

George Fox University

# Academic Handbook

2013-14



GEORGE FOX  
UNIVERSITY

**Be Known**

# Academic Handbook

The George Fox Academic 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 Academic Handbook are made public and available upon their implementation.

# George Fox University

## 2013-14 Academic Handbook

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# Communications Statement

## Official Communication

All students at the university are issued a university email address that is active during the student's time at the institution. Information communicated via email is considered official correspondence from the institution and students are responsible for all information communicated in this manner.

The university strives to communicate effectively through a variety of media. Students are expected to frequently check their campus mail boxes, their personal George Fox e-mail, and *The Daily Bruin*. These contain important information and deadlines for students. As a student it is your responsibility to regularly access and follow through with pertinent information in these different forms of communication. Our goal is to help you have an amazing experience at George Fox, and we want you to have the important information that will assist you in your journey.

All incoming students are signed up to receive *The Daily Bruin*.

# University Catalog Information

- Statement of Faith
- Mission, Vision and Values
- Standards of Conduct
- Legal Compliance
- Academic Personnel

# Statement of Faith

## The Trinity

We believe in one eternal God, the source and goal of life, who exists as three persons in the Trinity: the Father, the Son, and the Holy Spirit. In love and joy, God creates and sustains the universe, including humanity, male and female, who are made in God's image.

## God the Father

We believe in God the Father Almighty, whose love is the foundation of salvation and righteous judgment, and who calls us into covenant relationship with God and with one another.

## God the Son

We believe in Jesus Christ, the Word, who is fully God and fully human. He came to show us God and perfect humanity, and, through his life, death, and resurrection, to reconcile us to God. He is now actively present with us as Savior, Teacher, Lord, Healer, and Friend.

## God the Holy Spirit

We believe in the Holy Spirit, who breathed God's message into the prophets and apostles, opens our eyes to God's Truth in Jesus Christ, empowers us for holy living, and carries on in us the work of salvation.

## Salvation

We believe that salvation comes through Jesus Christ alone, to whom we must respond with repentance, faith, and obedience. Through Christ we come into a right relationship with God, our sins are forgiven, and we receive eternal life.

## The Bible

We believe that God inspired the Bible and has given it to us as the uniquely authoritative, written guide for Christian living and thinking. As illumined by the Holy Spirit, the Scriptures are true and reliable. They point us to God, guide our lives, and nurture us toward spiritual maturity.

## The Christian Life

We believe that God has called us to be and to make disciples of Jesus Christ and to be God's agents of love and reconciliation in the world. In keeping with the teaching of Jesus, we work to oppose violence and war, and we seek peace and justice in human relationships and social structures.

## **The Church**

We believe in the church as the people of God, composed of all who believe in Jesus Christ, who support and equip each other through worship, teaching, and accountability, who model God's loving community, and who proclaim the gospel to the world.

## **Christian Worship**

We believe Christ is present as we gather in his name, seeking to worship in spirit and in truth. All believers are joined in the one body of Christ, are baptized by the Spirit, and live in Christ's abiding presence. Christian baptism and communion are spiritual realities, and, as Christians from many faith traditions, we celebrate these in different ways.

## **The Future**

We believe in the personal return of Jesus Christ, in the resurrection of the dead, in God's judgment of all persons with perfect justice and mercy, and in eternal reward and punishment. Ultimately, Christ's kingdom will be victorious over all evil, and the faithful will reign with him in eternal life.  
[http://www.georgefox.edu/about/mission\\_vision\\_values/faith\\_statementsite://www/about/mission\\_vision\\_values/faith\\_statementwwwfaith\\_statementStatement of FaithStatement of Faith | George Fox University](http://www.georgefox.edu/about/mission_vision_values/faith_statementsite://www/about/mission_vision_values/faith_statementwwwfaith_statementStatement of FaithStatement of Faith | George Fox University)



# Mission, Vision and Values

## Our Vision

To become the "Christian university of choice" for Christ followers and world changers.

## Our Mission

George Fox University, a Christ-centered community, prepares students spiritually, academically, and professionally to think with clarity, act with integrity, and serve with passion.

## Our Values

- Students First
- Christ in Everything
- Innovation to Improve Outcomes

## Our Promise

At George Fox, each student will **Be Known** – personally, academically and spiritually.

## Faith Statement

Since its founding in 1891, George Fox has remained an intentionally Christ-centered institution. To learn more about the university's theological beliefs, read our Statement of Faith.

## Mission Essays

### George Fox University

George Fox is Oregon's nationally recognized Christian university, providing students with personal attention, global opportunities to learn and serve, and a supportive community that encourages academic rigor and spiritual growth.

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## **A Christ-Centered Community**

As a Christ-centered university we desire the presence of Christ to be at the core of all we do. Not everyone who studies at the university is a follower of Christ, but many of the students—and all those who teach and work here—seek to dwell in Christ and have Christ dwell within and among us. Jesus says, “abide in me and I will abide in you” (John 15. 1-8) just as the branch abides in the vine and is dead apart from it. The sign of a diverse people abiding in Christ is having the same mind as Christ Jesus, having the same love, and being one in spirit and purpose (Philippians 2.1-4). By abiding in Christ, we know God and receive the gift of the Holy Spirit, and we expect this to permeate our living, our breathing, our thinking, and our every action.

As a community we are not merely a collection of individuals. We strive to reflect God’s image as a body—that is, having many members who work together for a common purpose, who belong together, and who have Christ as our head. God’s image is most fully reflected in community. God said, “Let us” create man and woman “in our image.” Just as the three persons of the Trinity share life, so God created humans to share life (Genesis 1-2).

We also describe ourselves as a wisdom community. By wisdom community, we do not mean that we have attained wisdom, but that we esteem it highly and seek it together. We seek a holistic knowledge and understanding that is open to correction and that serves the purpose of loving others well. We believe that in listening well and growing in wisdom, we can live in joy, freedom, and responsibility in ways that are “right, just and fair” (Proverbs 1:3).

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## **Prepares students spiritually**

George Fox University is committed to the spiritual formation of our students and our community. A Christ-like person is integrated in mind, emotions and actions; loving towards others, engaged in service, peace and justice, and able to discern God’s will and consider differences. Therefore, we are committed to providing environments of grace so that no matter where a person might be on the journey, she or he will find companionship, encouragement, and spiritual guidance.

An experience of growing in Christ is not a programmatic and linear effort, but a creative and often serendipitous adventure. The touchstones of the spiritual formation process are scriptural study, spiritual friendship and community, intellectual pursuit, spiritual disciplines including contemplative and active practices, gatherings for prayer and worship, service, peace and justice, and character and faith development through discipleship. George Fox University engages these touchstones throughout the educational experience. Intentional time, space, and reflection enhance awareness and provide opportunities for the Holy Spirit to transform students’ lives.

Graduate and undergraduate students can expect that the spiritual values of George Fox are integrated into the curriculum and into the personal spiritual journeys of the faculty. Undergraduates also have a variety of co-curricular opportunities to engage their faith personally and in community. Faculty members bring an authentic and lived faith into the classroom, as do the staff in their service to students and the university, and all are accountable for spiritual growth.

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## **Prepares students academically**

George Fox University fosters active engagement of mind, soul, and body, encouraging students to grow deep in faith and knowledge while preparing to meet the world's needs.

As an institution that has long valued the liberal arts, George Fox University challenges students to see how various academic disciplines connect with one another. For instance, natural and social sciences, theology, art, philosophy, economics, politics, and health are all part of shared humanity; each time students delve deeper into one of these topics they grow in their capacity to learn the other disciplines as well.

An academic life fosters curiosity. Students and faculty pursue scholarly adventures together as they work side by side in the classroom, studio, and laboratory. Students are invited to see learning as a lifelong process. George Fox expects faculty to be experts in their fields and to be actively engaged in advancing knowledge. Scholarship may take the form of discovery, integration, application, or innovation in pedagogy. It includes, but is not limited to, the creation of books, articles, poems, paintings, and new technologies. Faculty pursue scholarly projects not for the purposes of personal advancement, but to better understand God and God's creation, and to serve others.

Members of the community are challenged to understand ourselves, our common humanity, where we have been, and where we are going. Both undergraduate and graduate students learn about themselves, their families and friends, and their communities as they face the rigors of academic preparation. University life is often demanding, sometimes pushing students beyond familiarity and comfort, and beyond what they thought they could accomplish. This growth brings new understanding and connection with God, neighbor, and self.

At George Fox, students see Christian faith in relation to all forms of knowledge and wisdom. This is faith integration at its best: synthesizing ideas from various academic disciplines with a Christian worldview. Or, perhaps, this is faith desegregation, as we strive to mend the divide between knowing God's character and understanding God's creation.

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## **Prepares students professionally**

Alongside the liberal arts, the university maintains professional programs that prepare undergraduate and graduate students for careers to meet society's pressing needs. Theory and practice coexist: the big ideas of academia are connected to the practical matters of making a life and a living, equipping students to serve the changing world's needs.

Our desire is to provide to our graduates an academic background that addresses the specific professional areas to which they are called and that enables them to discern the ways in which spirituality intersects and influences professional life. Therefore, George Fox University draws upon skilled and highly regarded faculty to equip students for their careers. We believe that professional preparation is practical and holistic, engaging the whole person—mind, body, and spirit.

