director of student financial services for further information.

Keeping in Touch

University College learners must notify the Office of Student Financial Services in writing regarding changes in financial situation, marriage, loss of a job, withdrawal from school, change in units, anticipated change of program, or change of address.

Release of Records

By applying for financial aid, a learner grants that the Office of Student Financial Services at University College has the right to release the learner's grades and enrollment records to scholarship, state, federal, and loan agencies in accordance with the rules governing the Family Rights and Privacy Act (FERPA).

The rules governing FERPA also prevents the staff in the Office of Student Financial Services to discuss a learner's student account or financial aid status with anyone but the learner unless permission is granted by the learner. If a learner wants to grant permission to a spouse, parent, or other person, a FERPA form must be completed and submitted to the Office of Student Financial Services (even if another FERPA form has been submitted to another department at UC). The FERPA form is located on the Learner Portal.

Satisfactory Academic Progress (SAP)

Learners who wish to receive financial aid must be in good academic standing and make satisfactory academic progress toward a degree or certificate program in addition to meeting other eligibility criteria.

Learners are evaluated at the end of each semester (fall, spring, and summer). The following minimum academic standards must be met:

Qualitative Measure (GPA Requirement)

Learners must maintain a minimum cumulative grade-point average (GPA) of at least 3.0 to be eligible for federal, state, and institutional funds.

Quantitative Measure (Pace Requirement)

Learners are expected to complete a minimum of 67 percent of units in which they enroll from the beginning of their program. The policy applies to cumulative units only. Thus, a learner who successfully completes 18 units without withdrawing from any classes, and then enrolls in 6 units but withdraws from all units would still make satisfactory progress. The student would have completed 18 out of 24 total units (18/24 total units = 75 percent), which is greater than 67 percent.

Time Limit for Receiving Federal Financial Aid (Maximum Time Frame)

Federal financial aid for all programs cannot exceed 150 percent of the total units in the program, including units that result from transfer units and repeated courses. Learners will not be eligible to receive aid after completing the amount of units listed below:

- M.A. in Psychology program: 54
- All other graduate programs: 50

Grades

The only grades that meet satisfactory academic progress completion standards are grades for which credit is awarded; *A*, *B*, *C*, *D*, *P*, and *CR* (credit). Withdrawal and incomplete grades are not passing grades. Challenge exams and audited courses are not considered.

Transfer Credits

Transfer credits that have been officially accepted to complete program requirements will count for qualitative (GPA requirement) and quantitative (pace requirement) measures of Satisfactory Academic Progress.

New, Changed, or Added Programs

If a learner changes or adds programs, it will not reset the current qualitative (GPA) or quantitative (pace) measures of SAP. Cumulative GPA and completion rate will be used for all programs in which the student enrolls at University College. If the learner changes or adds a program, the maximum time frame will be reset from the date of initial enrollment in the new degree program.

Repeated Courses

If a learner repeats a failed or a previously passed class, it will replace the grade to recalculate into the new cumulative GPA. The units will still count toward the completion rate and maximum time frame. Learners who pass a class (*A*, *B*, *C*, *D*) and choose to repeat it for a higher grade may receive financial aid only once (a total of two attempts) for that repeated class. Learners may receive financial aid for a failed class (*F*) that they repeat until they pass.

Note: A *D* grade is considered a passing grade by the U.S. Department of Education.

Financial Aid SAP Statuses

Learners who fail to maintain SAP for the first time will be placed on Financial Aid Warning and will be given one semester of financial aid eligibility to correct their SAP deficiencies. If the learner does not make up the deficiencies in that one semester, they will be placed on Financial Aid Suspension and will be ineligible for all federal, state, and most institutional financial aid. The learner does have the opportunity to appeal this decision. If the appeal is approved, they will be placed on Financial Aid Probation.

Appeals

Learners may appeal for reinstatement of financial aid if they, a spouse, or dependent children have experienced illness that prevented class attendance for an extended period of time, they have experienced a death in the immediate family (parents, siblings, spouse, or dependent children), or they have experienced some extraordinary situation that prevented them from meeting the minimum standards. Such a situation must be exceptional and nonrecurring in nature. The appeal for reinstatement must explain the cause of the academic difficulty and how the situation has been resolved.

A SAP Appeal form and Academic Plan is available on the Learner Portal and must be submitted to the Office of Student Financial Services within 30 days of notification of financial aid ineligibility. The learner must work with their success coach to develop an academic plan that outlines what needs to take place in order to clear the SAP. If SAP cannot be cleared with just one semester, the appeal can be extended one additional semester if the success coach indicates as such on the academic plan. The academic plan that is submitted with the appeal should be created and signed by both the learner and the success coach. The appeal will be reviewed by the Satisfactory Academic Progress Appeals Committee.

Regaining Eligibility

Learners regain financial aid eligibility when they meet all three measures of progress for SAP. It is possible for learners to be placed on a warning status multiple times in their academic career.

Loan Code of Conduct

As a part of the Program Participation Agreement for participating in Title IV financial aid programs, institutions are required to develop and comply with a loan code of conduct that prohibits conflicts of interest for financial aid personnel with respect to all student loans. Any University College employee who has responsibilities with respect to student educational loans must annually be reminded to comply with this code of conduct. The following provisions bring University College into compliance with the federal law [CFR 34 601.21 and HEOA 487]

1. Neither UC as an institution nor any individual or financial aid employee shall enter into any revenue-sharing arrangement with any lender which makes loans to learners attending the institution.
2. No financial aid employee of UC who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.
 - For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a nominal value.
 - Gifts and favorable terms and benefits do not include: a brochure, workshop or training using standard materials relating to a loan, default aversion, or financial literacy, such as a part of a training session. Entrance and exit counseling as long as the institution’s staff are in control of the counseling and the counseling does not promote the services of a specific lender.
3. An employee at UC who has responsibilities with respect to education loans shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. UC shall not:
 - assign a lender to a first-time borrower through award packaging or any other method; or
 - refuse to certify or delay certification of any loan based on the borrower’s selection of a particular lender or guaranty agency.
5. UC shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with:
 - a specific loan volume of such loans; or
 - a preferred lender arrangement for such loans.
 - an “opportunity pool loan” is defined as a private education loan made by a lender to a learner (or the learner’s family) that involves a payment by the institution to the lender for extending credit to the learner.
6. UC shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. Any financial aid office employee who has any responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such an advisory board, commission, or group.

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Reservation of Rights

University College reserves the right to change any of its policies without prior notice, including, but not limited to: tuition, fees, unit-value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admissions standards and policies. The university further reserves the right to refuse admission to any applicant and to disqualify, discontinue, or exclude any learner.

This catalog supersedes all previous catalogs. The policies expressed in this catalog and each subsequent catalog will be controlling regardless of any policies stated in a previous catalog received by the learner upon his or her admission.

This catalog and each subsequent catalog are supplemented by the rules and regulations stated on the UC website and information/resource areas in the learning management system. Where conflict exists between any of these sources, the most recent rule, regulation, or policy will be controlling.

Academic Integrity

The mission of University College includes cultivating in each learner not only the academic skills that are required for a university degree, but also the characteristics of academic integrity that are integral to a sound Christian education. It is, therefore, part of the mission of the university to nurture in each learner a sense of moral responsibility consistent with the biblical teachings of honesty and accountability. Furthermore, a breach of academic integrity is viewed not merely as a private matter between the learner and a professor, but rather as an act that is fundamentally inconsistent with the purpose and mission of the entire university.

