



GEORGE FOX UNIVERSITY

Department of Professional Studies

Student Policies and Information Guide

The Student Policies and Information Guide is for students enrolled in the George Fox University Department of Professional Studies (DPS). Much of the information found in this document is also found in the George Fox University catalog; The DPS provides this convenient guide to students as a courtesy. It is not a contract or a promise of specific treatment in a particular situation. This guide may be updated and published at the discretion of George Fox University.

Updated April 19, 2017

Table of Contents

Student Advising.....	3
Email Communication.....	3
Degree Audits.....	3
Grades.....	3
Incomplete Grades.....	3
Grade Appeals.....	4
Transcripts.....	4
Re-Entry.....	4
Class Meeting Times	4
Cohort Calendars.....	5
Inclement Weather Policy.....	5
Attendance	5
Class Deadlines.....	5
Participation	5
Academic Honesty.....	6
Standards of Conduct.....	6
Use of Communication Devices in the Classroom.....	7
Cohort Definition and Expectations.....	7
General Student Complaint Procedures.....	8
Computer and Software Requirements.....	8
Satisfactory Academic Progress.....	9
Leave of Absence	9
Academic Warning	9
Academic Probation.....	9
Academic Suspension.....	9
Academic Dismissal.....	10
Probation and Academic Standing Appeals.....	10
Graduation.....	10
Graduation Deadlines	10
Eligibility to Participate in Commencement	11
Graduation Honors	11
Honor Society	11
Family Educational Rights and Privacy Act (FERPA).....	11
Student Financial Services.....	12
The Writing Center.....	12
Disability Services.....	12

Addendums: (as appropriate to location)

Portland Center Information

Brooks Center Information

Department of Professional Studies Student Information Guide

Student Advising

All DPS students will be assigned an Enrollment Counselor, who will serve as their primary source of information from the point of prospective student to graduation. The enrollment counselor will advise the student about their degree requirements, assist them with George Fox University general admission, admission to their major, and register them for classes. Students should contact their enrollment counselor with any questions regarding their course schedule, adding or dropping classes, or leaves of absence.

Email Communications

It is important for students to check their George Fox email on a regular basis as it is the primary email address that instructors and administrators will use. It is possible to forward GFU email messages to other email accounts if desired.

Degree Audits

Students may view their official degree audits in MyGFU (mygfu.georgefox.edu) in the Academic Requirements section. Students should contact their enrollment counselor if they have any questions or concerns.

Grades

Grades are generally posted within two weeks of the end of a course and may be viewed in MyGFU in the Student Center

Incomplete Grade Policy

Occasionally, extenuating circumstances (see criteria below) occur that prevent students from completing coursework during a given semester such as when a student incurs extended illness or unforeseeable circumstances that make it impossible to meet course requirements on time. In such occasions, a student may apply for an incomplete for the course. Assigning an incomplete is at the discretion of the course instructor and is typically available for a maximum of six weeks after the original course was offered. Additional time granted to complete course work will normally not exceed the amount of time lost due to the extenuating circumstances. Final approval or denial of the request is made by the registrar.

Incomplete Application:

An incomplete grade request form is initiated with the course instructor. Application for an incomplete must be made prior to the end of the session in which the course was offered. Failure to apply for an incomplete prior to the end of the session will result in denial of the incomplete unless an academic petition is submitted and approved allowing the incomplete based on circumstances that prevented filing the application within the stated deadline. The instructor must indicate on the form the work to be completed, due date, and grade to be assigned if the work is not completed by the due date. An incomplete course not completed by the date indicated will be changed to the grade assigned on the incomplete form.

Incomplete grades are unavailable for courses in which the instructor has determined that the student must repeat course content (re-enrollment) in order to successfully complete the course. In such cases, students should instead consider withdrawal and subsequent re-enrollment when the course is next offered. Withdrawal following the “last date to withdraw” for a course or term (see Adding/Dropping Classes) requires approval by academic petition.

Extenuating circumstances Criteria:

Extenuating circumstances for the purpose of granting additional time to complete course work include death in the family, serious accident or illness resulting in an inability to attend class or do the required work, unusual circumstances surrounding the birth of a child, visa problems for international students, and similarly mitigating circumstances which could not have been prevented or anticipated by the student and were completely beyond his or her control. Examples of situations that will not be considered extenuating include being too busy, minor illness, and responsibilities from optional responsibilities.