We provide students with multiple opportunities to practice their professions as they acquire the knowledge, skills, and dispositions critical to success in their respective fields. We teach students in every discipline that service to the community and to the world is an indispensable component of professional excellence.

We expose our students to international opportunities, at home and abroad, in order to equip them with new skills and impart wisdom in the art of human relations. Our graduates exhibit the ability and willingness to speak out against injustice and violence in their workplaces and communities and seek to influence their surroundings for good in their professions, communities, neighborhoods and families.

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## **To think with clarity**

Our goal at George Fox University is to seek truth together. Clarity of thought is essential. Thinking with clarity includes the ability to think rationally: to look carefully at the evidence, to realize and understand how it can be undercut by bias, and to learn how to differentiate and weigh the value of competing points of view. We realize, however, that we can never know all there is to know, so when we put forth our ideas about truth we do so with humility as we open ourselves to the thoughts of other truth seekers.

Logic and other rational thought processes are valuable tools in the search for truth, but they are not sufficient. Thinking with clarity includes thinking with our hearts and souls, for there are times when logic alone may provide answers that we know in our hearts and souls are not the right or loving answers. Thinking with the heart and soul is not counter to logic; it is the type of thinking we must use when our knowledge is insufficient. Our knowledge is never totally sufficient. Thinking clearly with our hearts and souls comes from opening ourselves to revelation through the Bible, Holy Spirit and prayer.

Revelation is the foundation of wisdom; without revelation we will always be at the mercy of our limited intelligence and inadequate knowledge. Wisdom will lead us to seek greater knowledge while at the same time informing our understanding of truth. Our goal is for our students to use their minds, bodies, hearts, and souls to collect, assimilate, and process the various kinds of knowledge present to humanity, so that they might indeed think with clarity.

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## **To act with integrity**

Learning to act with integrity is a developmental process involving congruence between values, beliefs and actions. The first step is the willingness to engage in an honest appraisal of who we are, including our awareness that we have been created in God's image and yet we still struggle with our brokenness. The next step is providing a place where difficult questions can be asked as students seek to synthesize their learning from academic texts, current research, class discussions, and human experience. These discussions continue beyond the classroom, occurring in conversations between fellow students and with mentors. Through these interactions, a student develops an internal framework that reflects an assimilation of new ideas into a coherent belief structure which can adapt and respond to new ideas.

The development of an internal framework of beliefs is of little value if these beliefs are not manifest in actions. The importance of action is clear throughout Scripture (see, for example, James 2:14-26 and Phil 2:12-13.) Furthermore, the Spirit works within us, empowering us to act in ways that are consistent with our Christian values and beliefs. The university community provides both challenge and support for students to act in ways that are consistent with the Christian worldview. Acting with integrity may involve subtle behavior changes: avoiding gossip, demonstrating stewardship, committing to a spiritual discipline. However, acting with integrity may also involve significant risk and courage as students move beyond their close friends and family to demonstrate God's love to an increasingly diverse, global community.

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## **To serve with passion**

Preparing students to serve with passion arises out of a belief that meeting the needs of others is essential to fulfilling our Christ-centered and Quaker commitments. Implicit in this goal is a desire to be purposeful about service opportunities provided as well as the nature of campus dialogue surrounding significant issues.

As a result of this exposure and dialogue, students develop a broadened perspective characterized by concern for the world's poor and marginalized and a spirit of generosity toward others. In addition, students increasingly model a capacity for making reflective and responsible decisions regarding involvement and engagement with the broader community of which they are a part. This "ethic of service" and commitment to issues of peace and justice, based on the example and teachings of Jesus Christ, are integrated into students' experiences on both a curricular and co-curricular level.

The George Fox community believes that all are gifted and 'spiritually called' to service in a needy world. Much effort is spent to identify the gifts of students, faculty, and staff, and to equip them for the tasks to which they have been called. Serving passionately within a person's giftedness results in fruit such as love, peace, joy, patience, kindness, generosity, faithfulness, gentleness, and self-control that enriches the whole world.

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[/about/mission\\_vision\\_values/indexsite://www/about/mission\\_vision\\_values/indexwwwindexVision, Mission and ValuesThe vision and mission of George Fox University, an evangelical Christian universitychrist centered university, portland christian college, oregon christian university, quaker college, best christian university, oregon university, portland undergraduate degree, bible college, The mission of George Fox University, an evangelical Christian university with locations in Oregon and Idaho](#)

# Standards of Conduct

**When enrolling at George Fox University**, students agree to respect the expectations and appointed leadership of the institution. All expectations are designed to allow the fullest liberty consistent with efficient work, while at the same time promoting the welfare of the entire campus community.

The university admits students with the understanding they will comply with these expectations in every respect and conduct themselves as responsible citizens. All students are expected to uphold certain standards of behavior, which includes conforming to state and local laws.

Any student whose behavior is dishonest, destructive, unethical, or immoral, or whose conduct is detrimental to the total welfare of the community, shall be subject to disciplinary action that may warrant appropriate consequences, with the most severe possibly resulting in suspension or dismissal.

In accordance with Christian convictions honoring the body as the temple of the Holy Spirit, the university community accepts a lifestyle that forbids immoral sexual behavior and the use, possession, or distribution of illegal drugs. Obscene or pornographic materials or literature, including pornography via the Internet, also are unacceptable. Students are expected to maintain these lifestyle standards both on and off campus. Responsibilities and expectations for traditional undergraduate students can be found in the Student Handbook.

# Academic Policies

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Degree/Certificate Conferral

Commencement



# 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 MyGFU such as the Academic Requirements 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

## Declaration of Major/Minor/Concentration

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.

# Transfer of Credits

Course credits earned at other regionally accredited institutions with a minimum grade as specified for each student's program are accepted at full value to the extent that the courses are comparable to George Fox University's stated requirements. An official transcript from the institution attended showing satisfactory course completion is required. Students attempting to transfer credit from unaccredited institutions will be subject to stricter requirements (such as evaluation of the prior institution's curriculum and faculty credentials) and may require the submission of catalog and course syllabi for transfer credit to be considered. Transfer hours are not accepted for courses that do not meet program requirements.

Evaluations of academic credit completed at international institutions are evaluated according to policies related to that credit.

Undergraduate credit must carry a grade of pass or C- or better. Graduate credit must carry a grade of pass or B- or better. Incompletes, withdraws, and audits will not be accepted. Transfer credit evaluation is performed by the registrar's office in conjunction with program faculty. Questions regarding the transfer of credits should be directed to the registrar's office.

## Credit Assessment

Transfer credit will be evaluated and assigned a George Fox University course number based on the closest match between the originating course and the George Fox University course descriptions.

Courses that are not equivalent to a specific course at George Fox University will be assigned to the closest matching four letter department code and assigned a 285 (lower division) or 485 (upper division) number or corresponding number for graduate coursework. HHPA courses will be assigned a 185 (lower division) or 385 (upper division) number.

When the closest match for an originating lower division course is a George Fox University upper division course, the number 285 will be assigned and the student may receive a waiver for the upper division course if required. When the closest match for an originating upper-division course is a George Fox University lower-division course, the student may elect to have a 485 number assigned (to count toward the upper-division course requirement) and receive a waiver for the lower-division course.

## Community College Transfer Limits

A maximum of 64 semester hours may be transferred from community colleges. Each course from community college programs, except for courses completed in either the Oregon Transfer Associate of Arts (OTAA), or the Washington Transfer Associate of Arts degree (WTAA), is evaluated by the registrar's office for application to George Fox University requirements.

The OTAA or WTAA degree will satisfy all general education requirements except Bible and religion provided students complete 90 quarter hours (60 semester hours) of transferable credit graded C- or better. The OTAA or WTAA degree may not necessarily meet school, department, or major requirements with regard to courses or GPA.

# International Transfer Evaluations

College credit for coursework completed at non-U.S. 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.

Information on partner institutions is available [here](#).

# 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 3.0 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.

## **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**

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.

## **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 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.

## **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.



# 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.

## 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

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, third floor of Stevens Center, Newberg campus
- Front Reception Desk, Portland Center South Building

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**

George Fox requires students to use their legal names in university data systems. This ensures 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 will be reprinted upon request following a legal name change (previous diploma must be relinquished).

## **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, driver's license, state ID, passport, birth certificate, divorce decree/dissolution authorizing the name change, judicial decree specifically authorizing a name change, or naturalization papers displaying the new

name to the 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.

## **Student Passwords**

Upon acceptance to the university, each student is issued a password that must be used to gain access to MyGFU. It is recommended that each student change this password in order to increase security with respect to student information. The MyGFU 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.

# Academic Appeals

## 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

## Academic Sessions and Credits

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, represented by 50 minutes of instruction each week for 15 weeks plus 2 hours of work outside of class each week. One credit unit

for prior learning or for courses or classes offered in different formats (hybrid courses, intensives, labs, dissertation, etc.) represents the equivalent learning of that of the traditional semester hour (approximately 45 hours of engagement).

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
- OAICU Cross-Registration



## **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 the regular tuition rate for audited classes. Traditional undergraduate students' tuition charges may exceed the block-rate tuition if the audited course causes them to exceed the 18-hour maximum.

## **Registration Changes**

### **Adding/Dropping Classes**

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).