The maintenance of academic integrity is the responsibility of each learner at UC and each learner is responsible for understanding and upholding the Academic Integrity Policy. Learners should familiarize themselves with the expectations specified by the professor in each class concerning what is and is not permitted, especially in matters of group projects, reports, and the attribution of research to sources (citations). Academic dishonesty includes, but is not limited to:

Plagiarism: UC has adopted the Publication Manual of the American Psychological Association (APA) as the primary guiding for all coursework submitted unless otherwise communicated in writing by a course instructor. The APA manual provides a full description of plagiarism and self-plagiarism. Learners are responsible for compliance with the ethical code, but simply stated, plagiarism is the intentional or unintentional presentation in writing or orally of another person's work to include words, ideas, or any other information as one's own original work without providing proper credit as specified by the ethical code. UC upholds research excellence and strongly encourages learners to provide ample support for claims in the research or academic process. Providing support and credit to others signifies the breadth and depth of a learner's accumulated knowledge base and therefore learners should strive for excellence in their research and all academic coursework.

Self-Plagiarism: Another form of plagiarism occurs when a student uses information from a paper previously written and resubmits it in another assignment or course without acknowledgement. In reality a student is academically 'double-dipping'—seeking to receive credit for work already submitted. Such unauthorized and uncited reuse of a student's academic work is considered self-plagiarism and carries the same consequences as other forms of plagiarism. Therefore, before reusing material from previous papers for assignments, learners must:

1. Receive prior written permission from the instructor to reuse information from previous work. Instructors may ask to view the material to be reused and have the authority to decide whether or not to accept this work in fulfillment of their course requirements. Permission is inferred when the assignment instructions specifically articulate the use of previous work, such as when an assignment builds on previous work within the same class.
2. If permission is received, limit the reuse of previously submitted work to no more than 20 percent of the new assignment (i.e., a paper must include at least 80 percent new material). In special cases, learners may exceed the 20 percent limit with written permission by the instructor.
3. Cite the material previously used in the paper in accordance with APA format. Learners must cite themselves as the previous author and include a reference entry even though it is information that the general reader may not be able to access. Learners should use this format when referencing their work:

Author, A. B. (Year). *Title of paper*. Unpublished manuscript, University College.

Cheating: Using or attempting to use unauthorized material, information, or study aids in any academic exercise including unauthorized collaboration

Fabrication: Falsification or invention of any information or citation in an academic exercise

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty, or allowing someone else to represent your work

By virtue of their registration at UC, learners agree to uphold the following pledge: "As a learner at this Christ-centered university, I will uphold the highest standards of academic integrity. I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do. I will conduct myself responsibly and honorably in all my academic activities as a UC learner."

Sanctions for first violations are determined by the instructor of record in consultation with the appropriate assistant dean or designee, if the violation is not flagrant, and may include an *F* in the class, an *F* on the assignment, or a less-severe action based upon the nature of the violation.

The standard sanction for a repeated offense or for a flagrant violation (e.g., submitting a purchased paper or allowing someone else to represent you online) is suspension or dismissal from the university. All flagrant violations will be referred to the appropriate assistant dean or designee. Learners may appeal a sanction they believe to be unfair or unjust as described in the “Grievance Policy” in the catalog.

Course Numbering System

Courses are identified by a disciplinary abbreviation, followed by a three-digit course number. Graduate credit is identified by courses that number within the 500-699 category.

The course abbreviations are as follows:

APSY	Applied Psychology
MLOS	Leadership and Organizational Studies

Academic Calendar

The academic year consists of three 16-week semesters, each of which includes two 8-week sessions. All courses will be 8 weeks in length and most will carry 3 units of credit. The academic calendar can be accessed on the University College’s Course Portal website. The Academic Calendar is subject to change at any time.

Registering for Classes

Learners must be admitted to the university, meet payment deadlines, and participate in advising prior to registering for classes.

Administrative Withdrawal Policy

Learners are expected to complete the following two steps in order to stay enrolled in their courses through the first week of the class:

- 1. For online learners, log in to each course during the first week of class. For face-to-face learners, attend the first night of class.** Those who fail to log in or attend class will be administratively dropped unless other arrangements are made with the instructor prior to the first day of class.
- 2. Submit a homework assignment.** In addition to logging into their courses, online learners must also submit an assignment, activity or forum for grading by 8 a.m., Monday, beginning Week 2, in each class. Failure to do so will result in an administrative withdrawal from the course.

Note: For information related to financial aid, please see “Refund Policy” in “Financial Information” section of the catalog.

Adds/Drops

- Learners who do not log in during Week 1 (online learners) or do not attend the first night of class (face-to-face learners), are administratively dropped and refunded 100 percent.
- Learners who log in or attend during Week 1 and also drop during Week 1 are refunded 100 percent. Drop requests must be received by 8 a.m. (PT) on Monday of Week 2.
- Learners who withdraw during Week 2 receive no refund and a *W* grade is issued. All learners are subject to a proration of federal financial aid per the regulations for all federal aid. Withdrawal requests will be processed on the date received through Sunday of Week 5 for undergraduate programs and Monday of Week 5 for graduate programs.

Credit Hours

In accordance with U.S. Department of Education regulations, a University College graduate unit will represent a minimum of 37.5 clock hours devoted to academic activities. Accordingly, the average learner enrolled in one 8-week, 3-unit course will spend approximately 14 hours per week engaged in active learning ($37.5 \text{ hours} \times 3 \text{ units} \div 8 \text{ weeks} = 14 \text{ hours per week}$). A learner enrolled in one 8-week, 4-unit course will spend approximately 18.75 hours per week engaged in active learning ($37.5 \text{ hours} \times 4 \text{ units} \div 8 \text{ weeks} = 18.75 \text{ hours per week}$).

Full- and Half-Time Loads

The typical study load established by the university is one course per session due to the rigorous nature of graduate work. The minimum study load for a full-time student is 6 units per semester, or 3 units per semester for a half-time student. Due to the rigor of UC graduate coursework and the time investment involved, all students must petition to register for more than one course per session through the Office of the Registrar. A 3.0 minimum GPA is required for consideration of a study load increase. Final approval is granted through the appropriate assistant dean or designee. Students should refer to federal requirements for financial aid to determine the course load required for federal aid purposes.

Degree Requirements

- Baccalaureate degree credits cannot be applied to graduate degree requirements.
- Undergraduate prerequisite courses may not be applied to graduate degree requirements.
- The minimum number of credits for a master’s degree is 33. Some specializations require more units. See individual degree programs for more information.
- Challenge exams are not acceptable in meeting graduate program requirements.
- No grade below a *B-* is acceptable toward a degree.
- All graduate coursework must be taken for a letter grade, unless otherwise noted.

Changes in Degree Requirements

The learner is responsible to fulfill the academic degree requirements of the catalog, as determined by the date of their initial semester enrollment. Learners may select to fulfill the program degree requirements introduced in a subsequent catalog through a petitioning process to the appropriate assistant dean.

Statements in the catalog are for informational purposes and should not be considered as the basis of a contractual agreement between the adult learner and the University. All other changes to University policies and procedures (e.g., cost of attendance, financial aid requirements, time limit for completing degrees, or commencement dates) are effective in accordance with the most recent catalog printing.

Grading

Grades are based on daily work, classroom projects, and examinations. In all courses, except those designated as credit/no credit, scholarship is ranked as follows: *A*, exceptional; *B*, superior; *C*, average; *D*, poor; *F*, failure; *IN*, incomplete; and *W*, withdrawal. Grade type (*A–F* versus credit/no credit) cannot change unless official course change has been approved by the appropriate council prior to the course being offered for a particular session. Unit values for a course cannot be changed from the published values. For each credit in which the learner is enrolled, points are awarded according to the grade earned as follows:

<i>Grade A</i>	4.0 points	
<i>Grade A-</i>	3.7 points	
<i>Grade B+</i>	3.3 points	
<i>Grade B</i>	3.0 points	
<i>Grade B-</i>	2.7 points	
<i>Grade C+</i>	2.3 points	
<i>Grade C</i>	2.0 points	
<i>Grade C-</i>	1.7 points	
<i>Grade D+</i>	1.3 points	
<i>Grade D</i>	1.0 point	
<i>Grade D-</i>	0.7 points	
<i>Grade F</i>	0 points	
<i>Grade FN</i>	0 points	Not Attended
<i>Grade W</i>	0 points	Withdrawal
<i>Grade IN</i>	0 points	Incomplete
<i>Grade NC</i>	0 points	No Credit
<i>Grade CR</i>	0 points	Credit
<i>Grade IP</i>	0 points	In progress

Graduate students must maintain a 3.0 GPA. A grade of *B-* in graduate courses will be factored into the GPA but will not receive credit toward graduation requirements.

