GEORGE FOX
UNIVERSITY

Student Handbook
2007-08

Student Handbook

The George Fox Student Handbook is meant to be a tool for successful experiences at George Fox University.

Portions of this handbook apply only to traditional undergraduate students enrolled in programs of study offered on the Newberg campus

The current edition supercedes and replaces all previous editions and versions. While every effort is made to ensure the accuracy of the information in this handbook, in no sense is it to be considered a binding contract, and it may be changed by action of appropriate bodies within the university. Generally, changes to the Student Handbook are made public and available upon their implementation.

Communications Statement

All students at the university are issued a university email address that is active during the student's time at the institution. In addition to formal correspondence sent to a physical address, students are expected to check their university email accounts routinely. Information communicated via email is considered official correspondence from the institution and students are responsible for all information communicated in this manner.

In addition, the university communicates important information and deadlines to students through campus mail boxes and (Fox) E-nnouncements which students are expected to check frequently.

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Advising

Faculty Advising
All students at the university are assigned a faculty advisor who will assist with course selection, vocational council and direction, and mentoring. Faculty advisors are assigned based on the student's program of study and interests. Some programs allow students to select their faculty advisor if there are multiple faculty who perform this role within the academic department. For more information contact the registrar's office.

Academic Advising
In addition to faculty advising, students are encouraged to use the resources provided through Bruindata such as the DegreeWorks degree audit, course plans for their program, and other scheduling assistance. Enrollment Counselors in the registrar's office are also available to assist with the process and help students make appropriate progress through their program at the university.

Academic Course Load

Each student's load will be determined in consultation with the student's advisor. For traditional undergraduate students, sixteen hours per semester is a normal university load. Students who carry fewer hours may find it necessary to extend the number of semesters required to earn their degree. Ordinarily, first-semester freshman will register for no more than 16 hours. Provisional students will be limited to 14 or 15 hours. No student may enroll for more than 20 hours, except by special permission of the student's faculty advisor and the registrar.

Degree-completion and graduate student load differs by program as does recommended credit hours per semester. Please see Full Time Status for more information.

Declaring a Major

Traditional undergraduate students may enroll at George Fox University with or without a specific major in mind. However, students must formally declare their major with the registrar. A first-year traditional undergraduate student should declare his or her major by the beginning of the second semester. The process is the same for the declaration or change of a minor or concentration.

Some departments have an application and screening process for admission to a major. In those cases, the declaration of major form is considered to be a statement of intent, and the process is complete only when the department admits the student to the major. Admission to the university does not imply automatic admission to a major. Admission to a major is normally accomplished no later than the end of the junior year, or before the completion of 90 credits.

Degree-completion and graduate students' selection of major is completed during the admission process. Changing majors requires completion of the Petition to Change Degree Program or admission to the new program, depending on the nature of the change. Some programs also offer minors or require students to select a concentration within the major. Changes to minors or concentrations must be completed through the registrar's office.

Alternative Credit

George Fox University provides options for students to earn alternative credit for some programs at the institution. Undergraduate students may earn a maximum of 32 semester credits through examination or other non-classroom credit procedures.

Please see the following policies for more information about such credit:
Advanced Placement (AP)
CLEP Examinations
International Baccalaureate (IB)
Advanced Standing
Waiver of Required Courses

Advanced Placement Coursework

College credit may be granted in several subject areas for students who receive a score of three or better on exams for college-level courses offered in high school through the Advanced Placement program sponsored by the College Entrance Examination Board. Students must request test scores be sent to George Fox University. The registrar's office processes credit for sufficient scores as transfer credit on each student's academic transcript. Course equivalencies and credit hours awarded are maintained by the registrar's office.

CLEP Credit

George Fox University awards college-level credit for successful completion of College Level Examination Program (CLEP) tests. Testing through the CLEP general examinations is designed to verify competency in general education. These examinations must to be taken prior to the completion of the first semester of enrollment as a freshman at George Fox University.

Testing through the CLEP subject examinations provides verification of competency in selected academic fields. These may be taken at any time (unless concurrently enrolled in an equivalent course) and assume competency has been gained in non-classroom settings.

Students must take CLEP exams by the end of the first week of any given semester in which they may be registered for an equivalent class. Credit earned for exams taken following the first week of such classes will not be considered.

Students can contact the registrar's office for information regarding the scheduling of CLEP examinations as well as equivalent course awards for sufficient scores on exams.

International Baccalaureate Coursework

University credit may be granted in several subject areas to students who complete university-level work through the International Baccalaureate (IB) program. A minimum score of five is required on High Level examinations for credit consideration. Students must provide a copy of their IB transcript to receive consideration. Credits awarded as a result of IB documentation will be accepted as transfer credit. Course equivalencies and credit hours awarded for International Baccalaureate coursework are maintained by the registrar's office.

Advanced Standing

Advanced Standing
Some courses for which students have completed prior preparation but for which there are not standardized exams are still eligible for credit. In many cases, academic departments offer such exams. The university requires that the basis for the credit be specified (i.e., by exam, proficiency), the score attained on the assessment, as well as the credit hours awarded by successful completion of the exam. Forms for advanced standing are available in the registrar's office and require approval of an instructor of the course, the department chair or program director, and the registrar. An administrative fee is required for credit to be posted to students' academic record. Advanced standing coursework is awarded a passing grade and reduces the student's program requirements as credit is awarded for the equivalent course at the institution.

George Fox Evangelical Seminary allows students to pursue advanced standing for prior college coursework. Specific assessment by examination is required and may not be based solely on completion of college coursework.

Waiver of Required Courses

Waiver of Required Courses
Some programs at the university do not allow advanced standing credit but do allow students to demonstrate proficiency for coursework and waive the program requirement with an alternative course. A student can waive a required course provided he or she:

1. has academic credit for a similar course (in exceptional cases noncredit, self-study courses or extensive experience may qualify), and
2. provides the registrar's office with the proper form signed by an instructor of the course, the department chair or program director, and the registrar.

Each program has the ability to allow or disallow waived courses. Students should contact their faculty advisor or department chair/program director for more information.

International Transfer Evaluations

International Transfer Evaluations
College credit for coursework completed at non-US institutions may be accepted in transfer toward degree programs at George Fox University. However, all such coursework must be evaluated by one of our approved evaluation agencies. To do so, applicants must submit official college/university transcripts for each institution attended, in both native language and English translation, along with copies of any certificates or diplomas awarded.

Transfer credit will be considered for each course for which a student has received a grade of "C-" or better for undergraduate courses or "B-" or better for graduate courses (individual programs may have specific standards for transfer work as specified in the university catalog). Submission of course descriptions at the time of application is highly encouraged so we can begin the evaluation process as quickly as possible. Please note, though, that not all international course credits are eligible for transfer and some courses may not apply toward degree programs at George Fox.

Partner Education Agreements
George Fox University maintains education transfer agreements with some international partner schools. Students transferring from partner schools are not required to submit transcripts and credentials for evaluation to an approved evaluation agency. Instead, all materials should be sent directly to George Fox. The evaluation process requires submission of both an official transcript and approved course descriptions, each in both the native language and English translation.

Academic Records

Student Records
The Office of the Registrar maintains student registration for classes, degree audit information, and grades. Students may change their academic majors and advisors and order transcripts through this office.

Privacy is maintained with respect to student records. Unless a student gives written permission, access to these records is limited to university faculty and staff on a need-to-know basis. Unless a student directs otherwise in writing, transcripts may be released to other educational institutions to which a student may be applying without the student's consent.

FERPA
The university complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Students who believe they have been treated unfairly in relation to their student records may file a complaint with the Secretary of Education concerning alleged violations of FERPA by the university or its personnel.

The law provides students the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the hearing panel's decisions are unacceptable. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Review of Student Records
The registrar's office at George Fox University has been designated by the institution to coordinate the inspection and review of procedures for student education records, which include admission, personal and academic files, and academic, cooperative education, disciplinary records, and placement records. Students wishing to review their education records must give a written request to the registrar listing the item or items of interest. Only records covered in the act are made available within 45 days of the request. Education records do not include student health records, employment records, alumni records, or records of instructional, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute. Health records, however, may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admission, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution permits access only to that part of the record that pertains to the inquiring student.

Student Passwords

Upon acceptance to the university, each student is issued a password that must be used to gain access to Bruindata. It is recommended that each student change this password in order to increase security with respect to student information. The BruinData password gives each student the ability to register for courses online, view grades, update biographical information, participate in course interactions online, etc. The password should be maintained securely for the student's entire tenure at George Fox since its use will be needed to gain access to these materials on a routine basis, not simply for course registration each semester. George Fox University views the student password as equivalent to the student's signature. As such, students should protect their password carefully and not share it with others.