### **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).

## 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.

## 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.

## Waitlisting Policy

### Waitlisting for Classes

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 be notified of their subsequent enrollment in a course via email. It is the student's responsibility to monitor their class schedule through MyGFU.
3. Waitlisted students will receive enrollment priority based on the order in which they waitlist for the course. If the first student on the waitlist has a hold that prevents registration, the next student on the waitlist will be enrolled instead. The student with the hold will remain first on the waitlist. 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 MyGFU.
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.

## **Withdrawal from Courses**

A student wishing to withdraw from a course must complete a course withdrawal request available via MyGFU. 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.

# 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.

# 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.

## 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 website. 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.

## Leave of Absence

Traditional undergraduate students may take a maximum of one semester leave from the university before being officially withdrawn, after which time readmission is necessary to return to coursework. The adult degree program and graduate programs allow up to one year leave before the student is withdrawn (some programs may have more strict guidelines on the use or length of leaves of absence). Students who desire a leave of absence must officially notify the Registrar's Office by completing the online Withdrawal/Leave of Absence form (login required).

Leaves of absence for traditional undergraduate students must be approved by student life and the registrar's office. Leaves of absence for graduate and adult degree program students must be approved by their program director.

Completion of the official leave of absence process allows students continued access to their university email account and MyGFU. 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).

### 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.

# 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.

# 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.

Changes to degree programs cannot be processed mid-semester, so changes will be made effective at the beginning of the semester following receipt of the approved petition.



# Verification of Enrollment

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 MyGFU.

# Official Withdrawal from the University

To officially cease enrollment at George Fox University either during or at the end of a semester/enrollment period, the student must notify the registrar's office of their departure via the online Withdrawal/Leave of Absence form (login required). Any other means of communication to the university is not considered official notification. The official withdrawal date is the date on which the student submits the Withdrawal/Leave of Absence form.

## End-of-Semester Withdrawal

If a student withdraws from the university after the end of a semester and before the beginning of their subsequent semester then all future enrollment will be dropped with no grade penalty.

## Mid-Semester Withdrawal

If a student withdraws from the university during a semester their class enrollments will be managed based on the university's established rules for the add/drop and withdrawal periods, taking into account session dates. Once the last day of the semester has passed a mid-semester withdrawal is not available and will be processed as an end-of-semester withdrawal. Any student who withdraws from the university mid-semester is not eligible to be readmitted to the institution until the beginning of a subsequent semester.

## General Information

Withdrawn students lose enrollment privileges immediately following their withdrawal from the university. 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 student is responsible to return all institutional property to the appropriate office or department, such as library books, keys, athletic equipment, and 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.

## Rescind Notification of Intent to Withdraw

If a student wishes to cancel his or her official withdrawal from the institution that student must submit written notification to the registrar's office. This rescinds the student's notification of intent to withdraw. The university reserves the right to deny withdrawal rescindment.

## **Unofficial Withdrawal**

If a student fails to follow the official withdrawal process during a semester and ceases to attend, he or she will be considered to have unofficially withdrawn. Generally the student will be awarded F grades for all courses affected by an unofficial withdrawal. The student will be responsible for all tuition and fees for the semester. For information on impact to financial aid, please contact Student Financial Services.

## **Passive Withdrawal**

If a student fails to enroll in a subsequent required semester (based on continuous enrollment requirements for their program) without following the official withdrawal/leave of absence procedure, they will be passively withdrawn from the university and must seek readmission.

## **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.

# 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 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 program/department.

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, DPT 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.

Tuition is based on the current per-credit-hour rate. See Special Student Registration for more information on registration fees and 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.

## **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 website or contact the professor of aerospace studies, University of Portland, Portland, OR 97203, 503-943-7216.

# VA Students

The university is listed with the U.S. government as a recognized graduate school for the training of veterans. All prospective students eligible for VA assistance should review information provided by Student Financial Services about VA-approved programs 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.

# 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 12 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 bachelor'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.



# 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.

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.

# OAICU 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 Alliance of Independent Colleges and Universities (OAICU). 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.

## Cross-Registration Policies

1. Students enrolled full-time at the home Alliance institution may be eligible to take a minimum of one undergraduate course per term at another Alliance campus. Exceptions to this policy must have approval of both campus registrars.
2. No additional tuition will be charged for the cross-registered course by either institution, except that:
  - a. if the home institution has an "overload" tuition policy it may charge additional tuition if the course is taken on an "overload" basis, or
  - b. the host campus may charge special course fees (e.g. laboratory fees) if such fees apply to all students enrolled in the course.
3. Students may not cross-register for a course that is offered on their own campus unless legitimate scheduling conflicts prevent taking it.
4. Approval of both home and host campus registrars is mandatory.
5. Cross-registered students are permitted on a "space available" basis. The host campus has the right to ensure that all of its own students have had an opportunity to enroll before accepting cross-registrants. Further, institutions have the right to exclude cross-registration in certain programs.
6. Students are bound by host campus policies on such matters as auditing, class attendance, grading and add/drop procedures, deadlines, library use, standards of conduct, examinations, parking regulations, etc.
7. Students wishing to drop or withdraw from a cross-registration course must have approval of both home and host campus registrars and complete all appropriate forms, particularly at the host campus.

## Registration Procedures

1. Student consults with home campus academic advisor and registrar to determine potential course's appropriateness and applicability to his/her academic program, and to verify course availability and host campus registration deadlines.
2. Student obtains cross-registration form and secures signature from home campus registrar and is responsible for completing all items. Student then carries form to host campus registrar, secures host registrar's signature and, at that time, completes any host campus registration procedures.
3. Host registrar sends copy of completed form to home registrar.
4. Host campus instructor reports grade to host campus registrar.
5. Host campus registrar reports grade to home campus registrar via transmittal of an official host campus transcript attached to the white Alliance form.

6. Home campus registrar adds transcribed information to student's permanent academic record.

Questions about OAICU cross-registration can be directed to Andrea Byerley, associate registrar (503-554-2217). Financial questions about OAICU cross-registration can be directed to Jenny Getsinger.

# 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:

<b>Letter Grade</b>	<b>Meaning</b>	<b>Points Per Semester Hour</b>
A	Superior	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Passing but inferior	1.0
F		Failing
WF	Withdraw Failing	0.0
<b>Not computed in GPA</b>		
P	Pass	
NP	No Pass	
I	Incomplete	
W	Withdraw	
X	No grade reported by instructor	
AU	Audit, no credit	

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**

With the exception of classes that are designed as repeatable for credit, students may receive credit only once for a class. Students may repeat classes not repeatable for credit if they wish to attempt to receive a higher grade on a subsequent attempt. When a class is repeated, only the most recent grade will be applied to term and cumulative statistics.

There is no limit to the repeat of failed courses (notwithstanding suspension, academic holds, or other holds in general that would prevent registration). Students who fail a course and then repeat the course and receive a passing grade (D or above), may retake the course one additional time. Students who pass a course (D or above) can retake the course one additional time. In other words, once a passing grade (D or above) has been received for two attempts of a class, no more repeats may be attempted.

If a student has reached their maximum retakes in a course they will be prevented from registering for that course. If they wish to repeat the course without financial aid eligibility they must appeal to the registrar's office. If approved, the course will be ineligible for financial aid.

# 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 influenced 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 is 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.**

# 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. Additional information about honors recognition requirements at commencement is available [here](#).

Graduation honors are not awarded to graduate students.

# 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.



# 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.

## 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. 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 degree 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.

Degree completion students may request to participate in fall or spring commencement if they are within six credit hours of completing all degree requirements and have arranged to complete the missing coursework through George Fox University course offerings before the end of the next eight week degree completion academic session following commencement.

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.

## **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 six to eight 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.

# 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 Policy

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 MyGFU. 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.

<b>Degree</b>	<b>Published Length(years)</b>	<b>150%(years)</b>	<b>Miniumum GPA</b>
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
DBA/DMgt	3.5	7.0	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 section for 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.

# 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
- Murdock Learning Resources Center (Library)
- Plant Services Work Requests
- Student Employment Program
- Blue Zone Store

# Student Finance

George Fox University maintains high educational standards at the lowest possible cost. A portion of the cost is underwritten by gifts from alumni, friends, churches, businesses, and institutions. An extensive financial aid program assists students in meeting university costs.

The board of trustees reserves the right to adjust charges at any time, after giving due notice. No changes will be made during a semester, nor, unless special circumstances make such action necessary, will changes be made during a given academic year.

## Student Financial Services

The Student Financial Services office awards scholarships, grants, loans, and other forms of financial assistance, and it bills students for tuition, fees, room and board, and other expenses related to attending college. Information about tuition and fees (including archived information from previous years), financial aid, billing, satisfactory academic progress for financial aid eligibility, and other policies and procedures are available on the office web site at: [sfs.georgefox.edu](http://sfs.georgefox.edu)

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

Veterans Affairs Assistance

# 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 Accounts bills and receives payments for tuition, course fees, room and board, and parking fines. 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 the payment options available on the Student Financial Services website.

## 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 Services Web 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.

# Veterans Affairs Assistance

The university is listed with the U.S. government as a recognized graduate school for the training of veterans. All prospective students eligible for VA educational benefits should review information provided by Student Financial Services and follow procedures required by Veterans Affairs for utilizing benefits at George Fox University. To be certified for VA educational benefits, the student must continue as a bona fide registrant throughout the semester. Those receiving VA educational benefits 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 Certificate of Eligibility/voucher authorizing payment.

