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.

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Department of Professional Studies Student Policies Guide

Academic Standing
Academic standing pertains to student status with the institution. All students at George Fox have specific academic expectations for which they are responsible. Eligibility for financial aid and continuation as a student at the university is dependent on student standing.

Please see the following policies for more information about academic standing:

Academic Honesty
It is assumed that all students at George Fox University will endeavor to be honest and of high integrity in all matters pertaining to university life. A lack of respect and integrity is evidenced by cheating, fabricating, plagiarizing, misuse of keys and facilities, removing books and other property not one's own, defacing and altering property, and disrupting classes.

Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. It is assumed that whatever work is submitted is the student’s own work and is new work for that course. Fabrication is defined as intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form. Plagiarism is defined as 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 failing grade on an individual paper or exam, loss of campus position or employment, a failing grade for the course, disciplinary probation, suspension, or dismissal. The Office of Academic Affairs handles academic dishonesty issues in conjunction with the Office of Student Life.

Satisfactory Academic Progress
Students are expected to maintain satisfactory academic progress while enrolled. The following academic policies apply, absent extraordinary circumstances. All DPS 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.

**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**
If a student’s GPA falls below 2.0, he or she will be placed on academic probation and will be required to take either ASPD 185 Academic Tutorial (1 credit) or ASPD 280 Becoming an Exceptional Student (3 credits) depending on their credit needs. 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. Students who are readmitted are required to take either ASPD 185 Academic Tutorial (1 credit) or ASPD 280 Becoming an Exceptional Student (3 credits) depending on their credit needs.

**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 standing decisions can be appealed to the 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 standing decisions. Submissions are to be made using the Academic Petition online form. All appeals must be made within 14 days of the student receiving notification of suspension. A successful academic appeal does not necessarily result in a reinstatement of financial aid eligibility. A student who has lost 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.

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

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portland – 5+ weeks</td>
<td>8 hours of instruction or online equivalent</td>
</tr>
<tr>
<td>Portland – less than 5 weeks</td>
<td>4 hours of instruction or online equivalent</td>
</tr>
<tr>
<td>Online – 5+ weeks</td>
<td>2 weeks of forum engagement or equivalent</td>
</tr>
<tr>
<td>Online – less than 5 weeks</td>
<td>1 weeks of forum engagement or equivalent</td>
</tr>
</tbody>
</table>

With prior instructor approval, hybrid/F2F students may attend class via Kubi or Zoom video conference in order to avoid an absence. For online students, attendance at the two-day Cohort Launch is mandatory. 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 or equivalent online activities risk dismissal from the program and are required to meet with the department chair to discuss an appropriate plan.

Instructors may provide make-up work to students who miss class and do not call in. While completed make-up work does not “excuse” an absence, it should allow students to earn back equivalent participation points and stay current with course content.

Students may request the use of a Kubi for Zoom video attendance by completing the DPS Kubi/Zoom Request form. The Kubi is intended for illness or pre-arranged work obligations. Once the form is submitted, a confirmation email is sent. Students will be notified if the request was approved or declined. Instructors always have the right to decline a Kubi request. If the request is approved by the instructor, the Department
Coordinator will set up the Kubi and provide a link to the student. Last minute requests do not always allow enough time for set-up or for the instructor to adjust class content to accommodate remote attendance. Requests should be submitted the day before, and no later than the morning before class.

**Class Expectations**

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.

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.

**Using Cell Phones in Class**

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.

**Class 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>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.</td>
</tr>
<tr>
<td>Good</td>
<td>Completes all assignments and posts in a timely manner. Shares personal insights on course content and applies experiences to theory. Is actively involved throughout.</td>
</tr>
<tr>
<td>Fair</td>
<td>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.</td>
</tr>
<tr>
<td>Poor</td>
<td>Has not completed assignments but attempts to support the group learning process by sharing personal insights about course content.</td>
</tr>
</tbody>
</table>
Unacceptable  
Fails to attend class, engage in online forums, or complete alternate assignment(s).

**Cohort: Definition & Expectations**

DPS offers our major classes using a “cohort” model. At GFU, a cohort is a group of 5-16 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 diverse beliefs is mandatory. Tolerance does not mean students must agree with or embrace one another’s views. Tolerance means that students listen thoughtfully, offer feedback with intentionality, and do not merely react emotionally. Students who do not demonstrate respect and toleration can be asked to withdraw from the program.

2) Sacrificial respect and support are critical. This level of loyalty is not primarily or inherently emotional in nature. While friendships often do develop in cohorts, students’ commitment to the group and its processes is far more important than "liking" everyone.

3) The cohort model demands a high level of interaction with faculty and with other students. This interactive process embraces experiential and transformational learning.

4) Confidentiality is a necessity. Students sometimes work for competing organizations or agencies, so what is shared in the cohort must stay in the cohort.

5) The cohort model requires varying levels of "risk": Students must risk sharing their views, risk listening well to others, risk experimenting with course materials and assignments, etc. It is normal to feel anxious about sharing in any new group experience, but as students get to know one another better, this anxiety will lessen.

6) Intolerance and disrespect are not tolerated. If a student in the cohort behaves in intolerant or disrespectful ways, please speak to that student confidentially as a
peer. If the behavior persists, bring this to the attention of faculty and/or DPS administration.

Every student entering a cohort will be added to a Facebook Group that is only open to members of their cohort. This group will be a place to get to know classmates, build community, and a way to stay connected to the cohort after graduation. The DPS Department Coordinator will add and welcome all students into the group.