Students who fail to submit at least 50 percent of assignments, or miss more than a specified number of face-to-face classes will receive an *FN* grade, which could impact financial aid.

Incomplete Grades

The grade Incomplete (*IN*) is given only under special circumstances such as a verifiable serious illness. An *IN* grade may be given upon recommendation of the instructor with the permission of the appropriate assistant dean. To obtain an incomplete, the learner must fill out an official incomplete form available in the Course Portal, and submit no less than 48 hours prior to the final class session. An incomplete may be granted for up to four weeks from the final date of the course. Incomplete coursework not made up within the allotted period will not be counted toward the final grade.

Learner Participation

University College sees active participation in the course as a means to build an effective learning community. Learner engagement with other learners and the facilitating instructor is foundational to a successful academic experience.

Adult learners who dialog with their classmates and instructor on a regular basis (and in a meaningful fashion) typically do well in class (face-to-face or online). Relationship building can occur in many ways, including (but not limited to) participation in discussion forums, through group assignments, and in course chat rooms. Instructors are available for more personal discussions as well. Academic growth and development is achieved not only through the completion of scholastic work but also through participating in the academic community.

Attendance Policy (for Face-to-Face Courses)

Attendance at classes is critical due to a large portion of constructive learning that takes place during class meetings. Many of the designed activities are dependent upon each learner's contribution to the discussions that take place. As such, if a learner misses more than two class meetings in a session, he or she may be required to retake that course. An instructor, with approval from the appropriate assistant dean, may allow a learner to continue if there has been a serious situation such as an extended hospitalization, death in the immediate family or some other serious event.

Late Work Policy

For Online Courses:

Assignments are considered late if they are not posted by either the stated time for any given assignment or by 11:59 p.m. Pacific Time (PT) on the day they are due. *Late assignments receive a 20 percent deduction for each day they are late, beginning one minute after the assignment is due, with no work accepted after 48 hours of the original due date with the exception of the final week, which ends on Friday at 11:59 p.m. PT.* No late work is accepted after Friday of Week 8. Late work will not be accepted for online discussions after the close of the week.

Technological issues are not considered acceptable excuses for late work. Always back up your work and have a plan for submitting assignments even in the case of computer problems or lost Internet access.

Graded assignments are due on the days listed in the Course Calendar. All deadlines refer to Pacific Time. The UC course week begins at 8 a.m. PT Monday and ends at 7:59 a.m. PT the following Monday, with the exception of the final week, which ends on Friday at 11:59 p.m. PT. Therefore, no late work is accepted after Friday of Week 8.

Learners who have experienced a situation such as extended hospitalization or death in their immediate family may submit a Late Work Petition.

Learners may not make up threaded discussions, which are time sensitive.

For Face-to-Face Courses:

Assignments are considered late if they are not submitted electronically to the Course Portal by the beginning of the class session. *Late assignments receive a 20 percent deduction for each day they are late, beginning one minute after the assignment is due, with no work accepted after 48 hours of the original due date/time. However, in the final week, which ends at the end of the final class session, no late work will be accepted.* No late work is accepted after the end of the final class session.

Technological issues are not considered acceptable excuses for late work. Always back up your work and have a plan for submitting assignments even in the case of computer problems or lost Internet access.

Learners who have experienced a situation such as extended hospitalization or death in their immediate family may submit a Late Work Petition.

Repeated Courses

Learners may repeat courses at University College. All grades will remain on record but only the most recent will be calculated into the learner's grade-point average. The units will be counted for credit only once, which may impact financial aid. Learners may not repeat a course more than twice at UC. If a repeated class is taken at another institution, both the grade and the units of the repeated class will be transferred (providing the class meets the guidelines for transfer). The original grade in the UC class will remain on the record and remain as part of the GPA calculation. However, the units for the class taken at UC will remain on the record but will not be counted towards the units needed for graduation. Learners who choose to repeat courses at other institutions may be required to complete more than the minimum required units to earn their degree.

Petition Process

A petition process exists for learners who seek an exception to stated academic policies, procedures, and regulations. General Petition forms are available online. Approval for petitions will be granted only in unusual cases where extenuating circumstances are evident and can be substantiated.

Progress Toward a Degree

All degree requirements for graduate degrees must be completed within an eight-year period. If the learner exceeds this eight-year period, he or she must follow the procedure outlined in the "Re-admission and Re-enrollment" section of the catalog.

Academic Probation and Academic Dismissal

Satisfactory progress toward the master's degree is considered a 3.0 grade-point average (GPA). In the event that the adult learner's local GPA drops below 3.0 at the end of a second eight-week session (Spring 2, Summer 2, or Fall 2), the learner will be placed on academic probation. The learner on probation is allowed to register for a maximum of one course per session in the subsequent two eight-week sessions during their probation, with approval from the appropriate assistant dean or designee.

During the subsequent two consecutive eight-week sessions, students on probation are expected to earn a minimum GPA of 3.0. Learners who fail to do so will be dismissed, but are eligible to reapply via academic petition after two eight-week sessions. The petition must include an explanation of the learner's past lack of progress, and his or her plan for future academic success.

If the petition to return to University College is approved, the learner's progress will be monitored by the appropriate assistant dean (or designee) and the Office of the Registrar regularly. If the learner is unable to maintain a 3.0 GPA, the result will be disqualification. A second academic dismissal may not be appealed and the learner must proceed through the re-admission and re-enrollment process for consideration of further study at UC. Re-enrollment occurs at the discretionary approval of the appropriate assistant dean or designee, and is not guaranteed.

In summary:

1. Graduate learners who do not maintain a cumulative 3.0 grade-point average (GPA) in all coursework will be placed on academic probation.
2. Graduate learners whose GPA falls below 3.0 at the end of a semester at UC will be placed on academic probation.
3. Graduate learners will be given two eight-week sessions to demonstrate their ability to raise their GPA to satisfactory levels. A student may be disqualified from further graduate work if a 3.0 GPA is not maintained.

Re-application after Academic Dismissal

A learner who has been dismissed for academic reasons may petition to return to University College after a two-session break. The petition must state:

1. Intentions to maintain acceptable academic standing.
2. Strategies for probable success.

If the petition to return is approved, the learner will be admitted on probation and his or her status will be monitored regularly thereafter to ensure that the learner is making satisfactory progress in remedying grade deficiencies. Failure to maintain a local grade-point average of 3.0 will result in disqualification from further study at UC. A second academic dismissal may not be appealed and the learner must proceed through the re-admission and re-enrollment process for consideration of further study at UC.

Withdrawal from Courses

A learner may withdraw from a graduate course without grade penalty prior to Monday of Week 6 of the course. In an eight-week course, for example, the deadline is Sunday at 11:59 p.m. (PT) of Week 5. The learner must secure email approval from the professor and complete a Course Withdrawal Form, forwarding both to the registrar. The learner will then receive a *W* (withdrawal) grade in that course. A learner who never attends or stops attending a course for which he or she is officially registered without following the accepted procedures may receive a failing grade in that course. See also “Refund Policy” under Financial Information.