# Legal Compliance

George Fox University does not discriminate against students on the basis of race, color, national or ethnic origin, gender, age, disability, or any other status to the extent prohibited under applicable nondiscrimination law in the administration of its admission policies, scholarship and loan programs, educational programs, athletics programs, cocurricular activities, or other university-administered programs.

The following offices may be contacted for information regarding compliance with legislation:

- Associate Director of Learning Support Services: Rehabilitation Act of 1973
- Director of Athletics: Title IX (nondiscrimination on the basis of gender)
- Director of International Student and Scholar Services: Immigration and Naturalization Act
- Director of Financial Aid: Title IV student aid programs
- Director of Human Resources: wage and hour regulations, The Civil Rights Act of 1964 (race, color, or national origin), and age discrimination
- Registrar: Family Educational Rights and Privacy Act

# Students with Disabilities

**The Disability Services Office coordinates services** for students with disabilities. Academic accommodations or adjustment may be provided, depending on the nature of the disability. Documentation from an appropriate provider is generally required and serves to guide decisions about services that would best meet the student's needs.

Interested students should contact the Disability Services Office for information about requesting services. Students are encouraged to contact Disability Services as early as possible to make arrangements for necessary support.

## Drug-Free Environment

**George Fox University is concerned** about the intellectual, physical, psychological, and spiritual well-being of all its students and employees. The community recognizes the danger to one's physical and psychological well-being presented by the use of certain products. Therefore, members of the community are prohibited from using illicit or nonprescribed drugs and substances (including marijuana or narcotics). Under no circumstances are the above to be used, possessed, or distributed on or away from campus. Community members are also expected not to abuse the use of legal substances. For information concerning disciplinary actions, please refer to the student and employee handbooks. Students and employees are provided annually a resource guide concerning drug and alcohol issues.

## Anti-Harassment Policy

George Fox University is committed to providing a Christ-centered community that fosters a safe living, learning, and work setting for students, employees, and visitors. A core value of this institution is to maintain a respectful environment for all individuals that is free of the following:

- Harassment & Discrimination
- Sexual harassment
- Sexual assault
- Bias-related incidents
- Hate crimes

These behaviors and actions are contrary to the mission, values and Lifestyle Standards of our community, and are violations of federal and/or state law. It is our firm belief that engaging in any aspect of this behavior is inappropriate for members of the George Fox community.

Refer to the online Student Handbook for policy details. These policies are for undergraduate students in any program at George Fox University. Graduate/DPS students should see the Graduate/DPS Student Life Policies for comparable applicable policies.

# Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day George Fox University (GFU) receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by GFU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of GFU who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his



or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for GFU.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Complaints must:

- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
  - # Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation
  - # Names and titles of those school officials and other third parties involved
  - # A specific description of the education record around which the alleged violation occurred
  - # A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter
  - # The name and address of the school, school district, and superintendent of the district
  - # Any additional evidence that would be helpful in the consideration of the complaint

At its discretion, George Fox University may provide "directory information" in accordance with the provisions of the Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. The university defines the following information as "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 also is permitted.

Students may restrict the release of their directory information to third parties by annually submitting a signed and dated statement to the registrar's office.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain

officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within GFU whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged

committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

(Adapted from the *AACRAO 2012 FERPA Guide*)

# Academic Personnel

These lists were current at the time this catalog was published.

- **Board of Trustees**
- **Executive Leadership Team**
- **Faculty**

# Board of Trustees

## Board of Trustees

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**Truman Stone**, Dundee, Oregon, Attorney, Brown, Tarlow, Bridges & Palmer, PC

**Stephen M. Tatone**, Canby, Oregon, President and CEO, AKT, LLC

**Kent L. Thornburg**, Portland, Oregon, University Professor of Medicine (Cardiology), Oregon Health & Science University, School of Medicine

**Scott Winter**, Dundee, Oregon, LPL Branch Manager/LPL Financial Advisor, Winter Wealth Management

**William B. Wilson**, Longview, Washington, Personal Financial Consultant

**David Woolsey**, Newberg, Oregon, Owner, Mainstream Motors

### **Ex Officio**

**Robin Baker**, Newberg, Oregon, President, George Fox University

**Becky Ankeny**, Newberg, Oregon, Denominational Superintendent, Northwest Yearly Meeting of Friends Church

**Curtis Strauss**, Calgary, Alberta, Canada, Manager of Contracts and Procurement, ConocoPhillips, Inc.

### **Honorary Trustees**

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# **Executive Leadership**

**Linda Samek,**  
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*Vice President for University Advancement*

**Brad Lau,**  
*Vice President for Student Life*



# Faculty Directory

(Faculty members with positions less than half time may not be included in this list. However, they may be included on individual department pages. Use the search feature on the top right to search for someone not included below).

## A

Adams, Wayne, Professor of Psychology. BA, Houghton College; MA, PhD, Syracuse University. George Fox University 1999-

Addleman, Rebecca, Associate Professor of Education. BA, Cornerstone University; MS, University of New England; EdD, Seattle Pacific University. George Fox University 2006-

Allen, Greg, Assistant Professor of Organizational Leadership. BS, MBA, George Fox University. George Fox University 2005-

Anderson, Paul, Professor of Biblical and Quaker Studies. BA, Malone College; BA, Trinity Lutheran Seminary; MDiv, Earlham School of Religion; PhD, Glasgow University. George Fox University 1989-98, 1999-

Ashford, Robin, Associate Librarian, Reference and Distance Services. BA, George Fox University; MLS, University of Illinois at Urbana-Champaign. George Fox University 2007-

Austin, Christine, Assistant Professor of Education. BA, Portland State University; MAT, Willamette University. George Fox University 2010-

Ayala, Heather, Assistant Professor of Biology. BA, Azusa Pacific University; PhD, University of Notre Dame. George Fox University 2011-

## B

Badley, Ken, Professor of Education. BA, University of Saskatchewan; BEd, MEd, University of Regina; MCS, Regent College; PhD, University of British Columbia.

Baldwin, Clint, Director of the Center for Peace and Justice, Assistant Professor of International Studies. BA, Asbury College; MA, Western Michigan University; MA, Asbury Theological Seminary. George Fox University 2010-

Barram, Dirk, Dean, School of Business, Professor of Business & Economics. BA, Gordon College; MEd, Kent State University; PhD, Michigan State University. George Fox University 1986-

Bates, Dana, Assistant Professor of Athletic Training, Director and Clinical Coordinator of Athletic Training Program. BA, Whitworth University; MS, Oregon State University; PhD, University of Nebraska, Lincoln. George Fox University 2012-

Beals, Corey, Associate Professor of Philosophy and Religion. BA, George Fox University; MAR, Yale University Divinity School; MA, PhD, Fordham University. George Fox University 2003-

Bearden, Steve, Assistant Professor of Counseling. BA, Olivet Nazarene University; MDiv, MA, Fuller Theological Seminary; PhD, Oregon State University. George Fox University 1996-

Berardi, Anna Anita, Professor of Marriage and Family Therapy. BA, Millersville State University; MA, Azusa Pacific University; MA, PhD, Fuller Theological Seminary. George Fox University 1996-

Berho, Debbie, Associate Professor of Spanish. BA, Northwest Nazarene College; MA, PhD, University of New Mexico. George Fox University 1997-

Bevis, Michael, Associate Professor of English as a Second Language, Director of the English Language Institute. BSW from University of North Texas and MEd from Quincy University. George Fox University 2009-

Bingham, Lisa, Assistant Professor of Nursing. BSN, Oregon Health and Sciences University; MSN, Sacred Heart University. George Fox University 2012-

Birch, Rodney, Associate Librarian, Reference Librarian. BA, Vennard College; MA, University of Missouri; EdD, Olivet Nazarene University. George Fox University 2011-

Birky, Ginny, Professor of Education. BS, Goshen College; MS, The Ohio State University; PhD, Oregon State University. George Fox University 2000-

Boehr, Terrie, Associate Professor of Family and Consumer Sciences. BS, Oregon State University; MA, Linfield College. George Fox University 1985-

Bohall, Robert, Associate Librarian, Reference Librarian. BA, Virginia Polytechnic Institute and State University; MA, University of North Carolina, Greensboro. George Fox University 2011-

Bonner, Robert, Assistant Professor of Education. BA, MTh, Harding University; MAT, EdD, George Fox University. George Fox University 2009-

Boyd, Bryan, Professor of Theatre. BA, George Fox University; MFA, University of Portland. George Fox University 2002-

Brazo, Carol, Associate Professor of Education, Director of Master of Arts in Teaching Program. BA, California Baptist University; MEd, EdD, George Fox University. George Fox University 2004-

Bredemeier, Robert, Assistant Professor of Art. BS, University of Oregon, George Fox University 2006-

Bronkey, Kristi, Assistant Professor of Education. BA, Biola University; MA, Concordia University. George Fox University 2008-

Brown, Davida, Assistant Professor of Chemistry. BA, George Fox University; PhD, Stanford University. George Fox University 2011-