Directory Information

At its discretion, George Fox University may provide "directory information" in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA).

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. The university construes the following information to be "directory information": parents' names and addresses; the student's name, permanent address, local address, temporary address, e-mail address, telephone number, date and place of birth, participation in officially recognized activities and sports, major, dates of attendance, full-time and part-time status, degrees and awards received, class year, the most recent previous school attended, and for members of athletics teams, height, weight, and position played. The university also considers photographs to be directory information. As such, release of photographs is also 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 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 ID Cards

Student ID Cards

All students are issued a George Fox University ID card. Students can obtain an ID card at the the following locations during their normal hours of operation (by campus location):

- IT (Institutional Technology) Department, 3rd floor of Stevens Center, Newberg Campus
- Front Reception Desk, Portland Center South Building
- Front Reception Desk, Boise Center

Student ID cards are required for:

- Verification of identity to enrollment services offices
- Basic identification on campus to security personnel
- Checking out books from the Murdock Learning Resource Center, requesting books from SUMMIT, and borrowing from other PORTALS and SUMMIT-member libraries

- Eating on the university's food service plan
- Entering the residence hall where they live
- Scanning for attendance at Spiritual Formation activities (e.g., chapel)
- Entrance to the Wheeler Sports Center
- Admission to athletics events
- Entry to residence halls, Prayer Chapel, Edwards-Holman Science Center, Ross Center, Bauman Auditorium, the SUB and SUB basement,Wheeler Sports Center, and Stevens Center
- Entry to pre-approved locations (Newberg campus)
- *The following areas must have preapproval for entry due to work study or academic needs: Bauman, Brougher, EHSC, Media Center, North Street Annex, Pottery lab, Ross Center, Stevens Center,Wood-Mar Hall*

Student Name
For more information about the student's name as required on the student ID card, please see the Student Name policy.

Theft or Loss of ID Card
The student ID card is nontransferable. By using the card, a student agrees to these published terms and conditions governing its use. *Should the card become lost*, immediately report it missing to the food service office during business hours of 8 a.m. - 4:30 p.m. on weekdays. *Should it be stolen*, please report the theft to security (ext. 2090), food service (ext. 2500), and the locksmith (ext. 2059). In addition, if lost, a meal voucher must be requested at the food service office until a new card is obtained. When an ID card is replaced the old card is automatically deactivated.

Care of Card
The ID card must be cared for throughout the length of stay at George Fox University. The magnetic encoding can be damaged if the strip is placed next to bank cards. Remember, do not punch holes in the card, do not affix stickers to the card. Cardholder keychains may be purchased through the University Store.

It is highly recommended to carry ID cards in a lanyard. Replacement cards will be charged to any students who have defaced the card or have obviously mistreated it.

ID Card Replacement
If the card becomes unusable, damaged or stolen, the student is responsible for the cost of replacement. Replacement photo ID cards are available in the locations listed above for a $20 fee, weekdays. The cost will be charged to the student's account. Call the IT department at 503-554-2569 for questions related to the use of the student ID card.

Student Name

Student Name
George Fox requires students to use their legal names in university data systems. This insures that enrollment verifications, transcripts, and diplomas all reflect the legal name for each student.

Diploma Name
The university recognizes that a diploma is an official document signifying the completion of a student's education. As such, this document must reflect the legal name of a student. Some variations are allowable based on student preference (i.e., inclusion of middle name or initial, suffixes). Nonetheless, the name placed on the diploma must reflect an acceptable form of the student's legal name *at the time of degree conferral*. Diplomas for previously conferred degrees cannot be reprinted following a legal name change.

Preferred Name for University Communications
The university does encourage the use of a preferred first name (a.k.a., nickname) so we can better personalize our communication. The registrar's office maintains such records for preferred name; updates can be made by contacting the office with the request.

ID Card Name
The student ID card is considered an official document and, as such, must display the student's legal name. Therefore, the use of a preferred first name (a.k.a., nickname) on a student's ID card is not possible. For more information on the use of student ID cards, see the policy related to their use, care and replacement.

Name Changes
We recognize that, occasionally, it is necessary to change one's name. Students can request a name change through the registrar's office. George Fox University requires that a student present a Social Security card† displaying the new name to staff in the Registrar's Office. Upon verification, staff will update a student's name in the data system for use throughout the university.

Name changes for alumni should be directed to Alumni Relations.

† While we do recognize that there are other recognized documents commonly used for verification of one's legal name, the Social Security card alone is recognized for use by the university due to the prolific use of legal tax name with official documents (i.e., 1098-T forms) and the recognition that the Social Security card *should* match these other verification documents.

Academic Appeal Procedure
Certain criteria for appealing decisions made by a professor or committee are presented elsewhere throughout this handbook. In all other situations for which a formal appeal process is not specified, an appeal should first be directed to the department chairperson or program director. If the student is not satisfied with the decision given by the chairperson or director, he or she may then appeal to the school dean by filing a written statement of particulars. The dean will confer with the individuals involved and seek a satisfactory resolution of the problem. If the problem cannot be solved in this manner, the dean may make a decision on the matter, or, at his or her discretion, may refer it to the university provost for a ruling.

Enrollment
The academic year at George Fox University is divided into two semesters of 15 weeks. In addition, the university operates a summer session that is integral to all graduate programs offered by the university. The university also offers traditional undergraduate courses in a May Term following the spring semester.

The unit of credit is the semester hour, which traditionally is granted for the successful completion of a

course meeting 50 minutes per week for one semester. Credit for all courses is indicated in semester hours. All student requirements, advancements, and classifications are based on these units.

In addition to traditional course formats, some courses are offered online, or partially online (hybrid). Some programs are offered through a cohort model in which small groups of students are enrolled in class together through the entire program.

Registration

Students are required to register for classes and be enrolled prior to attendance. All students are expected to register online, within the time period designated on the university calendar and to begin classes on the first day. In addition, each student should be aware of the regulations that appear under Course Numbering System (located in the online catalog).

Please see the following policies for more information about registration practices:
Adding/Dropping Classes
Withdrawal from Courses
Responsibility for Schedule Changes
Waiting Lists
Field Education
Special Study Courses
Irregular Credit Hour Course Registration
Auditing Courses
Pass/No Pass Registration Option
OICA Cross-Registration

Registration Changes

After classes begin, registration changes (add or drop) must have the approval of the student's advisor. Adding a class during the second week of the course also requires consent of the instructor. A course change fee will be assessed for all registration changes made after the stated deadline (see the university calendar). The last day to add or drop courses is established on the university calendar but is generally the end of the second week of the semester (a different period exists for classes meeting less than the entire semester).

Withdrawal from Courses

A student wishing to withdraw from a course must complete a course withdrawal request available via Bruindata. Without submission of the request, a failing grade will be recorded for all courses involved. A course registration change fee will be assessed for all withdrawals. Withdrawal from a course is available following the add/drop period and prior to the "last date to withdraw" from the course. The "last date to withdraw" is at the end of the 10th week of the semester (or 10/15ths of the class session for partial term courses).

Withdrawn classes will receive a transcript record of "W" which does not calculate in a student's grade point average. Failure to withdraw from a course prior to the last date to withdraw will result in a failing grade or posting of "earned grade" by the course instructor. Late withdrawal from a course (after the "last date to withdraw") is only available through the submission of an academic petition. Such a petition must demonstrate that the student's circumstances were extenuating that prevented the withdrawal prior to the stated deadline. Approved withdrawals will also be subject to the course registration change fee. In the absence of an approved academic petition, the class instructor will assign the appropriate grade based on work completed for the course.

Responsibility for Schedule Changes

Students are responsible for monitoring their academic record including verification of registration (adding or removing of any courses as appropriate) at the start of each semester. Any registration change not processed in a

timely manner during the add/drop period will necessitate approval through the academic petition process which requires that extenuating circumstances be established for approval. In addition, any petitions to add or remove academic credit must be submitted within one calendar year following the last day of the semester in question or the petition will not be considered.

Waitlisting Policy

Students may be waitlisted for a course that has reached maximum enrollment. Not all courses allow waitlists, at the discretion of the academic department or the registrar's office. Waitlisted hours do not count toward the minimum credit hours required for full-time enrollment.