Withdrawal from a Graduate Program

A graduate program learner who, for any reason, finds it necessary to withdraw from the program during the course of the session must do so through the appropriate assistant dean or designee. The learner must complete the exit interview process and submit a formal withdrawal form. Failure to comply with these regulations will mean that failing grades will be entered on the student’s record and dismissal will be recorded as dishonorable. See “Refund Policy” under the “Financial Information” section. In matters of disciplinary action resulting in suspension or dismissal from the university, a written statement will be sent from the director of student success or the appropriate assistant dean informing the learner of the action. That administrator will also notify the registrar regarding the learner’s status and authorize proper withdrawal from classes. Dismissed learners will not receive tuition refunds except by administrative action.

Leave of Absence

Graduate learners may request to take a leave of absence from enrollment in classes for one semester (two consecutive sessions). Requests for a leave should be initially made to the appropriate assistant dean or designee. Such a leave requires university approval. Forms are available online and must be completed prior to the learner’s absence from the university. Failure to complete the required form, or to register at the end of the approved leave, will result in the learner having to re-apply to the university and comply with any applicable changes in admissions, financial aid, and degree requirements as stated in the “Re-enrollment Policy” located in the Admissions section of this catalog.

Student Records Policy

The Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment or FERPA, provides that students shall have the right of access to their educational records; and with limited exceptions, educational institutions shall not release educational records to nonschool employees without consent of the student unless specifically permitted by law. “Students” as used in this notice includes former students.

Release of Transcripts

Transcripts of University College coursework are available by request approximately two weeks after the completion of courses. A form is available on the website. Transcripts, diplomas, and/or verification of degrees will not be released until all financial obligations to the university are met.

Right of Access

With a few exceptions provided by law, learners at University College may see any of their educational records upon request. In general, access will be granted immediately upon request to the record custodian, but if a delay is necessary, access must be granted no later than 45 days after request. Learners further have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records. Learners may waive their right of access to recommendations and evaluations in the cases of admissions, application for employment, and nomination for awards. UC may not require learners to sign a waiver of their right of access to their records, but learners should be aware that recommendations and evaluations may not be very helpful or candid without a signed waiver.

Disclosure of Student Records

With certain exceptions provided by law, University College cannot release information concerning learners, other than directory information, from their education records to anyone other than university officials without the written consent of the learner. Learners and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the university with written permission to release specific records and to which parties the releases should be made. The learner's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of learners who are dependents for federal income tax purposes. Parents requesting information regarding dependent learners must demonstrate federal income dependency by submitting their most recent federal income tax return.

The university has designated the following categories as directory information, which may, at the university's discretion, be released to the public without consent of the learner: learner's name and maiden name, address, email address, telephone number, fax number, date and place of birth, major field of study and courses taken, participation in officially recognized activities, dates of attendance, degrees and awards received, all previous educational agencies or institutions attended, current class schedule, employer, church membership, photographs, and parents' names, addresses, and telephone listings. It is the general policy of the university not to release directory information regarding its learners unless, in the judgment of the appropriate record custodian or other officials with record access, such release either serves a legitimate educational purpose or is not adverse to the interests and privacy of the learner. However, the learner may request that certain categories of directory information not be released to the public without his or her written consent. Such requests shall be submitted in accordance with the learner records policy of the university.

This notice is not intended to fully explain learners' rights under FERPA. The Office of the Registrar maintains copies of the official UC Student Records Policy, which contain detailed information and procedures with regard to these rights. Learners may obtain a copy of the written policy upon request to the Office of the Registrar. Any learner alleging failure of the university to comply with FERPA may file a complaint with the Family Education Rights and Privacy Act Office (FERPA), United States Department of Education, 4511 Switzer Building, 330 C St. SW, Washington, D.C. 20201.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords learners certain rights with respect to their education records. These rights include:

1. The right to inspect and review the learner's education records within 45 days of the day the university receives a request for access. Learners should submit to the registrar, appropriate assistant dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the learner of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the learner of the correct official to whom the request should be addressed.
2. The right to request the amendment of the learner's education records that the learner believes is inaccurate, misleading, or in violation of privacy rights. Learners may ask the university to amend a record they believe is inaccurate, misleading, or in violation of privacy rights. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of privacy rights. If the university decides not to amend the record as requested by the learner, the university will notify the learner of the decision and advise the learner of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the learner when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the learner's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is (1) a person employed by the university in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel and health staff); (2) a person serving on the Board of Trustees; (3) a learner serving on an official commitment, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or (4) a person employed by or under contract to the university to perform an assigned task on behalf of the university. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility whenever he or she is (1) performing a task that is specified in his or her job description or contract agreement; (2) performing a task related to a learner's education; (3) performing a task related to the discipline of a learner; (4) providing a service or benefit relating to the learner or learner's family (such as health care, counseling, job placement, or financial aid); or (5) disclosing information in response to a judicial order or legally issued subpoena. Another exception is that the university discloses education

records without consent to officials of another school in which a learner seeks enrollment or intends to enroll, upon request of officials of that other school.

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

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

Expectations for Student Behavior in the Learning Environment

Lecturer Expectations, Rights, and Procedures

The learning environment is under the domain of the instructor who is responsible for maintaining a safe learning environment for all learners in his or her classes. The learning environment is not limited to the classroom, but also includes any other communication related to the academic enterprise.

In an effort to create an environment conducive to learning, learners may challenge the lecturer's position or approach, as long as this inquiry is done with civility, respect, and professionalism. It is never appropriate for a learner to personally attack, threaten, intimidate, or abuse the professor or classmates, either in public classroom discourse or in private communications. Conversely, University College (UC) lecturers may not attack or verbally abuse learners, although instructors are expected to critique learner work (as long as it is conducted in a professional and civil manner) within the context of the coursework.

Guidelines for Student Behavior

Learner behavior that includes making threats against instructors or other learners, or endangers the safety of others, may result in immediate dismissal from the university and the university contacting local law enforcement.

Guidelines for Online Communication

Free discussion, inquiry, and expression are encouraged in every class. The ability to communicate effectively and professionally is especially critical in an online educational environment where other cues such as verbal tone and facial expression are absent. Communication guidelines for members of the online learning community are critical for creating an environment conducive to learning. These guidelines, commonly called "netiquette," include the following for both learners and instructors:

- **Be Courteous:** Since your emails, texts, and posts are the only means of communicating in an online environment, be aware of what you write. Could your message be interpreted as rude, disrespectful, insulting, or discriminating? How would you view the message if you were to receive it? Extend to others the same courtesy you would want extended to you.

- **Be Encouraging:** The amount of online experience in an online classroom varies from person to person. Some learners may spend more time observing and reading than posting. Craft your posts in such a way that they provide encouragement for positive and critical conversation.
- **Be Helpful:** Even a well-presented course may not be clear. Sometimes it is easy to get lost among links and other sites. When learners lose their way, offer guidance in the right online direction so they can gain confidence in navigating a course site.
- **Be Patient:** UC works in an asynchronous environment, which means the instructor or other learners may not be online when you are. Be aware instructors have up to 24 hours to respond to an email. If you require immediate attention, it may be helpful to pick up the phone and give the instructor a call. Please do not assume instructors or other learners are ignoring you or are being negligent. Give others the benefit of the doubt you would want others to give to you.
- **Be Respectful:** Treat each other with respect. Read and respond to others in a way that cultivates a positive learning environment. As a member of the learning community, be aware that others learn from your posts and emails. Respectful communication is a foundation for rich learning.

Behaviors that should be avoided include:

- **"Shouting":** Shouting is when a message is written in all capital letters, and is considered a rude method of communicating. Avoid using all capital letters in your online communications.