Brunner, Dan, Professor of Church History and Pastoral Studies. BA, Northwest Christian College; MDiv, Fuller Theological Seminary; PhD, University of Oxford. George Fox University 1996-

Buchanan, Thomas, Assistant Professor of Education. BA, Columbia Christian College; MS, Portland State University; EdD George Fox University. George Fox University 2009-

Bufford, Rodger, Professor of Psychology. BA, The King's College; MA, PhD, University of Illinois. George Fox University 1990-

Buhler, Gary, Assistant Professor of Art. BS, Western Oregon State College; MFA, University of Arizona. George Fox University 1989-90, 2000-

Byrtek, George, Professor of Organizational Leadership. BS, University of Wisconsin, Stevens Point; MS, National-Louis University; PhD, Walden University. George Fox University 1991-

## **C**

Caldwell, Tiffany. Lecturer in Nursing. BSN, Linfield College. George Fox University 2012-

Campbell, Doug, Professor of Art, Director of the Roger and Mildred Minthorne Gallery. BA, Florida State University; MFA, Pratt Institute; PhD, The Ohio University. George Fox University 1990-

Casey, Rae, Assistant Professor of Organizational Leadership. BS, George Fox; MS, George Fox. George Fox University, 2007-

Celentano, Eileen, Assistant Professor of Family and Consumer Science. BA, University of California, Los Angeles; MFA, California State University, Long Beach. George Fox University 2009-

Cevallos, Tatiana, Assistant Professor of Education. BA, Catholic University of Ecuador; MS, Western Oregon University. George Fox University 2006-

Chamberlain, Paul, Professor of Chemistry, Director of the Center for Study Abroad, Director of the Juniors Abroad Program. BA, Point Loma College; PhD, University of Nevada, Reno. George Fox University 1977-

Chambers, Carlisle, Professor of Chemistry, Chair, Department of Biology and Chemistry. BS, Milligan College; PhD, Emory University. George Fox University 1994-

Chang, Kelly, Associate Professor of Psychology. BA, Linfield College; MA, PhD, University of Hawaii. George Fox University 2006-

Choi, Charles, Assistant Professor of Communication Arts. BA, Biola University; MA, Louisiana State University; PhD, University of California Santa Barbara. George Fox University 2010-

Conniry, Chuck, Vice President and Dean, George Fox Evangelical Seminary. BA, American Christian School of Religion; MDiv, Bethel Theological Seminary West; PhD, Fuller Theological Seminary. George Fox University 1998-

Corneaux, Isabelle, Visiting Assistant Professor of French. MA, Heritage University, University of Burgundy. George Fox University 2011-

Corning, Caitlin, Professor of History. BA, Seattle Pacific University; MA, PhD, University of Leeds. George Fox University 1996-

## **D**

Dalzell, Randy, Assistant Professor of Health & Human Performance, Head Cross Country Coach, Assistant Track & Field Coach. BS, Columbia Christian College; MEd, Linfield College. George Fox University 2012-

Dee, Amy, Assistant Professor of Education. BA, San Jose State University; MA, University of San Francisco; EdD, George Fox University. George Fox University 2008-

Defferding, Viki, Assistant Professor of Spanish. BA, University of Oregon; MA, Portland State University. George Fox University 1989-

DeKruyf, Lorraine, Associate Professor of Counseling, Program Director of School Counseling. BA, Dordt College; MEd, Western Washington University; PhD, Oregon State University. George Fox University 2002-

Delamarter, Steve, Professor of Old Testament. AA, Wenatchee Valley College; BA, Seattle Pacific University; MAR, MDiv, Western Evangelical Seminary; MA, PhD, Claremont Graduate School. George Fox University 1996-

Dempsey, Keith, Assistant Professor of Counseling, Clinical Director. BS, MS, PhD, Oregon State University. George Fox University, 2007-

Doak, Brian, Assistant Professor of Biblical Studies. BS, Evangel University; MA, Missouri State University; Phd, Harvard University. George Fox University 2011-

Doherty, Gloria, Director of Hybrid Learning, Assistant Professor. BA, Minnesota State University; MDiv, Fuller Theological Seminary. George Fox University 2006-

Duerr, Jeffrey, Professor of Biology. BA, BS, Whitworth College; MS, Portland State University; PhD, University of Hawaii. George Fox University 1999-

## **E**

Eave, Michele, Assistant Professor of Counseling. BA, University of Oregon; MA, George Fox University; PhD, Oregon State University. George Fox University 2012-

Espinor, Debra, Assistant Professor of Education. BA, MA, EdD, Seattle Pacific University. George Fox University 2010-

## **F**

Fisher, Stephanie, Assistant Professor of Nursing. BS, George Fox University; MSN, Vanderbilt University. George Fox University 2012-

Foster, Jim , Dean of the School of Behavioral and Health Sciences; Chair, Department of Psychology; Professor of Psychology. BS, Seattle Pacific University; MA, PhD, The Ohio State University. George Fox University 1980-

Foster, Michael, Associate Professor of Mechanical Engineering. BS, Messiah College; MS, PhD, Drexel University. George Fox University 2007-

## **G**

Gallagher, Sarita, Assistant Professor of Religion. BA, Wheaton College; MA, Wheaton College Graduate School; PhD, Fuller Theological Seminary. George Fox University 2010-

Gathercoal, Kathleen, Professor of Psychology. AB, Franklin & Marshall College; MA, PhD, Case Western Reserve University. George Fox University 1993-

Gibson, Sarah Reid, Assistant Professor of Media Communications. BS, Abilene Christian University; MFA, North Texas State University. George Fox University 2009-

Goodworth, Marie-Christine, Assistant Professor of Clinical Psychology. BA and MA, Wheaton college; PhD, Arizona State University. George Fox University 2010-

Gowan, Marcella, Assistant Professor of Nursing. BSN, Walla Walla College; MPH, Loma Linda University. George Fox University 2007-

Graham, Jeannine, Associate Professor of Religious Studies. BA, Whitworth College; MDiv, Fuller Theological Seminary; PhD, University of Aberdeen. George Fox University 2006-

Grant, Steve, Associate Professor of Health and Human Performance; Associate Athletic Director; Chair, Health and Human Performance Department; Master Coach of Volleyball. BA, Biola University; MEd, Linfield College. George Fox University 1982-

Gregor, Joel, Assistant Professor of Psychology; Director, George Fox University Behavioral Health Clinic. BA, Willamette University; MMFT, Fuller Theological Seminary; MA and PsyD, George Fox University. George Fox University 2010-

## **H**

Hagen, Carla, Director, Department of Nursing; Associate Professor of Nursing. BS, Eastern Oregon State College; BSN, MPH, PhD, Oregon Health and Sciences University. George Fox University 2006-

Haigh, Justine, Associate Professor of Marketing. BS, MA, PhD, University of Huddersfield. George Fox University 2009-

Hall, Mark, Herbert Hoover Distinguished Professor of Political Science. BA, Wheaton College; MA, PhD, University of Virginia. George Fox University 2001-

Halley, Ryan, Associate Professor of Finance, Chair, Undergraduate Business Department. BA, Mount Vernon Nazarene University; MBA, The Ohio State University, Fisher College of Business; PhD, Texas Tech University. George Fox University 2009-

Hamilton, Elizabeth, Assistant Professor of Clinical Psychology. BA, Vanderbilt University; MS, Tulane University; MA UCLA; PhD, UCLA. George Fox University 2008-

Hamilton, Robert, Professor of Physics. BS, University of Puget Sound; PhD, University of California, Los Angeles. George Fox University 2003-

Hansen, David, Associate Professor of Computer Science. BS, Oral Roberts University; MS,

Washington State University; PhD, Oregon Graduate Institute of Science and Technology. George Fox University 1998-99, 2003-

Harder, Bob, Professor of Mechanical Engineering; Director of Engineering Program; Chair, Math, Computer Science, and Engineering Department. BSME, MSME, Michigan Technological University; PhD, Oregon Graduate Institute of Science and Technology. George Fox University 1988-

Harrison, Suzanne, Assistant Professor of Education. BA, MEd, Central Washington University; PhD, Gonzaga University. George Fox University 2004-

Harwood, Corban, Assistant Professor of Mathematics. BS, Whitworth University; PhD, Washington State University. George Fox University 2011-

Head, Tom, Professor of Economics. BS, MS, University of Oregon; MA, University of California, Berkeley. George Fox University 1971-74; 1976-79; 1983-

Headley, Scot, Professor of Education, Chair of Educational Foundations and Leadership Program. BS, MEd, Colorado State University; PhD, The Ohio State University. George Fox University 1994-

Heininge, Kathy, Associate Professor of English. BA, MA, California State University Hayward; PhD, University of California Davis. George Fox University 2004-

Helsabeck, Hank, Dean of the School of Arts and Sciences. BA, Culver Stockton College; MA, MA, PhD, University of Missouri. George Fox University 1978-

Hockett, Eloise, Associate Professor of Education; Director of TSPC Licensure; Director, Master of Education Program. BAA, BM, University of Minnesota; MEd, George Fox University. George Fox University 2001-

Huffman, Terry, Professor of Education. BA, University of South Dakota; MA, Marshal University; PhD, Iowa State University. George Fox University 2003-

Hulbert, Melanie, Associate Professor of Sociology. BA, Western Washington University; MA, PhD, University at Albany, State University of New York. George Fox University 2003-