Grade Appeals

If a student disagrees with the grade they received in a class, they should first contact the instructor who taught the class. If the instructor stands firm on the grade as reported, students have the right to appeal the grade in writing to the Dean of the School of Education. The appeal must include a cover letter that explains the basis of the appeal and copies of any assignments or other documentation that support the reason for the appeal. Students must submit any grade appeal within fourteen (14) days of the date the grade was posted. The dean will notify students in writing of the outcome of their appeal.

Transcripts

Transcript requests are available in the Registrar’s Office or online at <http://www.georgefox.edu/offices/registrar/transcript.html>. Posting of a grade indicates that an official transcript showing all George Fox University course work is available and can be sent upon request as long as there are no critical holds on the student record. Students must have their account paid to be able to obtain an official transcript.

Re-Entry

Students who have not been enrolled at GFU for one year or more must complete the Re-Entry form and submit official transcripts of all outstanding courses taken at other institutions since they last attended GFU. Students should contact their Enrollment Counselor or the Registrar’s Office for more information.

Class Meeting Times

Most DPS classes meet one night each week from 6:00 p.m. to 10:00 p.m. Occasional Saturday meetings may also be required. Please refer to your course schedule or cohort calendar for specific dates and times of Saturday classes. DPS does expect classes to meet the full time as scheduled.

Cohort Calendars

All students are given a calendar with their major classes scheduled for the length of their major. Every effort will be made to avoid changes to that calendar. However, if a change does become necessary, students will be notified as soon as possible. Cohort calendars can also be viewed on the [resources webpage](#).

Inclement Weather Policy

In the event of inclement weather, cancellation of class may occasionally be necessary. Cancellation decisions will be made by 2 p.m. the day of class. Students should check the GFU website (Boise Center, Portland Center, or Salem Center) for closure information. Major media outlets will also be notified of closures.

DPS staff will also attempt to notify students via the telephone tree or by email.

Missed course meetings must be made up. Instructors, in consultation with the site director, will determine the best way to make up the class meeting. Common options include scheduling an additional class meeting within the course window or putting the content and opportunity for group discussion and other assignments online.

Attendance

DPS students are required to attend class and/or engage in online forums each week. Students who miss more than the following will earn an F and must repeat the class:

Type of Course	Absences Allowed
Hybrid/F2F – 5+ weeks	8 hours of instruction or online equivalent
Hybrid/F2F – less than 5 weeks	4 hours of instruction or online equivalent
Online – 5+ weeks	2 weeks of forum engagement
Online – less than 5 weeks	1 week of forum engagement

With prior instructor approval, hybrid/ F2F students may attend class via Kubi or Zoom video conference in order to avoid an absence. During the cohort, hybrid/F2F students who miss more than 16 cumulative hours and online students who miss more than 4 cumulative weeks of forum engagement risk dismissal from the program and are required to meet with the department chair to discuss an appropriate plan.

Class Deadlines

Students are responsible for adhering to course deadlines. When deadlines are not followed, students should expect grade reductions. Delays in grading and the posting of grades may also result.

Participation

Active learners are engaged in learning. They complete reading assignments. They stay mentally involved in learning activities. They actively listen to others, focusing on the words and checking the speaker's/contributor's ideas against their own. Active listeners push themselves to work on their weaknesses. They view the learning environment as a

safe place for taking risks, and they practice the skills that are required to be a manager and a leader.

Grade	Criteria
Excellent	Completes all assignments and posts in a timely manner. Takes initiative in sharing personal insights on course content and applies experiences to theory. Is actively involved throughout.
Good	Completes all assignments and posts in a timely manner. Shares personal insights on course content and applies experiences to theory. Is actively involved throughout.
Fair	Completes all assignments and posts in a timely manner. Shares some personal insights on course content or applies experiences. Those who post or arrive late but otherwise are prepared and participate well also fit this category.
Poor	Has not completed assignments but attempts to support the group learning process by sharing personal insights about course content.
Unacceptable	Fails to attend class, engage in online forums, or complete alternate assignment(s).

Academic Honesty

It is assumed that students at George Fox University will be honest and exhibit a high level of integrity in all academic and university matters. It is also expected that whatever academic work is submitted by a student is the work of that student and is new work for that course. A lack of integrity is evidenced by cheating, fabricating, plagiarizing, removing books and other property not one's own, defacing and altering property, and the disruption of classes.