Behaviors that are not tolerated include:

- **"Flaming":** Flaming or cyberbullying is a term of general disrespect. This behavior occurs when a writer "shouts," curses, bullies, threatens, intimidates, humiliates, or discriminates against other members of the online community. Flaming or cyberbullying will not be tolerated.
- **Prejudicially discriminatory language:** Inappropriate and derogatory statements about race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, and veterans will not be tolerated.

Violations to these guidelines could result in the following disciplinary action:

Step 1: Notification to Learner

The instructor is to notify the learner within 72 hours of the initial post of the inappropriate behavior in writing. A private email identifying the behavior and explaining why it is inappropriate will be sent to the learner. The email will instruct the learner to reply within 72 hours. The instructor should notify the appropriate assistant dean or designee, who will in turn notify the chief academic officer.

Step 2: Institutional Action

If the instructor feels that a “good faith” attempt was made to the learner, and the learner either did not respond in a timely manner or continued to display disruptive behavior toward the lecturer and or the class, the lecturer will notify the appropriate assistant dean or designee within 72 hours of notifying the learner of the inappropriate behavior. The appropriate assistant dean or designee will in turn notify the chief academic officer and the director of student success.

Depending on the severity of the infraction, the Office of Academic Affairs may choose to respond accordingly:

- Have learners initiate reparations with involved parties as requested by the Office of Academic Affairs.
- Immediate removal from class, with the learner being allowed to complete the class in absentia. A substitute instructor will be designated, and that instructor’s grade will be non-negotiable and binding to the learner.
- Immediate removal from class, without monetary refund and without any chance to complete the coursework. A letter from the university will be sent to the learner via email and Certified Mail reiterating relevant findings to student success and the appropriate assistant dean or designee. The Certified Mail document will be sent to the learner under both signatures.
- If the learner is enrolled in any other course at UC with a different professor, that professor will be notified of the situation with the disruptive learner. It will then be decided by the appropriate assistant dean or designee whether to allow the learner to enroll in any additional courses in the university, and a write-up of the occurrence will be put in the learner’s file.
- Immediate dismissal from the university. A letter from the university will be sent to the learner via email and Certified Mail reiterating relevant findings to student success and the appropriate assistant dean or designee. The Certified Mail document will be sent to the learner under both signatures. The learner may petition to re-enroll no sooner than two semesters after the dismissal.
- If the disruptive learner has made overt or covert threats to anyone in the classroom, all learners will be notified, as well as the UC Executive Leadership Team. In addition, the Glendora Police Department and the disruptive learner’s local police authorities will also be alerted.

The registrar will be notified by the appropriate assistant dean or designee for dismissal processing.

Step 3: Appeal

See the “Grievance Policy.”

Grievance Policy

Overview

University College provides a means by which learners may file a grievance for academic and learner life issues. The process described below should be used after all informal means have been exhausted. In the area of academics, protocol requires that learner concerns or grievances about course content, grading, teaching style, and the like, be taken up first with the professor of the given class. Failure to resolve the matter at that point may require a meeting with the appropriate assistant dean or designee.

In the event that the informal procedures including a meeting with the appropriate assistant dean or designee fails to resolve the problem, the learner may file a formal grievance if a justifiable cause exists. Justifiable cause for grievance shall be defined as any act that, in the opinion of the learner, adversely affects the learner and is perceived as prejudicial or capricious action on the part of any university lecturer or staff member or an arbitrary or unfair imposition of sanctions.

To file a grievance, the learner will indicate in writing the nature of the grievance, the evidence upon which it is based, and the redress sought, and submit the document(s) to the Office of Academic Affairs. At that time, a Grievance Committee will be formed by the chief academic officer and proceed according to the guidelines stated below. The grievance procedure shall act as a vehicle for communication and decision making between learners, staff, and lecturers, and provides, through prescribed procedures, a process through which a learner-initiated grievance can be resolved internally.

Organization

A. Membership:

- Appropriate assistant dean or designee
- Lecturer
- Director of student success or designee

B. Chair: For academic grievances, the appropriate assistant dean or designee shall preside. For nonacademic grievances, the director of student success or designee shall preside.

C. Voting: All members have equal vote and there shall be no alternates or substitutes unless one member must disqualify him/herself due to conflict of interest.

D. Meeting Time: The meeting will be scheduled within seven working days following the filing of a written petition.

Committee Guidelines and Meeting Format

- A. The formal grievance procedure shall be initiated only after other attempts to resolve the matter have been exhausted (i.e., conferring with individual instructor, appropriate assistant dean, or staff member as appropriate). Except for grade appeals, the learner has no more than 10 working days after meeting with the individual they believe has given them cause for grievance or 15 working days after the incident that occasioned the grievance in which to file his or her written petition. In the case of grade appeals, a written petition must be filed within 30 calendar days after the end of the session in which the grade is received. The formal procedure must be initiated within these time limits. However, the time limit may be extended by the appropriate assistant dean or designee, at his or her sole discretion, upon presentation of good cause.
- B. The grievance process is initiated by submission of a written petition to the chair of the Grievance Committee. The petition must include:
1. Names of the parties involved
 2. A clear statement of the nature of the grievance
 3. A narrative of the incident including
 - What occurred
 - When it occurred
 - Where it occurred
 - Who was present
 4. The evidence on which the grievance is based
 - Why this constitutes capricious or arbitrary action on behalf of a staff or lecturer
 - What has been done to resolve the grievance
 - The desired outcome/outcomes
 - Any supporting documentation
- C. The chair of the Grievance Committee will submit a copy of the grievance to each person who will serve on the Grievance Committee for this incident, as well as to the lecturer or staff members involved.
- D. A meeting of the Grievance Committee will be scheduled to consider the matter within seven working days of the date when the petition was received. The involved learner and lecturer or community member may testify in person at the committee meetings. The meetings shall be held at times when both parties are available to testify, in person or electronically.
- E. Meetings of the Grievance Committee shall be attended only by the parties named in the grievance, members of the Grievance Committee, and witnesses invited by the Grievance Committee. Witnesses may only be present during the time they are presenting their testimony. No one other than members of the Grievance Committee may be present during deliberations.
- F. Either party may seek an advisor who must be a lecturer or learner in that program. The function of the advisor shall not include that of advocacy and the advisor will not have a role in the committee's meetings. The learner may not bring legal counsel, nor have a learner represent him/her as counsel. The Grievance Committee may not have legal counsel present.
- G. Accurate minutes of the grievance procedure shall be written and kept in a confidential file of the committee's proceedings. Such minutes shall include the committee's findings and decision. No other printed materials or notes may be taken from the meeting. At the option of the grievance committee chair, the proceedings may be recorded.
- H. Except for communications with the lecturer(s) and learner(s) involved advising them of the Grievance Committee's final decision, the parties and committee members may not discuss the case outside the meeting.
- I. If a committee member is approached prior to a meeting by a learner whose case is to be heard, the member should refuse to discuss the issue and should disclose, at the time of the meeting, that he or she has been approached.
- J. Any committee member who has a potential conflict of interest, or who holds a bias or preconceived notion as to the facts of the case and has formed an opinion about them, or who may hold ill will toward a particular learner, must disclose to the chair the nature of such feelings, bias, or potential conflict. He or she may be excused from participation upon request by such member, or in the discretion of the chair, and replaced by the chair with a substitute committee member of comparable station to the extent possible under the circumstances.
- K. In cases of conflicting information and/or when additional information is desired, the committee may request testimony from additional witnesses having information pertinent to the grievance.
- L. The committee will decide on the matter by vote. Both parties will be notified, in writing, within one week of the decision. The committee's decision shall be final.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, and (916) 431-6924 (phone) and (916) 263-1897 (facsimile).

Requirements for Graduation

To earn a degree from University College, learners must complete all required coursework, within the specified time limit while maintaining a sufficient grade-point average and fulfilling the university's residency requirements (see "Residency Requirements"). Learners must meet all financial obligations in order to receive their diplomas.