Hummel-Berry, Kathie, Director of Curriculum and Faculty Development, Professor of Physical Therapy. BA, University of Washington; Med, University of Washington; PhD, University of Washington. George Fox University, 2012-

Hunter, Marty, Associate Professor of Health and Human Performance; Head Coach, Baseball. BA, Linfield College; Med, Linfield College. George Fox University, 2003-

Hutchinson, Carol, Assistant Professor of Adult Degree Programs. BA, Western Washington University; MA, Canadian Theological Seminary; PhD, George Fox Evangelical Seminary. George Fox University 2011-

Hutchison, Marcey Keefer, Assistant Professor of Physical Therapy. BA, Willamette University; MA, Pacific University George Fox University 2011-

## I

Irish, Kerry, Professor of History. BA, George Fox University; MA, PhD, University of Washington. George Fox University 1993-

Isaak, Dale, Assistant Professor of Health and Human Performance, Head Athletic Trainer. BS, Willamette University; MEd, University of Minnesota; MS, Indiana State University. George Fox University 1995-

## J

Jaffe, Ciella, Professor of Communication Arts, Chair, Department of Communication Arts. BA, Seattle Pacific University; MEd, PhD, Oregon State University. George Fox University 1995-

Johnson, Craig, Professor of Leadership Studies, Director, Doctor of Business Administration

Program. BA, Luther College; MA, Wheaton College; PhD, University of Denver. George Fox University 1988-

Johnson, John, Associate Professor of Mathematics. BS, Northwest Nazarene College; MS, Kansas State University. George Fox University 1984-

Johnson, Mary, Assistant Professor of Education; Director, Master of Arts in Teaching at Night Program. BA, Luther College; MEd, George Fox University. George Fox University 2004-

Johnson, Merrill, University Librarian, Associate Professor. BA, Seattle Pacific University; MLS, University of Oregon. George Fox University 1980-

Jolliff, Bill, Professor of English. BS, Central Michigan University; MA, Ashland Theological Seminary; PhD, The Ohio State University. George Fox University 1994-

Jones, Kevin, Associate Professor of Communication Arts. BA, Biola University; MA, California State University; PhD, Louisiana State University. George Fox University 2008-

## **K**

Kamilos, Charles, Senior Librarian, Portland Center Librarian, Assistant Professor. BA, Northwest Christian College; MDiv, Brite Divinity School-Texas Christian University; MA, University of Iowa. George Fox University 1997-

Kays, Kristina, Associate Professor of Psychology. BA, George Fox University; MA, Western Conservative Baptist Seminary; PsyD, George Fox University. George Fox University 2005-

Keeney, Judy, Assistant Professor of Education, Director of the Master of Education Program. BA, MA, University of Oregon. George Fox University 2004-

Kerr, David, Assistant Professor of Art. BA, Judson Baptist College; MA, California State University. George Fox University 2002-

Kilburg, Gary, Professor of Education. BS, Eastern Oregon State College; PhD, Oregon State University. George Fox University 1992-

Kimball, Dan, Professor of Missional Leadership. George Fox University 2011- Kluge, Alan,

Professor of Business, MBA Oregon Director. BS, MBA, PhD, Oregon State University. George Fox University 1996-

Koch, Chris, Professor of Psychology. BS, Pennsylvania State University; MS, PhD, University of Georgia. George Fox University 1993-

## **L**

La Force, Beth, Professor of Education. BS, Malone College; MA, Western Michigan University; PhD, Michigan State University. George Fox University 1987-

Liu, David Ming, Assistant Professor of Management. BSB, Western Oregon University; MBA, Willamette University; DBA, City University of Hong Kong. George Fox University 2010-

Lloyd, Carl, Professor of Management. BA, Columbia Christian College; MA, Eastern New Mexico University; MS, Oregon State University; MSS.W., PhD, University of Texas at Arlington. George Fox University 1994-

Luedtke, Rhett, Associate Professor of Theatre. BA, Valparaiso University; MFA, Illinois State University. George Fox University 2003-

Lutz, Amy, Assistant Professor of Education. BA, Grand Valley State University; MA, George Fox University. George Fox University 2008-

## **M**

MacLeod, Michael, Associate Professor of Political Science and International Studies. BA, MA, Queen's University; PhD, George Washington University. George Fox University 2009-

Magill, Mike, Professor of Mechanical Engineering. BS, MS, PhD, Oklahoma State University. George Fox University 2002-

Manock, David, Associate Professor of Counseling. BS, Western Oregon University; MDiv, San Francisco Theological Seminary; MS, PhD, Fuller Theological Seminary. George Fox University 2006-

McCloskey, MaryJo, Head Women's Golf Coach, Assistant Professor. BA, University of Oregon; MBA, University of Portland. George Fox University 2006-

McLeod-Harrison, Mark, Professor of Philosophy. BRE, Briercreech Bible College; BA, Westmont College; MA, Trinity Evangelical Divinity School; PhD, University of California. George Fox University 1999-

McMinn, Mark, Professor of Psychology, Director of Integration. BS, Lewis and Clark College; PhD Vanderbilt University. George Fox University 1984-1993, 2006-

McMinn, Lisa, Writer in Residence. BA, George Fox University; MS and PhD, Portland State University. George Fox University 2006-

Meade, Christopher P., Director of MBA programs. BA, MAOL, George Fox University; MA Northwest Nazarene University; PhD, University of Idaho. George Fox University 2008-

Meek, Michael, Head Women's Basketball Coach, Assistant Professor. BS, Eastern Oregon University; MAT, Grand Canyon University. George Fox University 2010-

Melendy, Robert, Assistant Professor of Mathematics and Physics. BS, Oregon State University (Mechanical Engineering); MS, Oregon State University (Mechanical Engineering); MS, Oregon State University (Electrical Engineering); PhD, Oregon State University (Mathematics and Mathematics Education). George Fox University 2008-

Meszaros, Andrew, Associate Professor of Physical Therapy. PhD, University of Iowa. George Fox University 2012-

Meyer, Matt, Associate Professor of Media Communications. BA, University of Oregon's Honor College; MFA, University of Southern California. George Fox University 2005-

Michael, Rand, Associate Professor of Marriage and Family Therapy, Clinical Director of Marriage, Couple and Family Therapy. BA, Northwest Nazarene College; MDiv, Nazarene Theological Seminary; DMin, Midwestern Baptist Theological Seminary. George Fox University 1996-

Mize, Darcy, Assistant Professor of Nursing. BS, Michigan State University; MA, University of Illinois. George Fox University 2008-

Mock, Melanie, Professor of English. BA, George Fox University; MA, University of Missouri; PhD, Oklahoma State University. George Fox University 1999-

Mock, Ron, Associate Professor of Political Science and Peace Studies. BA, George Fox University; M.P.A., Drake University; JD, University of Michigan. George Fox University 1985-

Molitor, Kristina, Assistant Professor of Education. BA, Western Montana College; MA, University of Portland; EdD, George Fox University. George Fox University 2008-

Morse, Mary Kate, Professor of Leadership and Spiritual Formation. BS, Longwood College; MA, MDiv, Western Evangelical Seminary; PhD, Gonzaga University. George Fox University 1996-

Morton, Brenda, Assistant Professor of Education. BS, Portland State University; MAT, EdD, George Fox University. George Fox University 2009-

## **N**

Nam, Roger, Assistant Professor of Biblical Studies. BA, UCLA; MDiv, General Assembly Presbyterian Theological Seminary; ThM, Fuller Theological Seminary; PhD, UCLA. George Fox University 2008-

Natzke, John, Associate Professor of Electrical Engineering. BSEE, Milwaukee School of Engineering; MSEE, Marquette University; PhDEE, University of Michigan. George Fox University 1995-

Nelson, Jerrie, Assistant Professor of Nursing. AA, Lane Community College; BS, OHSU; MS, University of Portland. George Fox University 2008-

Nemetz, Annette, Assistant Professor of Management. BS, Rensselaer Polytechnic Institute; MBA, Stanford University; DMgt (in progress), George Fox University. George Fox University 2009-

Newell, Roger, Professor of Religious Studies. BA, Westmont College; MDiv, Fuller Theological Seminary; PhD, University of Aberdeen. George Fox University 1997-

Ninteman, Neal, Assistant Professor of Engineering and Mathematics, Head Men's Tennis Coach. BS, California Polytechnic State University; MS, Stanford University. George Fox University 2000-

## O

Ocker, Mark, Assistant Professor of Organizational Leadership. BA, George Fox University; MAT, Alaska Pacific University. George Fox University 1998-

O'Donnell, Sue, Associate Professor of Psychology. BS, MA, PhD, University of Minnesota. George Fox University 2001-

Olson, Mary, Assistant Professor of Management; Director, Boise MBA Program. BA, MA, Pacific Lutheran University. PhD, University of Idaho. George Fox University 1999-

Otto, Paul, Professor of History, Chair, Department of History, Politics and International Studies. BA, Dordt College; MA, Western Washington University; PhD, Indiana University. George Fox University 2002-

## P

Peach, Nate, Assistant Professor of Economics. BA, MA, Messiah College; Phd, at Colorado State. George Fox University 2011-