Cheating is defined as "intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise." Fabrication is "intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form." Plagiarism is "intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise." One who facilitates any of the above is equally responsible with the primary violator.

Penalties may include restitution, a grade of F on an individual assignment or exam, a grade of F in the course, disciplinary probation, and suspension.

Standards of Conduct

Because of the university's concern for the worth and dignity of every person, each member of the community is expected to conduct himself or herself in a manner that demonstrates respect and value for others, including their fellow students, instructors, and

university staff. By accepting admission to George Fox University, students agree to respect the appointed leadership and expectations of the institution. The standards of conduct are designed to allow the fullest liberty, while at the same time promoting the welfare of the entire campus community. The university admits students with the understanding that they will comply with these expectations in every respect and conduct themselves as responsible citizens.

Any student whose behavior is dishonest, destructive, unethical, or immoral—or whose conduct is detrimental to the learning environment of a class or cohort or the overall welfare of the community—shall be subject to disciplinary action that may include probation, suspension or dismissal.

Use of Communication Devices in the Classroom

Answering cell phones, text messaging, and emailing during class is disruptive for your instructor and colleagues and will cause you to miss critical pieces of instruction and interaction. Please tell family and friends you will not be available during class time except in case of emergency. Continued disruptive behavior could lead to disciplinary action.

Cohort: Definition & Expectations

DPS offers our major classes using a “cohort” model. The Latin root of “cohort” means a company, band, or group working within specific boundaries for very specific purposes. At GFU, a cohort is a group of 14-20 students who proceed through their classes on a sequential schedule. The cohort model is designed to facilitate the best learning environment for students. Cohort members develop a bond and close sense of community (many of our cohorts stay in touch for years after they graduate). Each student in the cohort is responsible for shaping the "esprit de corps" through attitudes, thoughts, and behaviors.

Due to the intensive and ongoing interaction between cohort members, it is critical that all students treat each other with a positive, courteous, and cooperative demeanor. For the cohorts to function properly, it is very important for students to commit to the following:

1) Tolerance of very diverse beliefs, values, etc. is mandatory in any cohort. Students who do not demonstrate respect and toleration can be asked to withdraw from the program. Tolerance does not mean you agree with or embrace another's views or that you would practice such behaviors yourself. Tolerance listens thoughtfully, intentionally selects feedback, and does not merely react emotionally.

2) Unconditional and sacrificial respect and support. This is not primarily or inherently emotional in nature. I may not like my neighbors at some emotional level, but if their house burns, I will be there to assist them in any manner possible. You do not need to have "warm fuzzy" feelings for others to function as a cohort. While warm friendships often do develop in cohorts, the commitment to the group and its processes is far more important than "liking" everyone.

3) Diversity is a universal reality which greatly empowers cohorts to excel, grow, change, succeed, mature, etc.

4) The cohort model demands a high level of interaction with your faculty and with one another. This interactive process embraces adult experiential learning.

5) Confidentiality. Some of you may work for competing organizations or agencies. What is shared in the cohort stays in the cohort. No exceptions.

6) Groups like these require various types of "risk." Risk sharing your views, risk listening (really listening!) to others, experiment with course materials and assignments, etc. It is quite normal to feel anxious about sharing in any new group experience. However, as students get to know one another better, this anxiety will lessen.

7) If someone in the cohort behaves in intolerant or disrespectful ways, please speak to them confidentially as an individual. If the behavior persists, bring this to the attention of faculty and/or DPS administration.

Students who violate the expectations for appropriate cohort behavior will be subject to disciplinary action, up to and possibly including suspension or dismissal from the university.

General Student Complaint Procedures

When a student has a complaint, the University would encourage resolution be sought through informal communication with the instructor, department chair, college dean, or staff member who may be able to help rectify or clarify the situation before a written complaint is initiated. If informal procedures do not rectify the situation, the procedures for a formal complaint can be found on the [Student Life Policies](#) webpage.

Computer and Software Requirements

All students are expected to bring a portable device (laptop or tablet) to class that will run Office 365. Students can download Office 365 free of charge by going to microsoftonline.com and signing in with their GFU email address and password. Students are also expected to have regular access to high speed internet.

Students will submit their work in MS Word, PowerPoint, or Excel unless specified differently in the assignment. Our courses do not include training on the basic functions used in MS Word, PowerPoint, and Excel.