Additional Master's Degree or Concurrent Graduate Programs

A graduate student who already holds a master's degree from UC may complete another master's degree by meeting all university and department admissions requirements and fulfilling all graduation requirements for that degree.

An applicant intending to pursue two graduate programs concurrently shall meet with the appropriate assistant deans (or designees) of both graduate programs to plan the joint course of study. Concurrent graduate program students shall meet all university and department admissions requirements and fulfill the graduation requirements of both graduate programs.

The additional master's or concurrent graduate program may not be an additional emphasis in the same degree. This policy does not apply to programs that are substantially different from the first degree program. When a second degree is taken in the same field, two-thirds of the required courses must be different from the first degree.

The student is required to submit an application form for the second program and be admitted to that program.

Security Interest in Student Records

A learner may neither graduate nor receive any diploma, grades, certificates, or transcripts until all financial obligations (including student loans wherein collections are administered by the university) have been satisfied in accordance with policies described under "Financial Information." Any diploma, grades, or transcripts shall be retained by the university as a security interest until all such obligations are satisfied. Release of any such security interest prior to or subsequent to any default by the debtor shall not be considered a binding precedent or modification of this policy.

Residency Requirements

A minimum of 24 units in the degree program must be completed within the graduate degree at UC for all master's programs. These credits do not include prerequisite requirements.

Application for Graduation

Graduation is not automatic upon completion of all coursework. Learners who intend to graduate must complete an Intent to Graduate form and file it with the Office of the Registrar at least six weeks prior to the start of the last session of their enrollment.

A degree is granted based on the completion of all requirements. In the event that a learner does not complete all requirements for the degree as indicated on the Intent to Graduate form, he or she must complete those requirements within two years of the filing date.

Commencement

University College hosts at least one commencement ceremony per year. The date(s) will be announced and published on the university's website at www.apu.edu/graduation/. The university chancellor, by the authority of the board of directors and on recommendation of the lecturer, awards the degrees. Details regarding possible participation in commencement are made available to graduates eight weeks prior to commencement.

Degree Posting Dates

The university posts master's degrees six times each year, regardless of the specific date all work is completed. All degree requirements must be met prior to the posting date. The degree posting dates are at the end of each session, approximately early March, late April, late June, late August, late October, and late December.



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Online and Face-to-Face

Master of Arts in Leadership and Organizational Studies

The Master of Arts in Leadership and Organizational Studies (MLOS) is designed expressly for working professionals who are recognized as emerging leaders in their organization or are intentional in developing and advancing in their leadership skills. This program is specifically created for adult learners who already possess professional experience but are in need of advanced organizational management and administrative proficiencies in order to secure a promotion or make a career change.

Today's complex and challenging world requires individuals who know how to effectively lead organizational change. The Master of Arts in Leadership and Organizational Studies equips students with relevant leadership skills, in-depth understanding of business practices, and the ethical standards to be a leader of integrity. It is ideal for the professional that either is (1) not currently in a leadership position in title, role, or responsibility, or (2) who is a lower to mid-level manager.

This 33-unit Master of Arts in Leadership and Organizational Studies (MLOS) degree can serve as a terminal degree, or prepare the adult learner for applied doctoral degrees. This 11 course, 3-unit/course MLOS program can be completed in approximately 22 months. The emergent leader focuses on one course per session.

Program Learning Outcomes (PLO) for the M.A. in Leadership and Organizational Studies

Graduates of the MLOS program will:

PLO 1: Develop their own philosophy of leadership based on their understanding of ethical and worldview theories.

PLO 2: Be able to integrate principles of Christian faith and leadership.

PLO 3: Explain the impact of diversity issues on organizational functioning.

PLO 4: Explain the use of surveys to gather information to address organizational problems.

PLO 5: Use their understanding of their strengths and temperament to assess their unique organizational fit.

PLO 6: Analyze problems, assess information representing a variety of perspectives, and present solutions through skillful oral and written communication.

PLO 7: Demonstrate the value of collaborative problem-solving by participating in group projects.

PLO 8: Be able to analyze information impacting a variety of organizational functions, such as finance information systems, marketing, human resources, strategy and planning, and quality and productivity.

PLO 9: Effectively manage the affective domain of organizations through application of group and conflict principles.

Requirements for the M.A. in Leadership and Organizational Studies

This program features a sequenced course design consisting of 11 classes which total 33 units. Students take one course at a time completing two classes each semester. In order to earn the Master of Arts in Leadership and Organizational Studies degree, learners must complete the following required courses while achieving a minimum cumulative grade-point average (GPA) of 3.0 in their major courses.

The required courses are:

- MLOS 500 Research in Organizations (3)
- MLOS 501 Group and Team Dynamics (3)
- MLOS 504 Managerial Marketing (3)
- MLOS 514 Information Systems for Managers (3)
- MLOS 516 Organizational Behavior and Analysis (3)
- MLOS 517 Human Resource Management (3)
- MLOS 529 Leadership and Managerial Ethics (3)
- MLOS 535 Survey of Organizational Finance (3)
- MLOS 561 Conflict and Negotiation in Organizations (3)
- MLOS 570 Improving Quality and Productivity (3)
- MLOS 578 Strategy and Planning (3)

TOTAL: 33 units

Online

Master of Arts in Psychology

The online Master of Arts in Psychology (MAP) is designed to cover all aspects of the psychology profession by emphasizing theory, research, and practice, giving learners the broadest range of education and experience to expand their occupational and academic opportunities.

Learners are equipped to pursue a career in the areas of industrial and organizational psychology, developmental psychology, or general psychology. This 36-unit program may also serve as a stepping-stone into various doctoral degrees.

Graduates of the M.A. in Psychology examine, evaluate, and apply psychological principles and methods in a variety of settings. Each emphasis area allows the learner to focus on understanding and performing research pertinent to his or her area of study along with practical applications for prevention, intervention, and transformation. Whether the learner seeks to impact lives through improving the learning of a child, empowering people to enhance relationships, or transforming the culture of a business, this dual focus gives the learner the opportunity to stand out among others in their field of interest, increasing their marketability for jobs and future education.

Purpose and Program Learning Outcomes (PLO) for the M.A. in Psychology

Purpose: The Master of Arts in Psychology degree equips learners with a foundational framework, practical skills, and ethical values essential for success in the field of psychology.

Graduates of the Master of Arts in Psychology will:

PLO 1: Integrate God's Word within the profession of psychology.

PLO 2: Demonstrate effective oral and written communication.

PLO 3: Identify and evaluate key personal and professional ethics affecting psychology professionals.

PLO 4: Utilize technology in statistical analysis and data management.

PLO 5: Examine cultural and diversity issues within the field of psychology.

PLO 6: Apply theories, skills, and knowledge within the field of psychology.

Requirements for the M.A. in Psychology

This program features 12 classes at three units each, which total 36 units. Each course meets for eight weeks. The graduate learner typically takes one course at a time completing two classes each semester. The major core component is 15 units in length, while the second component consists of 21 units of a chosen emphasis area.

Major Core Requirements	15 units
Emphasis Area	21 units
Total:	36 units

Major Core Requirements (15 Units)

In order to earn the Master of Arts in Psychology degree, graduate learners must complete the following required core courses while achieving a minimum cumulative grade-point average (GPA) of 3.0:

APSY 500 Research Methods, Evaluation, and Statistics (3)

APSY 510 Tests and Assessments (3)

APSY 550 Professional and Ethical Issues (3)

APSY 680 Research Project (3)

APSY 690 Practicum (3)

Emphasis Area (21 units)

M.A. in Psychology learners have the opportunity to select from one of the follow three emphases:

General

Graduates of the M.A. in Psychology with a general emphasis examine, evaluate, and apply psychological principles and methods in a variety of settings through psychoeducational training, intervention strategies, research, human service management, etc. These professionals are able to pursue careers in mental health agencies, correctional facilities, or schools; or the degree may be used in the pursuit of doctoral-level education.