Peng, Thomas, Assistant Professor of Intercultural Studies; Associate Vice President of International Enrollment Services. BA, Hunan Normal University; MACS, George Fox University; Master of Linguistics and Applied Linguistics, Xi'an Jiaotong University; PhD, Biola University. George Fox University 2007-

Penkin, Debra, Assistant Professor of Social Work; Social Work Field Director. BA, State University College at Fredonia; MA Boston University. George Fox University 2012-

Peterson, Mary, Associate Professor of Clinical Psychology; Director, Graduate Department of Clinical Psychology. BA, MA, University of Cincinnati; MA, PhD, California School of Professional Psychology. George Fox University 2004-

Pippin, Cheryl, Assistant Professor of Nursing. BA, California State University-Long Beach; MA UCLA. George Fox University 2012-

Powers, Don, Professor of Biology. BS, Biola University; MS, San Diego State University; PhD, University of California, Davis. George Fox University 1989-

## Q

## R

Rahschulte, Tim, Associate Professor of Business; BA, MBA, Thomas More College; PhD, Regent University. George Fox University 2007-

Rine, Abigail, Assistant Professor of English; Director of Forensics. BA, George Fox



University; PhD, University of St. Andrews in Scotland. George Fox University 2011-

Rolfe, Alexander, Technical Services Librarian; Systems Administrator; Senior Librarian; Assistant Professor. BA, Whitman College; MA, University of Washington; MLIS, University of Washington. George Fox University 2001-

Roberts, Arthur, Professor-at-Large. BA, George Fox University; MDiv, Nazarene Theological Seminary; PhD, Boston University. George Fox University 1953-

Rosenbohm, Clifford, Associate Professor of Social Work; Director, Social Work Program; Chair, Social Work Department. BA, Louisiana College; MSW, Southern Baptist Theological Seminary. George Fox University 2002-

## **S**

Samek, Linda, Interim Provost. BA, Oregon State University; MA, Portland State University; EdD, Portland State University. George Fox University 2008 -

Sauerwein, Josh, Assistant Professor of Accounting. MBA, Emporia State University; DBA, Anderson University (in progress). George Fox University 2012 -

Schmitt, John, Associate Professor of Biology; Holman Professor. BS, Pacific University; PhD, Oregon Health and Science University. George Fox University 2005-

Scott, Jane, Public Services Librarian; Associate Librarian; Assistant Professor. BA, University of Oregon; MLS, Emporia State University. George Fox University 2006-

Seegobin, Winston, Associate Professor of Clinical Psychology. BTh, Jamaica Theological Seminary; BA Bethel College; MA, Wheaton College Graduate School; MA, Central Michigan University; PsyD, Central Michigan University. George Fox University 2009-

Sehorn, Gary, Assistant Professor of Education. BS, Western Oregon University; MAT, Lewis and Clark College; DEd, Bethel University. George Fox University 2010-

Sepich, Debora, Assistant Professor of Management and Marketing. BS, MBA, George Fox University. George Fox University 2005-

Shaw, Richard, Director, School of Counseling. BS, University of Nebraska at Kearney; MA, Asbury Theological Seminary; DMFT, Fuller Theological Seminary. George Fox University 1996-

Shelton, Marc, Professor of Education. BS, MA, EdD, University of South Dakota. George Fox University 2000-

Shenk, Byron, Professor of Health and Human Performance; Athletic Trainer. BA, Goshen College; MA, University of Oregon; EdD, University of Virginia. George Fox University 1990-

Sherwood, Steve, Assistant Professor of Christian Ministry and Outreach. MATS, Fuller Seminary; DMin, George Fox University. George Fox University 2004-

Shew, Paul, Assistant Professor of Physical Therapy; Academic Coordinator of Clinical Education. BA, Southern Oregon University; DPT, Pacific University. George Fox University 2011-

Sikkema, Seth, Assistant Professor of Accounting; BS, George Fox University; MBA, Boise State University. George Fox University, 2007-

Simmons, Laura, Professor of Christian Ministries. BA, University of California, Davis; MA, PhD, Fuller Theological Seminary. George Fox University 2001-

Simpson, Robert, Assistant Professor of Counseling; Program Director, School Psychology. BA, MA, San Jose State University; PhD, California School of Professional Psychology in San Francisco. George Fox University 2005-

Smart, James, Associate Professor of Biology. BS, University of Western Montana; PhD, Oregon Health and Science University. George Fox University 2009-

Smith, John, Head Track & Field Coach; Assistant Professor of Health and Human Performance. BS, George Fox University; MA, United States Sports Academy. George Fox University 2006-

Smith, Lauri, Assistant Professor of Family and Consumer Sciences. BA, George Fox University; MOL, Woodbury University. George Fox University 2007-

Smith, Phil, Professor of Philosophy; Chair, Department of Religious Studies. BA, George Fox University; MA, Fuller Theological Seminary; PhD, University of Oregon. George Fox University 1982-

Spivey, Gary, Associate Professor of Electrical Engineering. BSEE, University of Arizona; MSEE, PhD, University of Maryland. George Fox University 2003-

Steeg, Susanna, Assistant Professor of Education. BA, Cedarville University; MA, PhD, Arizona State University. George Fox University 2011-

Steele, Jim, Associate Professor of Management. BA, Trinity Lutheran College; MS, Marylhurst University; EdD, George Fox University. George Fox University 2006-

Stevens, Bill, Instructor of Finance. BA, Princeton University; MA, Stanford University; MBA, Harvard University. George Fox University 2002-

Sweeney, Daniel, Professor of Counseling; Clinical Director of Counseling; Director of the Northwest Center for Play Therapy. BA, San Jose State University; BA, San Jose Bible College; MA, Azusa Pacific University; PhD, University of North Texas. George Fox University 1996-

## T

Taloyo, Carlos, Assistant Professor of Clinical Psychology, Director of Clinical Training. BA, University of California Irvine; MA, MATS, PhD, Fuller Theological Seminary. George Fox University 2011-

Tandy, Gary, Professor of English; Chair, Department of English. BA, Oklahoma Christian University; MA, The University of Tennessee; PhD, The University of Tulsa. George Fox University 2009-

Taylor, Craig, Associate Professor of Health and Human Performance, Director of Athletics. BS, George Fox University; MEd, Linfield College. George Fox University 1975-78; 1980-

Terry, Mark, Associate Professor of Art; Chair, Department of Art & Design. BS, Willamette University; MS, Western Oregon State University. George Fox University 1997-

Thurston, Nancy, Professor of Psychology. BA, Hope College; MA, PhD, Central Michigan University. George Fox University 1999-

Tiffin, Gary, Associate Professor of Education. BA, San Jose Christian College; BA, UCLA; MA, UCLA; PhD, Stanford University. George Fox University 2008-

Timmerman, Tim, Professor of Art. BA, Biola University; MFA, Washington State University. George Fox University 2003-

Tran, Yune, Assistant Professor of Education. BS, University of Texas; MA, California State University Long Beach, MEd, Texas State University; PhD, University of Texas. George Fox University 2011-

Tsohantaris, Tim, Associate Professor of Religious Studies. BA, Barrington College; MA, Ashland Theological Seminary; PhD, University of Athens. George Fox University 1985-90; 1993-

Turpen, Katy, Assistant Professor of Education. BA, MAT, George Fox University. George Fox University 2011-

## U

## **V**

Vandehey, Patrick, Assistant Professor of Music, Instrumental Music Director. BM, University of Washington; BA, University of Washington; MS, Portland State University. George Fox University 2003-

Vargason, Jeff, Associate Professor of Chemistry. BS, Evangel University; PhD, Oregon State University. George Fox University 2006-

## **W**

Weaver, Brent, Associate Professor of Music. BA, Goshen College; MM, DMA, University of Oregon. George Fox University 2001-

Weber, Larry, Assistant Professor of Education. BS, MS, Portland State University. George Fox University 2002-

Weinert, Mark, Associate Professor of History. BA, Anderson College; MDiv, Western Evangelical Seminary; MA, University of Portland; PhD, Vanderbilt University. George Fox University 1982-

Weiss, Kathleen, Associate Professor of Biology. BS, University of Washington; MD, University of Southern California. George Fox University 2006-

Wenz, Loren, Associate Professor of Music; Chair, Department of Performing Arts. BA, Whitworth College; MA, Eastern Washington University. George Fox University 2002-

White, Waneen, Assistant Professor of Education. BA, Bob Jones University; MA, University of Connecticut. George Fox University 2009-

Willis, Nicholas, Associate Professor of Mathematics. BA, George Fox University; MS, Texas Tech University; PhD, Texas Tech University. George Fox University 2009-

Willson, Kenn, Professor of Music. BA, George Fox University; MMus, University of Portland; DA, University of Northern Colorado. George Fox University 1987-90; 1992-

Wilson, Brent, Associate Professor of Computer Science. BA, Western Oregon State University; MAT, Oregon State University. George Fox University 1994-

Woodley, Randy, Distinguished Associate Professor of Faith and Culture. BA, Colorado Christian University; MDiv, Palmer Seminary (Eastern University); PhD, Asbury Theological Seminary. George Fox University 2010-

Worden, Debra Drecnik, Professor of Business and Economics. BA, Westminster College; MS, PhD, Purdue University. George Fox University 1994-

Wortman, Shary, Assistant Professor of Education. BS, Oregon State University; MEd, Oregon State University. George Fox University 2005-

Wuest, Leslie, Assistant Professor of Social Work. BA, Occidental College; MSW, University of Georgia; PhD, Portland State University. George Fox University 2010-

## **X**

## **Y**

Yinger, Kent, Professor of New Testament. BA, Wheaton College; MDiv, Gordon-Conwell Theological Seminary; PhD, Sheffield University. George Fox University 2001-

## **Z**

Zhang, Chengping, Assistant Professor of Finance. BS, changchun University of Science and Technology; MS, Beijing Institute of Technology; MS, PhD, Washington State University. George Fox University 2010-

## **Faculty Emeriti**

Allen, Michael A., Professor Emeritus of Sociology. BS, MS, Illinois State University. George Fox University 1976-2002.