Students who major or minor in Project Management are required to have a laptop with the Windows operating system installed on it.

Satisfactory Academic Progress

Students are expected to maintain satisfactory academic progress while enrolled. The following academic policies apply, absent extraordinary circumstances. All ADP students must maintain a GPA of at least 2.0 to maintain satisfactory academic progress

A grade of C- or above is required in each course in the major to count towards the degree. A student must repeat a major course in which a lower grade is received, but both grades remain on the student's record. The cumulative GPA is computed on the last grade earned when the course is retaken. Students who receive a grade lower than C- or have received grades of W or I in two courses in their major may be asked to reevaluate their status in the program. It may be in the student's best interest to take a Leave of Absence.

A grade of D or F in a general education or elective course can substantially lower a student's GPA and may result in being placed on Academic Probation or Suspension.

Any student who fails to make satisfactory academic progress is at risk of losing federal student financial aid and should check with the Student Financial Services office.

Leave of Absence

When life events come up that interfere with school, a leave of absence may be appropriate. Students who desire a leave of absence must officially notify the Registrar's office by completing the online [Withdrawal/Leave of Absence form](#), which must be approved by the department chair. A leave of absence can be as short as one semester and as long as one year. The maximum number of LOA's is two. Students who do not register for classes at the end of an LOA will be withdrawn from the university. For more information refer to the [Academic Catalog](#).

Academic Warning

Whenever a student's GPA for a given semester is below 2.0, but the cumulative GPA is at or above 2.0, he or she will receive an academic warning. This warning alerts the student to the potential difficulties in degree completion and to potential loss of financial aid eligibility. Students are encouraged to inform their instructor and enrollment counselor as early as they know there might be issues that may lead to low grades.

Academic Probation

A student is placed on academic probation when his or her cumulative GPA falls below 2.0. The student is given one semester of probation to achieve a GPA above 2.0. If the GPA is still below 2.0 the student may be suspended.

Academic Suspension

A student not making satisfactory academic progress may be suspended. Any student placed on academic suspension is also automatically placed on financial aid suspension. This means that upon returning from suspension the individual must also petition for renewed eligibility of financial aid benefits. The university may suspend any student

who fails to earn a GPA of 1.0 during a semester, regardless of classification or number of hours completed.

After one or more semesters have elapsed, the student may apply for readmission, and if admitted, reenter provisionally. Students should attach a letter to the application that explains the failing grades they received, how their situation has changed so that they think they can successfully pass their remaining courses, and how they plan to finish their degree. The student's letter and application for re-admittance to the program will be reviewed by a faculty committee.

Academic Dismissal

A student not making satisfactory academic progress may be dismissed from the university. Students who are dismissed may not apply for readmission to George Fox University. The university may dismiss any student who fails to earn a GPA of 1.0 during a semester, regardless of classification or number of hours completed.

Students may also be dismissed from the program if their actions are deemed harmful to the cohort learning environment or generally dangerous or threatening to others.

Probation and Academic Standing Appeals

Academic actions can be appealed to the Undergraduate Academic Standing Committee or appropriate university authorities. This committee may repeal suspensions of students not making satisfactory academic progress when it deems the failure to be due to exceptional circumstances and judges the student has a reasonable chance to meet graduation requirements. Appeals are taken to be good faith actions that request reexamination of academic decisions. Submissions must be in writing delivered to the Office of Academic Affairs. All appeals must be made within limited time frames depending upon the action being appealed. A successful academic appeal does not necessarily result in a reinstatement of financial aid eligibility. A student who has lost aid eligibility due to insufficient satisfactory academic progress and who is wishing to appeal to have his or her financial aid reinstated must do so through the Student Financial Services office.

Graduation

The application for graduation is made two semesters prior to the cohort end date, at the mid-point of the cohort. The Application for Degree form is provided by the enrollment counselors and is distributed in the cohort class. A \$105 graduation fee is charged to the student account and taken out of the enrollment deposit.

Graduation Deadlines

Prior Learning Credit: In order for a student to complete their degree "on time" (meaning that all requirements are completed at the end of the last cohort class), prior learning credit submissions must be received in the Registrar's Office by the final day of the semester prior to the student's final semester.