Choose one:

APSY 540 Personality (3)

APSY 560 Group Work (3)

Choose one:

APSY 640 Applied Lifespan Development (3)

APSY 650 Child, Adolescent, and Family Issues and Interventions (3)

Choose one:

APSY 600 Industrial and Organizational Psychology (3)

APSY 610 Organizational Behavior and Development (3)

Choose one:

APSY 530 Motivational Psychology (3)

APSY 590 Personnel Selection, Training, and Development (3)

APSY 620 Behavior Assessment and Modification (3)

APSY 630 Cognitive Development, Issues,
and Interventions (3)

Electives (9 units)

Industrial and Organizational Psychology

Graduates emphasizing in industrial and organizational psychology examine, evaluate, and apply theories and methods in workplace settings through continuous improvement strategies, positive performance interventions, motivational principles, and values-based approaches in the organization. Graduates build careers within the business sector in areas such as human resources, training, marketing, organizational development, and organizational behavior. These industrial and organizational psychologists are able to pursue careers as corporate researchers, consultants, trainers, or staff psychologists; or the degree may be used in the pursuit of doctoral-level education.

APSY 530 Motivational Psychology (3)

APSY 540 Personality (3)

APSY 560 Group Work (3)

APSY 590 Personnel Selection, Training, and
Development (3)

APSY 600 Industrial and Organizational Psychology (3)

APSY 610 Organizational Behavior and Development (3)

Elective (3 units)

Developmental Psychology

Graduates emphasizing in developmental psychology address issues facing individuals from birth to death utilizing a foundation built on cognitive, behavioral, psychological, and theological approaches. Learners focus on research, along with assessment, interventions, and application. This program prepares the graduate for careers in education, social services, mental health, or nonprofit organizations; or may be used in the pursuit of doctoral-level education.

APSY 530 Motivational Psychology (3) **or**

APSY 540 Personality (3)

APSY 560 Group Work (3)

APSY 620 Behavioral Assessment and Modification (3)

APSY 630 Cognitive Development, Issues,
and Interventions (3)

APSY 640 Applied Lifespan Development (3)

APSY 650 Child, Adolescent, and Family Issues
and Interventions (3)

Elective (3 units)

TOTAL: 36 units

Preparation for the Major

STAT 280 Applied Statistics (3 units) or its equivalent is a requisite course for the major, specifically a prerequisite for APSY 500 Research Methods, Evaluation, and Statistics course.

Course Descriptions

APSY 500 Research and Evaluation Methods (3 units, 8 weeks)

Provides a critical review of research design, analysis, evaluation, and methodological issues in experimental and non-experimental research including: data collection, analysis, and interpretation, in qualitative, quantitative, and mixed methods; statistical methods and analysis; reliability and validity; principles, models, and applications of assessment, program planning and evaluation; opportunities and difficulties in research; the use of findings for individual effectiveness and program modifications; the use of research to inform evidence-based practice; advancing the profession; and related ethical and culturally relevant issues and strategies.

APSY 510 Tests and Assessment (3 units, 8 weeks)

Provides understanding and skills for applications in the principles and methods of the administration, construction and evaluation of tests and measures for individuals and groups in a variety of settings such as education, industry, mental health, government, etc. Reviews theory, research, and applications of selection, classification, and evaluation of psychological assessment in areas such as interviewing, intellectual and cognitive functioning, learning, achievement, aptitude, attitudes and opinions, performance evaluation, behavior, etc. Includes statistical analyses of tests with review of published tests and measurements used in the field and the study of psychometric theory and principles.

APSY 520 Social and Cultural Psychology (3 units, 8 weeks)

Provides a critical analysis of theory, research, development, trends, and controversies in social and cultural psychology along with impacts and interventions for individuals and groups.

APSY 530 Motivational Psychology (3 units, 8 weeks)

Provides understanding and applications of theories and practices in intrinsic and extrinsic motivation and their effects. Factors that predict, change, and motivate individuals and groups, both intrinsically and in organizations will be considered. Motivational challenges and problems are identified and addressed.

APSY 540 Personality (3 units, 8 weeks)

Provides understanding and applications of theories and research of personality and social development, with attention to processes of social learning, individual differences in personality development, and impact to performance; applications to educational, business, and other field settings. Explores the measurement, antecedents, and consequences of such differences and attributions along with predicting and changing attitudes, behavior and performance.

APSY 550 Professional and Ethical Issues (3 units, 8 weeks)

Provides a critical examination of professional and ethical issues in research and practice. Ethical codes, such as the American Psychological Association Code of Ethics, and others relevant to the field will be assessed, including a focus on practical application, pertinent legal considerations, and moral and ethical reasoning.

APSY 560 Group Work (3 units, 8 weeks)

Provides understanding and application of theories, development, and practices of groups. Practical approaches to group assessment, formation, process, dynamics, facilitation, group members' roles and behaviors, transformation and change including cultural, legal, and ethical issues related to group work will be evaluated.

APSY 580 Lifestyle and Career Counseling (3 units, 8 weeks)

Provides an understanding of theories, research, methods and techniques in career counseling and development and related life factors, including: theories and decision-making models; resources, information, and systems related to career, education, occupation and the labor market; career development program planning, organization, implementation, administration, placement, follow-up, and evaluation; related instruments and assessment of needs, values, aptitudes, abilities, and interests; career counseling processes, techniques, interviewing skills, and resources; job maintenance, advancement, retirement, loss, avocation, and second career issues; and related interrelationships among and between work, family, and other life roles and factors including the role of diversity and gender.

APSY 590 Personnel Selection, Training, and Development (3 units, 8 weeks)

Provides understanding and application of research, theories, and strategies in personnel selection, training and development. Topics include: individual differences, performance recruitment, selection, placement, appraisal, feedback, and measurement; assessing bias in selection, training methods, learning, development, programs, and evaluation; employment legislation, regulation, and litigation; and design issues necessary for planning evaluation and improvement strategies.

APSY 600 Industrial and Organizational Psychology (3 units, 8 weeks)

Provides an understanding and application of research, principles, and practices in industrial and organizational psychology including leadership, motivation, task performance, impact of individual behaviors, cognitions, and perception; and organizational theories, structure and development with an emphasis on enhancing organizational functioning and employee well-being.

APSY 610 Organizational Behavior and Development (3 units, 8 weeks)

Provides a critical analysis of behavioral processes in organizations at the individual and group levels of analysis. Theoretical research and practical application of behavioral mechanisms relating to the understanding, analysis, and prediction of individual, group, and organizational behavior. Topics include foundations of behavior, work motivation, group dynamics, decision making, conflict and negotiation, leadership, power, and organizational culture.

APSY 620 Behavioral Assessment, Modification, and Management (3 units, 8 weeks)

Provides critical analysis and application of research, methods and assessment of behavior including analysis of cause and intervention, behavioral data, surveys, tests, assessment, and approaches to modification, intervention and management with emphasis on empirically-supported practices applied to educational, clinical, legal and workplace settings.

APSY 630 Cognitive Development, Issues, and Interventions (3 units, 8 weeks)

Provides understanding and application of research and methods of cognitive development and issues including prevention, assessment, intervention, and treatment with emphasis on empirically-supported practices applied to educational, clinical, legal and workplace settings.

APSY 640 Applied Lifespan Development (3 units, 8 weeks)

Provides a comprehensive review of research, theory and application of social, cultural, emotional, biological, cognitive, moral and spiritual development from birth to death with an emphasis on creating optimal functioning in all areas of development.