1. Students may waitlist for courses until the end of the first week of classes.
2. The registrar's office will consistently fill available spaces in classes from waitlists. Students will not be notified of their subsequent enrollment in a course. It is the student's responsibility to monitor their class schedule through BruinData.
3. Waitlisted students will receive enrollment priority based on the order in which they waitlist for the course. Instructors may review waitlists and request that certain students receive special priority due to extenuating circumstances (course required for graduation, course required for major, etc.)
4. If a department chairperson wishes to increase the maximum enrollment for a course in order to accommodate some or all of the students on a waitlist they may contact the registrar's office via e-mail with the request.
5. Students will be enrolled in classes for which they are waitlisted even if the class creates a schedule conflict or the additional credit hours put the student over the tuition block maximum of 18 credit hours. The student must resolve resulting conflicts by making any necessary changes to their schedule in BruinData.
6. Students who are waitlisted for a class may not attend the class until they are officially enrolled.
7. Waitlists will be eliminated at the end of the first week of the semester, with the exception of Juniors Abroad waitlists.

Field Education

Field education, commonly referred to as "field experience," "internship," or "cultural experience," usually takes place off-campus, yet is an integral part of the student's academic experience. Its purpose is to promote personal and career development by integrating classroom study with planned and supervised practical experience in vocational, educational, or cultural activities outside the classroom.

Enrollment in field education is an elective option in certain majors or graduate programs and a requirement in others. Students should refer to catalog requirements to determine how field education applies. The program is open to George Fox University students only.

Academic credit may be earned through participation in an approved field education program. For traditional undergraduate students, two types of off-campus experiences are available: career and cultural. The career-oriented field experience focuses on two levels, which are "exploratory" (275) and "preparatory" (475). These two levels provide opportunity for initial exposure to a career-interest area and for realistic preparation toward a chosen field. A full-time undergraduate student may register for up to 12 credit hours of field education coursework during one semester. Part-time involvement can generate credit at the same rate as other methods of learning. *Thirty to 45 clock hours per semester are required for one hour of credit.* A maximum of 20 hours may be accumulated in field education between numbers 275, 375, and 475. A maximum of twelve hours between the career-oriented options, 275 and 475, may be applied to a degree

(the 12 credit maximum also applies to students earning a second bacehlor's degree).

Applications for field experience should be requested through the registrar. Applications must be completed, approved by the department chairperson, and submitted to the registrar's office for enrollment. The vital link to a successful field experience is the faculty sponsor (supervisor) with whom the learning plan is developed and carried out. The program also necessitates a field supervisor at the location of service or employment with whom the faculty sponsor and student interrelate.

Evaluation of the field experience is based upon successful completion of the stated individualized objectives in the learning plan. Field experience is graded pass/no pass.

Special Study Courses

Courses designated as special studies (with course numbers typically ending in x95) are individualized special study programs not a part of the regular curriculum. Such courses entail research or experience in a particular department with the guidance of an instructor.

Required courses in a student's degree program are not routinely approved to be completed by special 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 special study must be approved by the supervising instructor, the department chair/program director, the school dean, and the registrar. Application forms are available from the registrar and, when completed, become a learning contract between the student and the instructor.

Undergraduate students may not enroll in more than 4 special study hours in any regular semester and may not accumulate more than 12 special study hours toward a degree program.

Irregular Credit Hour Course Registration

Students must register for the number of hours that are assigned to a course offered during a given semester. In exceptional cases, a student may be given permission by the registrar's office to reduce the credit hours for a course by one or two credit hours.
A student can seek such special approval only if:

1. The reduced hours would otherwise count as "extra hours" not needed in the student's degree program requirements; and
2. The professor is agreeable to the reduction. The professor has the option of requiring the student to complete all course requirements even when less credit is granted.
3. In some cases, students may seek to complete additional credit hours directly related to content of a course for which they may be enrolled during a given semester but beyond the number of semester credits for which the course is offered. Rather than creating and registering for a separate special study course, students can, with approval from the course instructor, department chair/program director, and the registrar, add requirements to those already specified for the course (based on the syllabus). Doing so requires that students specify the additional requirements to be completed, means of

evaluation, supporting statement from the instructor, and the number of credit hours by which the course registration is requested to be increased. This information must be submitted to the registrar's office by the end of the add/drop period for the semester.

Special Study Courses

Courses designated as special studies (with course numbers typically ending in x95) are individualized special study programs not a part of the regular curriculum. Such courses entail research or experience in a particular department with the guidance of an instructor.

Required courses in a student's degree program are not routinely approved to be completed by special 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 special study must be approved by the supervising instructor, the department chair/program director, the school dean, and the registrar. Application forms are available from the registrar and, when completed, become a learning contract between the student and the instructor.

Undergraduate students may not enroll in more than 4 special study hours in any regular semester and may not accumulate more than 12 special study hours toward a degree program.

Auditing Classes

Only students who have officially registered as such may audit a course. Audit registration is subject to class availability. Audit students who initially register for a course with limited enrollment may later be dropped if additional students register to take the course for credit. Audits are disallowed in the following courses:

1. Courses that are required to fulfill the student's degree plan,
2. Courses the student will later take for credit, and
3. Courses in which the professor or department disallows audits

In order for an audit to be recorded on a student's transcript, the student must attend seventy-five percent of the course lectures. If the student does not meet the minimum requirement of attendance, at the recommendation of the professor, the student will be withdrawn from the audit, and the audit will not be recorded on the student's transcript.

An audit course may not be changed to a credit course retroactively. A credit course cannot be changed from credit to audit following the stated "add/drop period" for the term.

Auditors pay a reduced tuition rate, generally one-half regular tuition. Traditional undergraduate students' tuition charges may exceed the block-rate tuition if the audited course causes them to exceed the 18-hour maximum.

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 no later than the published deadline (generally, the end of the fourth week of the semester).

An undergraduate student who has a cumulative GPA of 2.0 or better and who has 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 university's general education requirements. For undergraduate courses, the class instructor submits a regular grade to the registrar, who converts the regular 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.

Seminary students may elect to complete some courses on a pass/no pass basis as noted for the following programs:

- MASF — One CHTH/BIST elective course
- MATS — Two concentration courses (6 hours) *(Pass/No Pass is not a recommended option for students pursuing further academic work)*
- MDiv — Four general elective courses (12 hours)
- For seminary courses, the class instructor submits a regular grade to the registrar, who converts the regular grade of B- or better into a pass. A grade below B- becomes a no pass, and the course must be repeated at a satisfactory level to receive credit.

Some courses have a specifically designated grading scheme of pass/no pass (see the university catalog for a listing of such courses). All other courses at the university are assigned letter grades (see the grading scale for more information on letter grades).

Enrollment Verification

Enrollment verifications serve as proof of student status at George Fox University. Insurance companies, loan agencies, and other organizations may require enrollment verification in order for students to be eligible for certain benefits. The registrar's office serves as the coordinator of enrollment information for the university.

George Fox University coordinates submission of enrollment data with the National Student Clearinghouse which communicates student enrollment data directly with lenders. In most cases, loan verifications documents are not necessary since the Clearinghouse will communicate information directly to lenders. Students who need an enrollment verification certificate can also process one personally via Bruindata.

OICA Cross-Registration

A full-time student (undergraduate or graduate) may take one course a semester for no additional tuition (if total credits do not exceed 18 semester hours for undergraduate students) at one of the neighboring institutions in the Oregon Independent Colleges Association (OICA). Only courses not available at George Fox campus may be selected. Cross-registration is initiated by application through the registrar's office. Registration requires approval by the registrar at both the host institution and George Fox University.

Student Classification

Classification is based upon each student's academic standing in terms of credit hours and grade points at the beginning of the semester. New students will be classified as regular students or provisional students when entrance requirements have been met and official transcripts have been received and evaluated.

Please see the following policies for more information about student classification:
Full-Time Status
Regular Students
Special Students
Probational and Provisional Students
Auditors
VA Students
ROTC Program

Full-time Status

Full-time student status in all undergraduate degree programs is 12 semester hours. A student need not maintain full-time status, but should be aware of the continuous enrollment policy and that financial aid programs are usually limited to those enrolled at least half time, which is 6 to 11 hours per semester.

Full-time student status in all graduate (including seminary) degree programs is 8 semester hours. A student need not maintain full-time status, but should be aware of the continuous enrollment policy and that financial aid programs are usually limited to those enrolled at least half time, which is 4 to 7 hours per semester.

Some financial aid programs and student housing are limited to those enrolled full time. Generally, only full-time students may represent the university in an official capacity or may hold a major office in a student organization.

International students with some visa types must maintain full-time status to remain in compliance with U.S. immigration regulations. Students can contact the International Student Services office for more information.

Regular Students

Students who have satisfied entrance requirements and are following a program leading to a degree are called regular students. They are classified as follows:

Freshmen: students who have completed fewer than 31 semester hours
Sophomores: students who have completed 31 semester hours
Juniors: students who have completed 62 semester hours
Seniors: students who have completed 93 semester hours
Graduate: students enrolled in a master or doctoral program who generally have a BA or BS degree from a regionally accredited college or university

Hours accepted in transfer to programs at George Fox will be counted toward completed hours for the categories above.