Transfer Work: In order for a student to complete their degree "on time" (meaning that all requirements are completed at the end of the last cohort class), transfer transcripts

must be received by the Registrar's Office two weeks prior to the last day of the student's final semester.

CLEP/Dantes Exam Credit: Exams must be completed no less than four weeks prior to the commencement or completion date.

Eligibility to Participate in Commencement

All degree requirements must be met before a diploma will be awarded. Students cannot participate in commencement ceremonies if they have outstanding requirements unmet. The only exception is that students with 6 or fewer semester hours to complete may be allowed to participate, if they enroll in GFU classes that would complete those requirements within 8 weeks of the commencement ceremony.

Graduation Honors

Traditional graduation honors and the corresponding wearing of the gold honor cords at the commencement ceremony are reserved for students who have completed at least 60 semester hours of coursework from GFU. (This does not include credit granted from prior learning.) Since most degree-completion students transfer in significant amounts of credit from other institutions and submit prior learning credit, few DPS students are eligible for honors.

The Department of Professional Studies does create "Certificates of Academic Excellence" for its graduates who have consistently received grades of A or A- at GFU (or have the equivalent GFU GPA of at least 3.75). These certificates are presented to students at the graduation banquet.

Honor Society

The Department of Professional Studies is a member of the Alpha Sigma Lambda Honor Society. The chapter name is Gamma Omega Delta and its purpose is to provide an on-campus association for recognition of academically outstanding students in the Adult Degree Programs. To be eligible students must have taken 24 credit hours at George Fox University, must have earned 12 credit hours in courses in Liberal Arts/Sciences, not including applied Arts/Sciences courses (transfer credits are allowed), be selected from the highest 20% of those eligible, have a minimum GPA of 3.2 for all college level courses taken, and be in their final semester of cohort classes.

Family Educational Rights and Privacy Act (FERPA)

George Fox University accords all the rights under the Family Educational Rights Act (FERPA) to students who are enrolled. No one shall have access to, nor does the institution disclose any information from, students' education records without the written consent of students except to personnel within the institution with direct educational interest, to persons or organizations providing students' financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion, George Fox University may provide “directory information” in accordance with the provisions of the Act. The university construes the following information to be “directory information”: the student’s name, address, e-mail address, telephone number, date and place of birth, major, date of attendance, full-time and part-time status, degrees and awards received, class year, and the most recent previous school attended. The university also considers photographs to be directory information. As such, release of photographs is permitted.

Students may restrict the release of their directory information to third parties by annually submitting a signed and dated statement to the Registrar’s Office within the first two weeks of the fall semester. Otherwise, all photographs and information listed above are considered as “directory information” according to federal law. Non-directory information, notably grade records, are released to third parties only on written request of the student, or otherwise required by law (e.g., subpoena).

Student Financial Services

The Student Financial Services (SFS) Office includes financial aid, student accounts and veterans benefit services. Financial aid awards grants, loans, and other forms of financial assistance. Student accounts charges students for tuition, fees, and other costs related to their attendance, assists students with payment-plan options and enforces payment policies. Veterans benefit services includes coordination and certification of VA educational benefits. Students will need to access much of their financial aid and student account information through their mygfu login. Assistance with these processes is available from the SFS counselors, specialists and our VA Coordinator. A student financial services representative is housed at the Portland Center; the main office, including Veterans services, is located in the Stevens Center on the Newberg Campus.

The Writing Center – For non-Newberg students and courses

DPS students have access to help with their writing skills through the Writing Center. The Writing Center (WC), located in the Portland Center Library, is available for face-to-face and distance (email or telephone) writing consultations. DPS students from any George Fox site are invited to contact the WC for feedback on writing projects, citation assistance, or other writing-related issues. Check wc.georgefox.edu for additional information, including hours of operation. To schedule an appointment, or for more information, email the Writing Center at wc@georgefox.edu or call 503-554-6055.

Disability Services

The Disability Services office works with students to arrange appropriate adjustments, modifications, or services given the context of a particular class or area of campus. This office also promotes campus awareness of issues and needs related to disabilities. Interested students should contact Disability Services and provide documentation of disability and information concerning desired accommodations. Students are encouraged to contact Disability Services as early as possible to make arrangements for necessary support services. Accommodations are not retroactive. For more information, go to ds.georgefox.edu or contact Rick Muthiah, Dean of Learning Support Services (503-554-2314 or rmuthiah@georgefox.edu).