Allen, Richard E., Associate Professor Emeritus of Management/Director of Professional Studies. BS, Seattle Pacific University; MS, University of Oregon. George Fox University 1969-2002.

Beebe, Ralph K., Professor Emeritus of History. BA, George Fox University; MEd, Linfield College; MA, PhD, University of Oregon. George Fox University 1955-57; 1974-97.

Brendlinger, Irv, Professor of Religion. BA, MDiv, Asbury College; MEd, University of Oklahoma; PhD, University of Edinburgh. George Fox University 1993-2012.

Buckler, Bob, Professor Emeritus of Psychology. AB, University of California, Los Angeles; MPH, Johns Hopkins University; MD, Georgetown University School of Medicine. George Fox University 1990-2011

Colwell, Wayne E., Professor Emeritus of Psychology. BS, John Brown University; MDiv, Grace Theological Seminary; MEd, University of Arkansas; PhD, Arizona State University. George Fox University 1990-98.

Dillon, Gerald W., Professor Emeritus of Pastoral Ministry. AB, Kletzing College; BS, Asbury Theological Seminary; MA, State University of Iowa; DD, Azusa Pacific University.

Fawver, Gary K., Professor Emeritus of Outdoor Ministries. BA, Wheaton College; MDiv, Gordon-Conwell Theological Seminar; DMin, Western Seminary. George Fox University 1974-2003.

Gilmore, Robert D., Director Emeritus of Instructional Media. BA, Azusa Pacific University; BD, California Baptist Theological Seminary; MEd, University of Southern California. George Fox University 1964-67; 1968-95.

Green, William D., Vice President and Dean Emeritus of the College, Professor of Religion. ThB, Malone College; AB, Taylor University; MA, Case Western Reserve University; EdD, University of Tennessee; LHD, George Fox University. George Fox University 1972-89.

Hagen, Dennis B., Professor Emeritus of Music. BA, Whitworth College; MMusEd, Indiana University; BD, Western Evangelical Seminary; PhD, Indiana University. George Fox University 1964-2003.

Higgins, Ed, Professor Emeritus of Writing and Literature. BA, LaVerne College; MA, California State College at Fullerton; PhD, Union Graduate School. George Fox University 1971-2011

Hobbs, Julia H., Professor Emerita of Christian Educational Ministries. BA, Hope College; BD, MTh, Winona Lake School of Theology; PhD, University of Pittsburgh. George Fox University 1975-91.

Howard, David J., Associate Professor Emeritus of Music. BA, Simpson College; BA, MA, San Francisco State College; DMA, Southern Baptist Theological Seminary. George Fox University 1968-85; 1988-2001.

Kimberly, Dwight, Associate Professor Emeritus of Biology. BA, George Fox University; MS, Oregon State University. George Fox University 1994-2011

Landis, Patricia A., Professor Emerita of Education, Director of Undergraduate Teacher Education. BA, Seattle Pacific University; MA, University of Washington. George Fox University 1984-99.

Lauinger, Robert E., Associate Professor Emeritus of Music. Bs, Portland State University; MM, Indiana University; DMA, University of Arizona. George Fox University 1967-2002.

Macy, Howard, Professor Emeritus of Religion and Biblical Studies. BA, George Fox University; MA, Earlham School of Religion; PhD, Harvard University. George Fox University 1990-2011

Macy, Margi, Associate Professor of Education. BA, George Fox University; MEd, Wichita State

University; PhD, Walden University. George Fox University 1992-2012.

Munn, Hector J., Professor Emeritus of Chemistry. BS, Seattle Pacific University; MA, PhD, Oregon State University. George Fox University 1958-62; 1966-94.

Odell, Allen C., Professor Emeritus of Ministry. BA, Cascade College; MDiv, Western Evangelical Seminary; DMin, Western Conservative Baptist Seminary.

Orkney, G. Dale, Professor Emeritus of Biology. BA, Northwest Nazarene University; MS and PhD, University of Idaho. George Fox University 1964-2002.

Schroeder, Mel L., Associate Professor Emeritus of Drama. BA, Northwest Nazarene University; MA, San Jose State University. George Fox University 1978-83; 1987-2002.

Stiefel, Al, Professor Emeritus of Counseling. BA, Eastern Nazarene College; BD, Nazarene Theological Seminary; STM, Boston University School of Theology; PhD, Boston University.

# Academic Calendar 2013-2014

## Fall Semester

Fall Semester Begins.....	September 2, 2013
Labor Day Holiday (non-Newberg locations only).....	September 2, 2013
Last Date for Adding Classes Online (without Instructor Approval) .....	September 6, 2013
Last Date for Audit or Special Student Class Registration .....	September 6, 2013
Serve Day .....	September 11, 2013
Last Day to Change Registration (Add/Drop).....	September 15, 2013
Census Date.....	September 17, 2013
Last Day to Exercise Pass/No Pass Option.....	September 27, 2013
Last Day to Submit Application for Degree (Fall Commencement Participation) .....	5:00 pm, October 5, 2013
Mid-Semester Holiday .....	October 11, 2013
Degree Completion Portfolio Due Date (Fall Commencement Participation) .....	5:00 pm, October 15, 2013
Registration for Spring Semester Opens for Graduate and ADP Students .....	October 21, 2013
Mid-Semester Grade Entry.....	October 30-November 1, 2013
Last Day to Withdraw from Class without Grade Responsibility .....	November 10, 2013
Thanksgiving Holiday .....	November 28-29, 2013
Transfer Credit Transcript Due Date (Fall Commencement Participation) .....	5:00 pm, December 6, 2013
Dissertation Signed Approval Sheets Due (Fall Commencement Participation) .....	5:00 pm, December 6, 2013
Study Day (Traditional Undergraduate) .....	December 16, 2013
Final Exams (Traditional Undergraduate) .....	December 17-20, 2013
Degree Completion Portfolio Due Date (Spring Commencement Participation) .....	December 20, 2013
Fall Semester Ends.....	December 20, 2013
Mid-year Commencement .....	December 21, 2013
Christmas/New Year's Break.....	December 22, 2013 – January 13, 2014
Final Grade Entry Deadline .....	December 27, 2013

## Spring Semester

Spring Semester Begins .....	January 13, 2014
Last Date for Adding Classes Online (without Instructor Approval) .....	January 17, 2014
Last Date for Audit or Special Student Class Registration .....	January 17, 2014
Martin Luther King Jr. Holiday .....	January 20, 2014
Last Day to Change Registration (Add/Drop).....	January 26, 2014
Census Date.....	January 28, 2014
Last Day to Exercise Pass/No Pass Option.....	February 7, 2014
Registration for Summer Semester Opens for Graduate and ADP Students .....	February 10, 2014
Mid-Semester Grade Entry.....	March 12-14, 2014
Last Day to Withdraw from Class without Grade Responsibility .....	March 23, 2014
Spring Break .....	March 22-30, 2014
Registration for Fall Semester Opens for Graduate and ADP Students .....	April 14, 2014
Transfer Credit Transcript Due Date (Spring Commencement Participation).....	April 18, 2014
Dissertation Signed Approval Sheets Due (Spring Commencement Participation).....	April 18, 2014
Good Friday Holiday .....	April 18, 2014
Study Day (Traditional Undergraduate) .....	April 28, 2014
Final Exams (Traditional Undergraduate) .....	April 29-May 2, 2014
Degree Completion Portfolio Due Date (Summer Degree Conferral) .....	May 2, 2014
Spring Semester Ends .....	May 2, 2014
Spring Commencement.....	May 3, 2014
Final Grade Entry Deadline .....	May 9, 2014

**Summer Semester/May Term**

Summer Semester/May Term Begins .....	May 5, 2014
Last Day to Change May Term Registration (Add/Drop) .....	May 6, 2014
Last Day to Withdraw from May Term Class without Grade Responsibility.....	May 8, 2014
Census Date for May Term .....	May 12, 2014
Last Day to Change Summer Registration .....	May 18, 2014
May Term Ends .....	May 23, 2014
Memorial Day Holiday.....	May 26, 2014
May Term Final Grade Entry Deadline .....	May 30, 2014
Census Date for Summer .....	July 1, 2014
Independence Day Holiday.....	July 4, 2014
Last Day to Withdraw from Summer Class without Grade Responsibility .....	July 13, 2014
Degree Completion Portfolio Due Date (Fall Commencement Participation) .....	August 22, 2014
Summer Semester Ends.....	August 22, 2014
Final Grade Entry Deadline .....	August 29, 2014



GEORGE FOX  
UNIVERSITY

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