Special Students

"Special student" is the term used for either of the following:

1. A student who is not seeking a George Fox University degree. This student is taking courses for personal enrichment or professional certification.
2. A student who is interested in pursuing a George Fox University degree but has not been formally admitted to graduate study. Any special student wishing to enter a degree program must fulfill regular admission requirements and be admitted. Special student enrollment does not guarantee subsequent admission to any graduate program/department. A maximum of 10 hours taken as a special student may apply to a degree program.

Special students may be required to receive permission from the director or chair of the program prior to enrolling in courses. Some graduate programs limit the number of hours a special student may take or require special approval.

Because of the format of the MAT, MBA, DMin, and cohort portion of the degree completion programs, attendance as a special student is not permitted. The Graduate School of Clinical Psychology chairperson must approve attendance in the PsyD program for special, nonadmitted students.

Special student applicants are required to pay the nonrefundable $40 special student application fee each term of enrollment. Tuition is based on the current per-credit-hour rate. See Special Student Registration for more information on registration policies for Special Students.

Probational and Provisional Students

A student whose cumulative GPA falls below the level established for satisfactory academic progress (see Satisfactory Academic Progress and Eligibility) will be classified as a probation student. A student placed on probation status may continue to receive financial aid, subject to financial aid policies. An applicant who does not meet expectations for admission may be admitted as a provisional student. A provisional student will not be advanced to regular status until these requirements are satisfied. Some programs may limit the number of hours for which a provisional student may enroll.

Auditors

Subject to instructor and/or program director and/or chair approval, any regular or special student may audit courses from which he or she wishes to derive benefit without fulfilling credit requirements. Auditors are not permitted in some programs because of the cohort model and program requirements. Additionally, prerequisite course requirements must be met before approval to audit will be granted. This must be established with the registrar at time of registration. Class attendance standards are to be met.

VA Students

The university is listed with the U.S. government as a recognized school for the training of veterans. All prospective students eligible for VA assistance should contact the registrar's office for VA-approved program information and follow procedures required by the Veterans Affairs for transfer of training to George Fox University. To be recommended for VA assistance, the student must continue as a bona fide registrant throughout the semester. Those receiving VA assistance must meet the minimum academic standards of the university for enrollment and progress toward degree completion and to enroll must have an approved VA benefits voucher authorizing payment. The Montgomery GI Bill is considered a resource against all aid sources except for the subsidized Stafford loan.

ROTC Program

Through a cooperative agreement with the University of Portland, George Fox University students may participate in the Air Force Reserve Officers Training Corps (AFROTC) Program offered on the University of Portland campus. For more information, see the University of Portland AFROTC websiteor contact the professor of aerospace studies, University of Portland, Portland, OR 97203, 503-943-7216.

Class Attendance

Class Attendance

Class attendance is an important part of the academic process and should be considered both a privilege and a responsibility. The professor of a course has the right to dismiss any disruptive student during any class session. Absences should be taken only for important and necessary reasons.

Attendance Policy

Each student has a responsibility to meet the university's standards in pursuing academic study. Students are expected to attend class regularly. Students are never "excused' from their course work because of absences. Consult the course syllabus on the policies for making up work because of an illness. If you need to be excused due to a personal or family emergency, obtain documentation from the dean of student's office and make it available to your instructors. Permission to be absent from class to participate in co-curricular university activities must be granted by the Office of Academic Affairs. Arrangements for other absences should be handled between you and your instructor.

The university calendar provides instructional dates for teachers and students. Students are expected to attend classes through the last day of each semester, unless a prolonged or continuing illness or an emergency situation exists. Students should not make travel plans that begin before the end of finals week.

Absence Due to Illness

As soon as an illness is known to affect class attendance or performance, students are expected to contact professors. Documentation of extended illness is issued by Health and Counseling Services only to students who have been seen by or contacted the medical staff during their illness and whose illness has prevented class attendance for at least three consecutive days.

Documentation of illness may be necessary for substantiating requests for late withdrawal, etc. as required in the academic petition process.

Final Examinations

Students are required to take final examinations as specified in course syllabi. The final examination schedule covers the last four days of each semester. The schedule is available through the registrar's office. Finals for evening classes take place during finals week, on the evening the class has been held. The entire last week of each semester will be kept free of institutionally sanctioned extracurricular activities, with the exception of prescheduled intercollegiate athletics events. Students wishing to apply for change of final exam time must do so via the form available in the registrar's office by the end of the 10th week of classes.

Change to Another Degree Program

Students whose educational goals change while at George Fox University may apply to change to another degree program. The student should first consult the university catalog to confirm the goals and admissions

policy concerning the desired degree program and then should complete a Petition to Change Degree Program available in the Admissions Office.

Degree programs that require a different application than that completed initially by the student prior to matriculation to the institution may require the completion of a new application for admission. Students may contact the Admissions Counselor for the program to which they are considering changing for more information.

Concurrent Enrollment in Other Institutions

Students who desire to enroll in more than one institution at the same time cannot receive funding from two schools at once. Students may only receive financial aid from the school at which he or she expects to receive a degree, diploma or certificate. The degree-granting school is called the home institution while the other college at which the student is taking classes is the host.

International students must secure permission from the Director of International Student Services before enrolling concurrently at another school.

Off-Campus Study

Off-Campus Study

Students enrolled at George Fox University may enrich their learning experience and in some cases fulfill important requirements for their major or minor by participating in programs both in the U.S. and internationally. Each program has specific eligibility criteria that should be considered when application is made.

Semesters Abroad

George Fox University has approved a number of programs for students to study off-campus for a semester. These programs and the application process are noted in the university catalog. Students must have sophomore standing at the time of application for a semester off-campus and must have been enrolled at GFU for a full academic year prior to participation. Student must also be in good standing with the institution and must have a minimum cumulative GPA of 3.00 (3.50 for the Scholars' Semester in Oxford) to apply.

Consortium Visitor Program

George Fox University participates in the Christian College Consortium Exchange which allows students to attend another member institution thereby enriching disciplines where personnel and courses may be more limited at George Fox. Forms for application to the exchange program are available in the registrar's office.

Leave of Absence

Leaves of Absence

Students currently enrolled but seeking to take a leave of absence from their program must first receive approval from the Office of Student Life for traditional undergraduate students or their program director for degree completion and graduate students. Traditional undergraduate students may take a maximum of one semester leave from the program before being officially withdrawn from the university, after which time readmission is necessary to return to coursework. Degree completion students and graduate programs

allow up to one year leave before withdrawal must occur (some programs may have more strict guidelines on the use of leaves of absence). Students who desire a leave of absence must officially notify the registrar's office and complete any necessary documentation or paperwork, including appropriate signatures, for an approved leave to be granted.

Completion of the official leave of absence process allows students continued access to their university email account and Bruindata. Students remain admitted to their original program of study and are not required to be readmitted through the Admissions Office (unless exceeding the allowable time limits for a leave of absence for their program). Students are able to return to coursework following an official leave of absence but may be required to submit notification or documentation to the registrar's office.

Return From Leave of Absence

Return from a leave of absence may require notification to registrar's office staff to be able to register for classes for the semester of return. Following a return from a leave of absence, students will still complete program requirements as established in the university catalog in effect at the time they were admitted to the institution. Students who are readmitted to the university following withdrawal must complete the program requirements as established in the university catalog in effect the semester of readmission.

Medical Leave of Absence

Students under the care of a physical or mental health professional may be recommended to take a leave from classes for a short time (within the limits stated above for general leaves of absence for each program). Under these circumstances, a student may be placed on a medical leave of absence. Return from a medical leave requires authorization from a physical or mental health professional for the student to return to activities at the institution. Registration will not be allowed until such authorization is received.

Official Withdrawal from the University

Official Withdrawal Process From the University

If a student wishes to officially withdraw from all course work at George Fox University either during or at the end of a semester/enrollment period, the student must notify the registrar's office directly to initiate the withdrawal. An official withdrawal begins when a student submits a completed withdrawal form with required approvals to the registrar's office.

The registrar's office is designated by the institution as the contact for all withdrawals: part-time, during-semester, or complete withdrawal. If a student wishes to officially withdraw from all course work at George Fox University either during or at the end of a semester/enrollment period, the student must notify the registrar's office directly to initiate the withdrawal. An official withdrawal begins when a student submits a completed form with all required approvals to the registrar's office. In most cases, an exit interview will also be required.