*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.*

**Computer and Software Requirements**

All in-person 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](http://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 who take major or minor Project Management courses in the classroom are required to have a laptop to run Smart Sheet.

Students in online cohorts need to bring a portable device (laptop or tablet) to the Cohort Launch.

All students must have access to a computer that meets the requirements listed here. 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.

**Degree Audits**

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

**DPS Flickr Page**

The Department of Professional Studies maintains a public Flickr page where students can access and download photos from graduations, banquets, and classroom experiences for their own use. Students can access the page [here](http://here).
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. Learn more about email forwarding here.

Enrollment Counselors

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

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).

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
Grade appeals should not be made frivolously but in good faith. Appropriate grounds for grade appeals include situations in which the grade given is alleged to be inconsistent with the course syllabus or in which inappropriate professional conduct or unfairness have influenced the grade.
In order to appeal a grade, a student must be prepared to document performance on all coursework and explain why the student's grade is not consistent with the course expectations expressed in the syllabus. To submit an appeal, a student should follow the steps below (if resolution is not achieved, a student should proceed to the next step):

1. Student meets with faculty member to discuss rationale for grade change.

   The student wishing to appeal a course grade must meet with the faculty member within the first three (3) academic weeks following the awarding of the disputed grade. If resolution is not made after meeting with the faculty member, the student may elect to meet with the Department Chair.

2. Student meets with Department Chair to discuss appeal.

   The student wishing to pursue an appeal to the next step must do so within five (5) working days of meeting with the faculty member. If resolution is not made after meeting with the Department Chair, the student may elect to pursue a formal appeal.

3. Student sends written appeal to the Academic Affairs Office.

   The student wishing to pursue an appeal must do so within five (5) working days of meeting with the Department Chair. The form for appeal is available for download.

### Graduation

All degree requirements must be met before a diploma will be awarded. Students cannot participate in commencement ceremonies if they have outstanding requirements unmet.

#### 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.

#### 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, and be in their final semester of cohort classes.

**Graduation Deadlines**

**Prior Learning Credit**
In order for a student to complete a 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.

**Application for Degree**
Students typically submit an application for degree two semesters prior to graduation. This form is required for all students receiving a degree, not just those participating in commencement. The final deadline is the second week of the semester in which a student plans to graduate (fall or spring). Any applications submitted after deadline or any change in participation status which would require a late order of regalia will be evaluated on a case-by-case basis and, if approved, will incur a $50 late fee. Application can be made by completing an online form available through the registrar’s office. Among the required information is the specified diploma name. Failure to apply for graduation in a timely manner may result in delayed degree conferral, inability to participate in a commencement ceremony, or a late graduation fee. A $105 graduation fee is charged to the student account and taken out of the enrollment deposit.

**Transfer Work**
In order for a student to complete a 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.

**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 (Portland Center, or Salem Center) for closure information. Major media outlets will also be notified of closures. The easiest way to get weather closure information is by way of a FlashAlert message. Click here to subscribe to FlashAlert messages.

DPS staff may also attempt to notify students via email.

Missed class meetings must be made up. Instructors, in consultation with the administration, 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.

**Independent Study Courses**

Required courses in a student’s degree program are not routinely approved to be completed by independent study except in extenuating circumstances. Such circumstances include events that could not have been prevented or anticipated by the student and were beyond his or her control. Examples of situations that will not necessarily be considered extenuating include being too busy, employment demands, or a change of the semester of graduation. Requests to complete a required course by independent study must be approved by the supervising instructor, the department chair/program director, the school dean, and the registrar. Application forms are available on the Registrar Forms webpage, and when completed, become a learning contract between the student and the instructor.

**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.

**Registering for Classes**

Students are responsible for monitoring their academic record including verification of registration in courses at the start of each semester and any changes made during the semester. Any registration change not processed in a timely manner will necessitate approval through the academic petition process, which requires that extenuating circumstances be established for approval. A student wishing to withdraw from a course must complete the “drop classes” action available in the Student Center in MyGFU. Without submission of the request, the grade that is earned will be recorded for all courses involved.

**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.
Pass/No Pass Registration Option
An application form requesting that the grading basis for a course be changed from letter grade to pass/no pass must be filed with the Registrar's Office no later than the end of the first week of the course.

Students who have a cumulative GPA of 2.0 or better and who have completed 62 semester hours may choose to take one course per semester on a pass/no pass basis from elective courses outside his or her major and the DPS LACC/GE requirements. The class instructor will submit a regular grade to the Registrar, who converts a grade of C- or better into a pass. A grade below C- becomes a no pass, and the course must be repeated at a satisfactory level to receive credit.

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.

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.

Student Support
Health and Counseling Services
Health and counseling services are available to all students of George Fox University. These services are provided on the Newberg campus during the fall and spring semesters. More information is available here.
Counseling services are available on the Portland campus at the Individual and Family Matters Counseling Clinic. More information is available here.

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).

Portland Writing Center – For GFU graduate and degree completion students.
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.

Transcripts
Transcript requests are available in the Registrar’s Office or online by clicking here. 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.

Turnitin
Turnitin is a cloud-based service for originality checking, online grading, and peer review. George Fox University has obtained a license to use Turnitin’s integrated services through our FoxTale online learning system. When using the Turnitin settings in an assignment, forum, or workshop activity, your work will be instantly checked for potential citation issues. An originality report will be generated in a matter of seconds that can guide you in how to create proper citations. When you submit a final draft of a paper, your overall Turnitin score must be below 10% or risk a failing grade. You can learn more about Turnitin by going to the Student Quick Guides in FoxTALE or by clicking here.