APSY 650 Child, Adolescent, and Family Issues and Interventions (3 units, 8 weeks)

Provides critical analysis and applications of research, theory, and interventions for child, adolescent, and family issues with emphasis on empirically-supported practices.

APSY 660 Advanced Counseling Skills (3 units, 8 weeks)

Provides an understanding of the counseling process in a multicultural society, including: counselor characteristics and behaviors that influence helping processes, which could include age, gender, religious, and ethnic differences, verbal and nonverbal behaviors, and personal characteristics, orientations, applications of theories, and skills; essential interviewing and counseling skills; an orientation to wellness and prevention as desired counseling goals; establishment of appropriate counseling goals and intervention strategies, evaluation of client outcome, and successful termination of the counseling relationship; a general framework for understanding and practicing consultation; and crisis intervention and suicide prevention models, including the use of psychological first aid strategies; all informed by research evidence and community standards of practice.

APSY 680 Research Project (3 units, 8 weeks)

Research apprenticeship under the direction of a research professor whereby learners will plan, design, conduct, and present an original project. *Prerequisite: APSY 500*

APSY 690 Practicum (3 units, 8 weeks)

Provides the graduate learner the opportunity to demonstrate applied and integrated knowledge of the psychological concepts, theories, and practices. Proficiency of learning can be demonstrated through supervised field experience in psychology settings including business, government, education or social organizations. *Prerequisite: Completion of all coursework or permission of the appropriate assistant dean.*

MLOS 500 Research in Organizations (3 units, 8 weeks)

This course offers the student the opportunity to study research methodology as it relates to the needs and goals of the organization. The emphasis of this course is on the means by which research processes create information for organizations through both primary and secondary research methods.

MLOS 501 Group and Team Dynamics (3 units, 8 weeks)

This course focuses on the contribution of small groups and teams to organizational functioning. Students examine how group and team membership, role dynamics, work habits, and decision-making behavior affect the overall effectiveness of organizations.

MLOS 504 Managerial Marketing (3 units, 8 weeks)

Students review the basic functions of marketing and the development of marketing process, marketing mix, and marketing environment. A planning approach using problems, case studies, and readings places the student in the role of marketing manager. Preparation of a research project or marketing plan is an essential part of the course.

MLOS 514 Information Systems for Managers (3 units, 8 weeks)

This course introduces students to computers in a business context. As a manager, the student needs a basic understanding of the use of the computer as a tool in solving operational and managerial problems. While productivity tools and microcomputers are used, the emphasis is on users of computers rather than development of computer specialists. Topics include: the management of computer resources; fundamentals of computers, including the hardware and software available to computer users; word processing and management information systems; and common and specialized computer applications in business.

MLOS 516 Organizational Behavior and Analysis (3 units, 8 weeks)

The purpose of this class is to investigate the impact that individuals, groups, and structures have on behavior within organizations for the purpose of applying such knowledge toward improving an organization's effectiveness. This course examines role behavior, group dynamics, communication, conflict, leadership, organizational structure, and motivation.

MLOS 517 Human Resource Management (3 units, 8 weeks)

Students study the establishment of human resource objectives and requirements in an organization. Emphasis is on executive decision making in dealing with formal employee-employer relationships. Collective bargaining, organization of employees, negotiation, and administration of collective bargaining agreements are covered.

MLOS 529 Leadership and Managerial Ethics (3 units, 8 weeks)

This course raises the student's moral recognition of ethical issues of the organization's functions and environments. Leadership, as it applies to the management of power and authority issues, is studied. Emphasis is placed on ethics and leadership as illustrated by Christian principles.

MLOS 535 Survey of Organizational Finance (3 units, 8 weeks)

This course examines the essential components of organizational finance that are critical for any business leader and provides a solid foundational overview and comprehensive understanding of the basic principles of organizational finance. These domains include but are not limited to goals and functions of financial management, financial analysis and planning, working capital management, capital budget processing, long-term financing, and expanding the perspective of corporate finance.

MLOS 561 Conflict and Negotiation in Organizations (3 units, 8 weeks)

This course focuses on the processes of informal conflict in organizations, as well as more formal situations of negotiation and bargaining. By observing conflict and negotiation in a variety of settings, the student learns multiple methods of analysis and response to this type of organizational situation.

MLOS 570 Improving Quality and Productivity (3 units, 8 weeks)

This course provides an introduction to fundamental concepts and methods of quality and productivity improvement and examination of the organizational development professional's role in designing and implementing programs to improve quality of products and services. Particular emphasis is placed on understanding the forces that make quality and productivity critical organizational issues.

MLOS 578 Strategy and Planning (3 units, 8 weeks)

This course examines the strategic planning process, including the setting of mission statements, goals and objectives, and determining what should be done to accomplish them. It examines the decision-making activity used by managers to ensure the future success of their organization and work units.



Academic Calendar 35

Academic Calendar

2016 Spring I

Friday, January 1, 2016 Offices closed in observance of New Year's Day
Monday, January 11, 2016 Session starts; classes begin
Sunday, January 17, 2016 Last day to add/drop 11:59 p.m. Pacific Time
Monday, January 25, 2016 "Intent to Graduate" forms due for those intending to have a degree posted after next session
Sunday, February 14, 2016 Last day to withdraw with a grade of *W*
Friday, March 4, 2016 Classes end
Wednesday, March 9, 2016 Final grades due, noon Pacific Time

2016 Spring II

Monday, March 7, 2016 Session starts; classes begin
Sunday, March 13, 2016 Last day to add/drop 11:59 p.m. Pacific Time
Friday, March 25, 2016 Offices closed in observance of Good Friday
Sunday, April 10, 2016 Last day to withdraw with a grade of *W*
Friday, April 29, 2016 Classes end
Wednesday, May 4, 2016 Final grades due, noon Pacific Time

2016 Summer I

Monday, May 9, 2016 Session starts; classes begin
Sunday, May 15, 2016 Last day to add/drop 11:59 p.m. Pacific Time
Monday, May 23, 2016 "Intent to Graduate" forms due for those intending to have a degree posted after next session
Monday, May 30, 2016 Offices closed in observance of Memorial Day
Tuesday, May 31, 2016 Classes resume
Sunday, June 12, 2016 Last day to withdraw with a grade of *W*
Friday, July 1, 2016 Classes end
Wednesday, July 6, 2016 Final grades due, noon Pacific Time

2016 Summer II

Monday, July 4, 2016 Offices closed in observance of Independence Day
Tuesday July 5, 2016 Session starts; classes begin
Sunday, July 10, 2016 Last day to add/drop 11:59 p.m. Pacific Time
Sunday, August 7, 2016 Last day to withdraw with a grade of *W*
Friday, August 26, 2016 Classes end
Wednesday, August 31, 2016 Final grades due, noon Pacific Time

2016 Fall I

Monday, September 5, 2016 Offices closed in observance of Labor Day; session starts; classes begin
 Sunday, September 11, 2016 Last day to add/drop 11:59 p.m. Pacific Time
 Monday, September 19, 2016 ... "Intent to Graduate" forms due for those intending to have a degree posted after next session
 Sunday, October 9, 2016 Last day to withdraw with a grade of *W*
 Friday, October 28, 2016 Classes end
 Wednesday, November 2, 2016 Final grades due, noon Pacific Time

2016 Fall II

Monday, October 31, 2016 Session starts; classes begin
 Sunday, November 6, 2016 Last day to add/drop 11:59 p.m. Pacific Time
 Thursday-Friday, November 24-25, 2016 Offices closed in observance of Thanksgiving
 Friday, November 25, 2016 Classes resume
 Sunday, December 4, 2016 Last day to withdraw with a grade of *W*
 Friday, December 23, 2016 Classes end
 Monday, December 26, 2016 Offices closed in observance of Christmas
 Friday, December 30, 2016 Final grades due, noon Pacific Time



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