Generally the student will be awarded W grades for all courses affected by an official withdrawal if the withdrawal is completed by the end of the official withdrawal period. The "last date to withdraw" is the end of the 10th week of the semester (or 10/15ths of the class session for partial term courses). Failure to withdraw from a course prior to the last date to withdraw will result in a failing grade or posting of "earned grade" by the course instructor. Following the completion of the official process, the student is then considered to be officially withdrawn from the university.

General Information

The student is responsible to return all institutional property to the appropriate office or department, such as library books, keys, athletic equipment, lab equipment. Students are financially responsible for all items not returned. The student will be notified by Student Financial Services of financial obligations when the withdrawal calculation is completed. For a copy of or examples of the removal of institutional charges policy, please contact Student Financial Services.

The official withdrawal date is established by the registrar's office. Generally, the withdrawal date is the date the withdrawal form is completed and submitted to the registrar's office or the date established on the withdrawal form.

For during-semester withdrawals, students generally lose enrollment privileges five working days after the official withdrawal date established by the registrar's office. These services may include, but are not limited to, e-mail, library, student activities, food service, on-campus housing, health, and other related services associated with enrolled student status. The university reserves the right to remove privileges immediately upon official withdrawal notification.

Rescind Notification of Intent to Withdraw

If a student wishes to cancel his or her official withdrawal from the institution, that student must submit to the registrar's office, in writing, his or her intent to complete the current term of enrollment. This rescinds the student's notification of intent to withdraw.

Unofficial Withdrawal

If a student fails to follow the official withdrawal process, he or she will be considered to have unofficially withdrawn. If the student unofficially withdraws, the institution will generally use the 50 percent point of term or a documented earlier or later date of academic activity or attendance as the official withdrawal date. Generally, the student will be awarded F grades for all courses affected by an unofficial withdrawal.

Appeal

An appeal of the established withdrawal date is to be submitted in writing to the registrar's office within 60 days from the established withdrawal date.

Readmission Following Withdrawal

Readmission after withdrawal from the university requires reapplication through the Admissions Office. Readmission following a withdrawal or leave of absence is subject to the approval of the registrar and/or the director of Admissions, and in some cases the dean of students. Students who must be readmitted following withdrawal are subject to the program requirements of the catalog under which they reenter.

Grading System

Semester grades, used to calculate both a semester grade point average (GPA) and cumulative GPA, are posted on the student's transcript and are available to the student two weeks following the close of each semester. The GPA is based on George Fox University credits only (credits transferred to George Fox are accepted without grade).

Semester grades are determined by the instructor's evaluation of the student's daily participation in class, performance on periodic tests, work on research papers and class projects, and achievement on final examinations. Grade points are assigned for each hour of credit earned according to the following system:

Letter Grade	Meaning	Points Per Semester Hour
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C		2.0
C-		1.7
D+		1.3
D		1.0
F		0.0
P	Pass (average or above)	
NP	Not passing	
I	Incomplete	
W	Official withdrawal	
X	No grade reported by instructor	
AU	Audit	

Plus (+) and minus (-) grades may be designated by a professor and will be entered on the transcript. Points will be calculated for the student's GPA accordingly.

Undergraduate Grading Criteria

Grades below D- are universally unacceptable within undergraduate programs at the university. Grades below C- (but higher than F) will meet general education requirements. However, a minimum grade of C- is required for all undergraduate courses that function as prerequisites to insure that students have an adequate foundation for more advanced concepts. Students who do not attain the minimum grade of C- for a prerequisite course must retake the course for a higher grade before proceeding with additional courses.

Graduate Grading Criteria

Grades below C- are universally unacceptable within graduate programs at the university. Passing or acceptable grades vary by program. Individual program standards may be higher as specified in the university catalog.

Incomplete and Missing Grades
An Incomplete (I) grade is allowed as specified in the Incomplete Policy. An X grade indicates the instructor did not report a grade to the registrar's office.

Repeated Courses
If a student repeats a particular course, the university counts the course credits only once toward graduation requirements. Only the second grade will count in the cumulative GPA, but the original grade will remain on the student's transcript.

Graduation Honors

Summa cum laude is awarded to undergraduate students with a cumulative GPA of 3.9-4.0, magna cum laude to those with a 3.7-3.899 GPA, and cum laude to those with a 3.5- 3.699 GPA. Transfer students must have completed at least 60 hours at George Fox University to be eligible for honors at graduation. Honors in the commencement program are computed on grades through the fall semester for spring graduation, and through the previous spring semester for fall graduation. Honors on the final record and transcript are based on all grades received at George Fox University.

Graduation honors are not awarded to graduate students.

Incomplete Grade Policy

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 available for a maximum of one semester following the term in which the original course was offered (e.g., end of spring semester for a fall semester course). 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 available in the registrar's office) is initiated with the course instructor. Application for an incomplete must be made prior to the end of the term in which the course was offered. Failure to apply for an incomplete prior to the end of the semester 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 reenrollment when the course is next offered. Withdrawal following the "last date to withdraw" for a course or term (see Adding/Dropping Classes

above) requires approval by academic petition.

Extenuating Circumstance 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, employment demands, minor illness, and responsibilities from optional responsibilities.

Appeal of Grades

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 influences the grade.

In order to appeal a grade student 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 (excluding May Term) following the awarding of the disputed grade. If resolution is not made after meeting with the faculty member, the student may elect to pursue a formal appeal.

2. Student sends written appeal to the Academic Affairs Office.
   The student wishing to pursue an appeal must do so within ten (10) working days of meeting with the faculty member. The form for appeal is available for download.

3. The school dean discusses the appeal with the faculty member and student.
   A decision in rendered by the school dean and communicated in writing from the dean to the faculty member and the student. A copy is kept in the Academic Affairs Office and sent, along with the original Academic Appeal Form, to the Registrar's Office to be kept with the student's official academic record.

4. The school dean's decision may be appealed to the Academic Appeals Board.
   If the student is not satisfied with the decision of the school dean, a hearing by the Academic Appeals Board may be requested. To request a hearing, the student must submit a written appeal to the Academic Appeals Board within ten (10) working days after receipt of the written decision from the school dean.

5. The Academic Appeals Board decides whether or not to hear the appeal.
   If the Board meets to consider the appeal, the decision of the Board is submitted in writing to the Provost, school dean, faculty member, and the student. A copy of the decision will also be forwarded to the Registrar's Office to be kept with the student's official academic record.

The decision made by the Academic Appeals Board is final.

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 certain activities, 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
Good Standing
Dean's List
Satisfactory Academic Progress and Eligibility
Academic Warning, Probation and Dismissal

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.

Good Standing

Students are considered to be in good standing with the university unless placed on academic or disciplinary probation (as outlined in the discipline sanctioning process). Not being in good standing may affect a student's participation in specific curricular or co-curricular activities. In addition, certification of good standing is not possible if a student is under academic or disciplinary probation or suspension.

Dean's List

Undergraduate students who achieve and maintain a 3.5 grade point average or above on 12 or more hours of graded work completed by the end of the semester are eligible for the dean's list for that semester. Student information noting the accomplishment is submitted to each student's hometown newspaper provided that information has been submitted to the university via Bruindata. Information is submitted to newspapers sometime following the end of the semester and the submission of grades by faculty.

Satisfactory Academic Progress and Eligibility

Students are expected to maintain satisfactory academic progress. Satisfactory academic progress toward a degree as a full-time student is defined as completion at a rate not to exceed 150 percent of the published length of the program.

Degree	Published Length(years)	150%(years)	Miniumum GPA
BA	4.0	6.0	2.00
BS	4.0	6.0	2.00
BSAT	4.0	6.0	2.00
BSW	4.0	6.0	2.00
BA (degree completion)	1.5	2.25	2.00
BS (degree-completion)	1.5	2.25	2.00
MA	2.0	3.0	3.00
MATS	2.0	3.0	3.00
MDiv	3.0	4.5	3.00
MEd	1.0	1.5	3.00
MAT	1.0	1.5	3.00
MBA	2.2	3.3	3.00
DMgt	3.0	6.0	3.00
DMin	3.0	4.5	3.00
EdD	4.0	6.0	3.00
PsyD	5.0	7.5	3.00

Undergraduate Student GPA Requirements

Undergraduate students need to maintain a cumulative GPA of 1.7 (1-15 hours), 1.8 (16-31 hours), 1.9 (32-47 hours), and 2.0 thereafter. In any case, students entering their third calendar year must be at 2.0 or higher to be maintaining satisfactory academic progress. The standard for satisfactory academic progress for students attending at a less than full-time rate will be adjusted based on the rate of enrollment.

Students who do not maintain satisfactory academic progress will generally not be eligible for financial aid. For additional information on the impact of satisfactory academic progress on financial aid, see Financial Aid Satisfactory Academic Progress. In addition, their academic standing will be affected as described in the Probation section.

Academic Good Standing for Athletics

To remain in good academic standing, a student must not be on academic probation and must have successfully completed at least 24 semester credits during the two most recent semesters. Students must be in good standing to be eligible to participate in intercollegiate athletics sponsored by the university. See the Probation sectionfor warning, probation, and suspension policies.

Eligibility for Cocurricular Activities

To be eligible for student government positions, a student must maintain a GPA of 2.25 or higher. In order

to participate in cocurricular performances and activities in drama and music, students must meet the same standard as intercollegiate athletes.

Graduate Student GPA Requirements
Graduate students should receive no grade lower than a B in designated graduate courses (see relevant program guide for a list of these courses). If students do not meet this standard, they must retake the course or courses and perform at a B level or better.

Academic warning, probation, or suspension may also be issued to graduate students for the following reasons:

- A grade of C in more than 6 hours of coursework
- A grade of D or F in any course
- A failing (no pass) grade in practica/internship
- A semester GPA below 3.0 for two consecutive semesters
- Failure to retake a course in a timely manner as specified by the school dean

The standard for satisfactory academic progress for students attending at a less than full-time rate will be adjusted based on the rate of enrollment.

Seminary Student GPA Requirements
Seminary students should receive no grade lower than a C- in program coursework. Students who do not meet this standard must retake the course or courses and perform at a C- level or better.
Academic warning, probation, or suspension may also be issued to graduate students for the following reasons:

- A grade of C in more than 6 hours of coursework
- A grade of D or F in any course
- A failing (no pass) grade in practica/internship
- A semester GPA below 3.0 for two consecutive semesters
- Failure to retake a course in a timely manner as specified by the school dean

The standard for satisfactory academic progress for students attending at a less than full-time rate will be adjusted based on the rate of enrollment.

Academic Warning, Probation, Suspension, and Dismissal

Academic Warning
Whenever the GPA for a given semester is below 2.0, but the cumulative GPA is at or above the required minimum for satisfactory academic progress, the student receives an academic warning. This warning alerts the student to potential difficulties and to potential loss of financial aid eligibility. The student is encouraged to contact his or her academic advisor, who will assist in the development of improved study plans and encourage better use of reading and library skills.

Academic Probation
A student is placed on academic probation when his or her cumulative GPA falls below the following standard: 1.7 (1-15 hours), 1.8 (16-31 hours), 1.9 (32-47 hours), and 2.0 thereafter. The student is given one semester of probation to achieve the above standard, after which a student may be suspended.

Beginning freshmen may be allowed up to three semesters of academic experience before being suspended. Students who are in their third calendar year and later may be given additional semesters of probation rather than suspension if they show a reasonable chance of meeting graduation standards.

Academic Suspension

A student not making satisfactory academic progress may be suspended. After one or more semesters have elapsed, the student may apply for readmission, and if admitted, reenter provisionally. 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.

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.

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

Specific policies pertain to graduation from programs at George Fox University including participation in commencement. Those policies include:
Application for Graduation
Degree/Certificate Conferral
Commencement Participation

Application for Graduation

Students must apply for graduation as they near the completion of their programs (degree, certificate, or otherwise). Application can be made by completing a form available through the registrar's office. Among the required information is the specified diploma or certificate name (see Student Name requirements for additional information). 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. The registrar's office posts application deadlines for each program.

Following the application for graduation, registrar staff will review a student's degree audit and Student Financial Services will post the graduation fee (as may be required for each program) to each student's account. Graduation fees cover all aspects of the graduation and degree conferral process and are necessary regardless of each student's participation in a Commencement ceremony.

Degree/Certificate Conferral

Degree/Certificate Conferral
Following the completion of all program requirements as stated in the university catalog the university will confer on the student the appropriate degree or certificate. Degree/certificate conferral typically occurs within 6-8 weeks of the final grade entry deadline (assuming no outstanding grades or incomplete program requirements). In addition to the diploma or certificate, the university provides to students a complimentary copy of their final transcript. No student is eligible to receive a diploma or transcripts until all bills with the university are paid in full.

Expedited Degree Conferral
George Fox recognizes that the standard timeframe for processing degree conferral is problematic for the needs of some students. Therefore, we do allow students to request that the conferral of their degree be expedited. The process requires students to contact professors to request grade entry prior to normal deadline (two weeks after end of semester). Students must then notify the Registrar's Office once all final grades have been posted.

Conferral will be processed within one business day after notification of final grade posting (rather than the standard 6-8 weeks). An additional fee is required to expedite the degree conferral process.

Commencement

Commencement
Students who complete degree programs at George Fox University are encouraged to participate in one of the Commencement ceremonies held each year. The university holds a combined ceremony at the end of the Fall semester and those students who have completed programs from the prior Summer and Fall are eligible to participate. The Spring ceremonies are available for those students completing their programs that semester. The university also holds a ceremony in Idaho in July for students who complete programs throughout the year at that location (Idaho students are eligible to participate in Newberg ceremonies instead if they choose). Regardless of semester of completion, students are only eligible to participate in (and have their names in the program for) one ceremony.

Academic regalia will be provided for all student participants in the Commencement ceremony. No external regalia will be allowed. Only regalia for officially recognized activities and honors should be worn.

Participation in Commencement with Incomplete Program Requirements
Traditional undergraduate students may request to participate in spring commencement if they are within four hours of meeting all requirements. All such remaining hours must be completed during May Term at George Fox University and requires that students are registered for the remaining hours at the time of the Commencement ceremony. Hours completed at other institutions and transferred back to George Fox are not eligible.

Graduate students must have all coursework complete to participate in a Commencement ceremony. In some limited cases, graduate students who have not completed internship requirements may be allowed to

participate in spring commencement subject to department and registrar approval. (All requirements must be met to participate in fall commencement without exception.)

Failure to Complete Incomplete Program Requirements

Commencement participation is based on students receiving passing grades at the time of the ceremony though final grades may be posted by faculty following the ceremony. In some circumstances, students may participate in the ceremony but later receive a failing grade for a course taken in the final semester. In such circumstances, students must retake the failed course and must do so within one calendar year from the Commencement ceremony. Failure to do so will result in withdrawal from the university and may require the completion of additional program requirements at the time of readmission.

Student Services

Various student services are available at each of the campuses of George Fox University. Some are available through the university website. These services include:
Academic Resource Center
Campus Security
Career Services
Disability Services
Event/Room Scheduling
Institutional Technology Service Desk
Instructional Media
Mail Services
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Academic Resource Center

The Academic Resource Center, housed in the Student Life area on the third floor of the Stevens Center, consists of three primary branches: the ARC Writing Center, Learning Resources, and Tutoring Services.

Consultants in the ARC Writing Center provide guidance and feedback for students engaged in the writing process. Consultants are students from various majors who have strong writing skills in their disciplines. The Writing Center does not provide a drop-off editing service. Students meet individually with a consultant to work through assignments, application essays, or other projects. The focus of each session is on the process of creating sound written work.

All of us can benefit from sharpening our skills or acquiring new strategies that support our learning. The Learning Resources component of the Center includes workshops and individual advising on topics such as:

- Reading strategies
- Note-taking skills
- Exam preparation
- Avoiding procrastination
- Time management

Handouts on these and other topics are available in the Academic Resource Center. The Center's website also includes links to other learning-related resources.

Students desiring Tutoring Services for specific courses should first go to labs on campus that offer discipline-specific tutoring (e.g., math or languages). If such services do not exist, students can check to see if an ARC Peer Consultant has experience with the course or discipline. An appointment can then be made with the appropriate Peer Consultant. Information about campus tutoring resources can be found on our website. Additional information on each of these areas is available at arc.georgefox.edu.

Campus Security

To contact the security director, call ext. 2090 (503-554-2090 from off campus). Use this number also to

request security team services such as escorts, lockouts, or vehicle assistance.

In the case of a security emergency (assault, crime in progress, etc.), dial 911. Contact the security director and school officials as soon as possible once police are notified.

The university's lost and found is located at Security Services. Articles or keys found are regularly turned in to the lost and found.

Career Services

Career Services

Career Services offers a variety of opportunities designed to assist students in making and implementing career decisions.The office is staffed by a director, assistant director, and an administrative assistant who welcome students to use their services. Career Services is located on the third floor of the Edward F. Stevens Center and at careers.georgefox.edu.

The student-to-professional program invites students to manage their own career planning over four years. Selftracking tools and incentives are part of this program.

Planning for Careers

- Career Classes Online
- GEED 214 *Claim Your Career Calling* (for freshmen and sophomores selecting a major)
- GEED 216 *Become Workplace Familiar* (for sophomores and juniors needing to explore the workplace)
- GEED 218 *Find Suitable Employment* (for juniors and seniors seeking employment)
- BUSN 275 exploratory internship for credit
- Assessments with interpretation and coaching to confirm career direction.
- A Career resource center provides information on majors, occupations, graduate schools, labor market, employers, and job search skills. Students can subscribe to the latest career news in the e-newsletter.
- "SIGI 3," a comprehensive computer guidance system for use in career decision-making, is now online.
- Career Conversations are promoted to give each student a 30 minute opportunity to discuss before and after graduation plans.

Preparing For and Finding Employment

- Career Contact Network database of professional alumni advisors available to both students and alumni via JobConnect on Bruindata. Please contact Career Services for additional networking contacts.
- Internship resources that provide guidance and employer contacts, virtual internship center at careers.georgefox.edu
- Job postings are published on JobConnect on Bruindata. Students can practice professional interviewing through videotaped mock interviews. Resume writing workshops are scheduled each semester. Available positions include full-time, part-time, seasonal, volunteer, internship opportunities and student employment opportunities.
- On-campus recruiting occurs at the request of employers to offer information and/or interviews for position openings.
- Teacher job search tools: instruction and assistance provided for completing a self-managed professional file for their job searches; writing a resume; getting recommendations; and best ways to find a teaching job.

Participating in Special Career Events

- A Fall Promotional Campaign introduces students to the office and invites participation in a special give-away.
- Company tours provide students with the opportunity to view a variety of work settings and gain information on a number of companies and organizations.
- Job Hunter's Success Workshops equip students with the skills to take command of their job search.
- Degrees-at-Work Networking Event provides additional opportunity for students to network and learn about the workplace from George Fox alumni. The next etiquette dinner is scheduled for Spring 2008.
- Fall Internship and Volunteer Fair is an excellent opportunity for students to make networking contacts with employers. The event is held on the George Fox campus and allows students to learn about internship and volunteer possibilities within a variety of industries.
- Graduate School Focus Week gives opportunity for students to prepare for and explore a variety of graduate schools in addition to hearing experts on pertinent topics.
- Spring Career and Graduate School Fair (Oregon Liberal Arts Placement Consortium) includes recruitment interviews and career information for graduates and undergraduates for full-time entry-level positions, summer jobs, internships, and graduate school recruitment.
- Practice Interview Day offers 30-minute practice interviews with evaluation and feedback.
- Professional Preview Day allows students to meet with a professional in their area of occupational interest for half a day. It is designed for observation and exploration.
- Special Workshops are scheduled to include current topics of interest for career-minded students.

Disability Services

The Office of Student Life coordinates services for students with disabilities. This office also promotes campus awareness of issues and needs related to disabilities. Disability Services works with a student to arrange appropriate academic adjustments, modifications, or services given the context of a particular class or area of campus. Services have included note takers, exam accommodations, arrangements for priority seating, or adaptive technology.

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. More details are available at ds.georgefox.edu, or call Rick Muthiah, Academic Resource Center Director, at extension 2314.

Event/Room Scheduling

Send an e-mail message to Event Services with the following information:

- Day and date
- Start and end time of planned event
- Name of event
- Room requested
- Number of people involved
- Setup time needed

Students reserving rooms must also provide the name of an advisor who is a staff or faculty person at George Fox University. Rooms are set up as needed for regular university business. Rooms are to be used and left as found.

Institutional Technology Service Desk

The IT Service Desk is located on the third floor of the Stevens Center. Services provided include:

- ID card creation or replacement
- Password resets
- Repair of CAC computers
- Answers to technology questions
- access to the CAI lab for printing in color or black and white

There are a number of ways to contact the Service Desk:

- You can drop by
- phone (x2569 on campus, 503-554- 2569 off campus)
- e-mail (servicedesk@georgefox.edu)
- visit the website at it.georgefox.edu.

Hours of operation for the Service Desk and CAI lab are:

- Monday through Thursday ~ 8:00 a.m. to 11:00 p.m.
- Friday ~ 8:00 a.m. to 5:00 p.m.
- Sunday ~ 2:00 p.m. to 11:00 p.m.

Instructional Media

The IT Department provides a variety of audiovisual equipment that may be checked out for use during class presentations or research. Some of the equipment available includes LCD projectors, video cameras, digital cameras, overhead projectors, and cassette tape recorders. Special services offered include cassette tape copying and videotape reproduction. Please view the following Web site for more information: it.georgefox.edu.

Murdock Learning Resource Center

George Fox maintains libraries at the Newberg campus and the Portland Center. The MLRC is a three-story, 35,000-square-foot building on the Newberg campus. The library houses over 130,000 print volumes, collections of video and audio recordings, and receives nearly 900 periodical titles. The Special Collection Room features the Quaker, Peace, and Herbert Hoover collections. The library provides access to many electronic databases, including indices linked to full text articles from thousands of journals. George Fox students may use the libraries of most other academic institutions in Oregon, and may request books online from many universities through "Summit Borrowing." Anything that is on reserve, whether print or nonprint, can be obtained at the circulation desk on the main floor. Please check the library's home page (library.georgefox.edu) for additional information.

The MLRC's regular hours during the school year are:
Mon. to Thu. 7:45 a.m.-11 p.m.
Fri. 7:45 a.m.-5 p.m.
Sat. 9 a.m.-6 p.m.
Sun. 2-10 p.m.

Mail Services

Mail Services has three locations on campus:
University Mail Center, located in the North Street Annex, has faculty and staff mailboxes (#6000 series).
SUB Post Office, located in the Student Union Building, has student mailboxes (#5000 series).
Beebe Post Office, located in Beebe Residence Hall, has student mailboxes (#4000 series).

Student mailboxes: All students - commuters and residents - are issued a mailbox assignment when they enroll. Keys are distributed during registration. There is no cost unless the key needs to be replaced. The box assignment and address will remain the same for each consecutive semester the student is enrolled. An address change form must be completed by every student at the end of each school year and at the time of graduation or withdrawal from the university to allow for forwarding of mail.
Incoming mail: Packages and mail are received from all carriers and distributed Monday through Friday. There is no delivery on Saturday or Sunday.

Outgoing mail: Letter drop-off sites are located at all three locations with the following cutoff times:
SUB Post Office - Noon;
Beebe Post Office - Noon;
University Mail Center - 2 p.m.

Outgoing packages can be processed at the University Mail Center in the North Street Annex.

Campus mail: Campus mail from University offices, professors, or students is delivered throughout the day. Campus mail requires no postage, but does require sender's name and recipient's name and box number.

For security reasons, please do not drop mail containing cash or items of value in campus slots. Such items can be brought to the University Mail Service window. Ask the mail clerk to process as a package requiring the recipient's signature.

Services available at the University Mail Center:

- Sale of stamps, envelopes, padded envelopes, shipping supplies
- Pick-up of incoming packages and mail requiring a signature and photo ID (notices will be place in student's mailbox)
- Outgoing package and letter services:
- *U.S. Postal Service* - priority, first class, media mail (book rate), parcel post, international;
- *United Parcel Post (UPS)* - next-day air, second-day air, three-day select, ground;
- *Airborne* - next-day air
- Fax service: There is a charge for incoming and outgoing faxes (503- 554-3834)
- Window hours: Monday to Friday, 8:30 a.m. - 4:30 p.m. Letters and packages received by 2 p.m. will be sent out and postmarked the same day.

Student addresses: Student address for a box in the #4000 series:
Name of Student
George Fox University
418 N. Meridian St. #_____
Newberg, OR 97132-2695

Student address for a box in the #5000 series:
Name of Student
George Fox University
420 N. Meridian St. #_____
Newberg, OR 97132-2699

The main university address, 414 N. Meridian St., should not be used for student mail, as the mail will be delayed due to additional sorting and transporting. For questions please call ext. 2555.

Plant Services Work Requests

All work requests must be turned in to Plant Services by the building monitors, alternates, area coordinators, or assistant area coordinators. Plant Services will not accept work requests directly from students.

Emergency requests will be responded to as soon as possible. Emergencies include fire, flood, and natural disasters. Priority requests will always be done ahead of a low priority request; i.e. a dripping faucet must be put aside if there is a broken water pipe somewhere. If a request has been turned in at Plant Services at the end of the day, unless it is an emergency, it will be considered the following day as a first-day request.

Project requests are any requests for work that do not specifically deal with the maintenance or repair of an existing condition within a building or on grounds; in some way the request is for something new. It always has the option of being out-sourced. It requires its own funding source (budget line) and will be scheduled in deference to critical maintenance needs. Plant Services office hours are 8 a.m.-5 p.m. Monday through Friday.

Student Employment Program

The Student Employment Program is partially funded by the federal government. Undergraduate students who have been awarded employment as part of their financial aid packages have the opportunity to find positions on campus. Students typically work 10 hours per week during the academic year and earn about $2,100 before taxes. Student employment earnings are paid to students monthly by check. These earnings are subject to state and federal withholding and must be reported by students who file income tax returns.

University Store

The George Fox University Store serves students' needs with textbooks, general interest books, reference books, school supplies, George Fox University logo sportswear, gifts, greeting cards, candy, gum, drinks, drugstore items, computer products, and software. Store hours are Monday through Thursday, 8 a.m. to 7 p.m., and Friday, 8 a.m. to 5 p.m. Textbook Annex hours are Monday through Friday, 8 a.m. to 4:30 p.m. During the first two weeks of each semester, store and annex hours change. Changes will be posted during these times.

Student Finance

Student Financial Services coordinates services related to financial aid and student payment. The office is located on the first floor of the Edward F. Stevens Center.

Financial Aid
Account Payment
Satisfactory Academic Progress
Account Refunds
Removal of Institutional Charges

Financial Aid

Student Financial Services is responsible for processing all financial aid, including scholarships, grants, loans and student employment. Student Financial Services can help students complete all necessary applications for financial aid, including the Free Application for Federal Student Aid (FAFSA).

Students who apply for aid are sent an award letter indicating the forms of aid for which they qualify. The award notification must be signed and returned to Student Financial Services indicating the student's acceptance or rejection of the aid offered. Aid cannot be applied to the student's account until the signed award letter is returned to the office.

Account Payment

Student Financial Services records, bills, and receives payments for tuition, course fees, room and board, parking fines, and payments on accounts. Financial aid funds accepted by students are applied to their accounts and bills are sent for the balance due.

Students and their families may choose one of two payment options: the Semester Payment Plan, in which payment is due in full by Aug. 15 (Fall) and December 15 (Spring); or the Monthly Payment Plan, in which payments may be made over nine to 12 months based on the student/family-initiated start date of the plan. For the Monthly Payment Plan, students pay a $55 enrollment fee and the balance included in the payment plan (deferred balance) will be free of finance charges as long as the student/ family are current on their payments.

Account Refunds

Students who drop courses need to be aware of the refund (removal of institutional charges and return of federal funds) policy. Please refer to the Student Financial ServicesWeb site or the catalog for more information.

Removal of Institutional Charges

Students who choose to reduce their course load, *and do not completely withdraw from the university,* will generally not receive a removal of tuition, course fees, and other associated fees unless the changes take place prior to the last day to change registration, also known as the end of the *add/drop period,* which is published in the university's academic calendar and online.

Adjustments of room and board will generally be calculated as follows:
Students withdrawing from housing and or the meal plan during the first two weeks in the enrollment

period will receive a prorated adjustment. After the second week there is no adjustment unless the student withdraws for verified and approved medical or hardship reasons.

Satisfactory Academic Progress

Students on financial aid are expected to maintain satisfactory academic progress to continue their eligibility for financial aid. Please refer to the Student Financial Services website or the catalog for more information on this.

Academic Calendar 2007-2008

Fall Semester

Fall Enrollment Confirmation (Traditional Undergraduates) ..... August 24-25, 2007
Fall Semester Begins ..... August 27, 2007
Last Day to make online registration changes ..... 5 p.m., August 29, 2007
Registration Changes must go through Registrar's Office, late registration change fee assessed starting .... August 30, 2007
Last Day to register for a class as an audit or as a special student (Traditional Undergraduates) .... 5 p.m., August 31, 2007
Add/Drop 75% removal of tuition start date (Graduate Students) ..... 5 p.m., August 31, 2007
Serve Day ..... September 5, 2007
Last Day to Change Registration (Add/Drop) ..... 5 p.m., September 7, 2007
Withdraw 25% removal of tuition start date (Graduate Students) ..... 5 p.m., September 7, 2007
Time Period to Exercise Pass/No Pass Option ..... September 10 - 21, 2007
Withdraw 0% removal of tuition start date (Graduate Students) ..... 5 p.m., September 14, 2007
SPS Portfolio due date in order to participate in December commencement (Portland/Salem) 5 p.m., September 15, 2007
Last Day to submit Applications for Degree to participate in December commencement ..... 5 p.m., October 1, 2007
Mid-Semester Holiday ..... October 12, 2007
Mid-Semester Grade Entry ..... October 25-26, 2007
Last Day to Withdraw from Class without Grade Responsibility ..... November 2, 2007
Thanksgiving Holiday ..... November 22-23, 2007
Graduating student incoming transcripts for transfer credit due ..... 5 p.m., November 30, 2007
Doctoral dissertation signed approval sheets due ..... 5 p.m., November 30, 2007
Study Day (Traditional Undergraduate) ..... December 10, 2007
Finals ..... December 11-14, 2007
Fall Semester Ends (Incomplete forms due) ..... December 14, 2007
Mid-year Commencement ..... December 15, 2007
Final Grade Entry Deadline ..... 5 p.m., December 28, 2007

Spring Semester

Spring Enrollment Confirmation (Traditional Undergraduates) ..... January 6, 2008
Spring Semester Begins ..... January 7, 2008
Last Day to make online registration changes ..... 5 p.m., January 9, 2008
Registration Changes must go through Registrar's Office, late registration change fee assessed starting .... January 10, 2008
Last Day to register for a class as a special student (Undergraduate Courses) ..... 5 p.m., January 11, 2008
Add/Drop 75% removal of tuition start date (Graduate Students) ..... 5 p.m., January 11, 2008
Last Day to Change Registration (Add/Drop) ..... 5 p.m., January 18, 2008
Withdraw 25% removal of tuition start date (Graduate Students) ..... 5 p.m., January 18, 2008
Martin Luther King Jr. Holiday ..... January 21, 2008
Withdraw 0% removal of tuition start date (Graduate Students) ..... 5 p.m., January 25, 2008
Time period to Exercise Pass/No Pass Option ..... January 22 - February 1, 2008
SPS Portfolio due date in order to participate in spring commencement (Portland/Salem) ..... 5 p.m., February 1, 2008
Last Day to submit Applications for Degree to participate in spring commencement ..... 5 p.m., March 1, 2008
SPS Portfolio due date in order to participate in June commencement (Boise only) ..... 5 p.m., March 1, 2008
Mid-Semester Grade Entry ..... March 6-7, 2008
Last Day to Withdraw from Class without Grade Responsibility ..... March 14, 2008
Good Friday Holiday ..... March 21, 2008
Spring Break ..... March 22-30, 2008
Graduating student incoming transcripts for transfer credit due ..... 5 p.m., April 11, 2008
Doctoral dissertation signed approval sheets due ..... 5 p.m., April 11, 2008
Study Day (Traditional Undergraduate) ..... April 21, 2008
Finals ..... April 22-25, 2008
Spring Semester Ends (Incomplete forms due) ..... April 25, 2008

Spring Commencement ..... April 26, 2008
Final Grade Entry Deadline ..... 5 p.m., May 9, 2008

May Term

May Term Begins ..... April 28, 2008
Last Day to Change May Term Registration (Add/Drop) ..... April 29, 2008
Last Day to Withdraw from May Term Class without Grade Responsibility ..... May 2, 2008
May Term Ends ..... May 16, 2008
May Term Final Grade Entry Deadline ..... 5 p.m., May 30, 2008

Summer Semester

Summer Semester ..... April 28, 2008
Memorial Day Holiday ..... May 26, 2008
SPS Portfolio due date for August completion (Portland/Salem) ..... 5 p.m., May 1, 2008
Last Day to make online registration changes ..... 5 p.m., May 2, 2008
Registration Changes must go through Registrar's Office, late registration change fee assessed starting ..... May 3, 2008
Last Day to register for a class as an audit or as a special student (Traditional Undergraduates) ..... 5 p.m., May 4, 2008
Add/Drop 75% removal of tuition start date (Graduate Students) ..... 5 p.m., May 4, 2008
Last Day to Change Registration (Add/Drop) ..... 5 p.m., May 11, 2008
Withdraw 25% removal of tuition start date (Graduate Students) ..... 5 p.m., May 11, 2008
Withdraw 0% removal of tuition start date (Graduate Students) ..... 5 p.m., May 18, 2008
SPS Portfolio due date ..... 5 p.m., June 15, 2008
Independence Day Holiday ..... July 4, 2008
Last Day to Withdraw from Class without Grade Responsibility ..... July 6, 2008
Summer Semester Ends ..... August 29, 2008
Final Grade Entry Deadline ..... 5 p.m., September 12, 2008