

# **Student Handbook**

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

Partions 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

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# Advising

#### Faculty Advising

All students at the university are assigned afaculty 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 <u>Bruindata</u> such as the DegreeWorks degree audit, course plans for their program, and other scheduling assistance. <u>Enrollment Counselors</u> 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 hoursper 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 <u>Full Time Status</u>

#### Partner Education Agreements

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

### Academic Records

#### Student Records

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

Privacy is maintained with respect to student records. Unless a student gives written permission, access to these records is limited to university faculty and staff on a need-to-know basis. Unless a student directs otherwise in writing, trans

## Student Passwords

Upon acceptance to the university, each student is issued a password that must be used to gain access to <u>Bruindata</u>. It is recommended that each student change this password in order to increase security with respect to student information. The BruinData password gives each student the ability to register for courses online, view grades, update biographical information, participate in course interactions online, etc. The password should be maintained securely for the student's entire tenure at George Fox since its use will

- 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 bæement, Wheeler Sports Center, and Stevens Center
- · Entry to pre-approved locations (Newberg campus)
- Thefollowing areasmust have preepproval for entry due to work study or academic needs Bauman, Brougher, BHSC, 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 best den, 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 automaticat.a7d95 Tm0 q(.)]TJET2831TJETBT2B/

course meeting 50 minutes per week for one semester. Credit for all courses is indicated in semester hours. All student requirements, advancements, and dassifications 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 dasses and be enrolled prior to attendance. All students are expected to register <u>online</u>, within the time period designated on the university calendar and to begin dasses on the

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

# Waitlisting Policy

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

- 1. Students may waitlist for courses until the end of the first week of dasses.
- 2. The registrar's office will consistently fill available spaces in classes from waitlists. Students will not be notified of their subsequent enrollment in a course. It is the student's responsibility to monitor their dass schedule through <a href="https://example.com/br/>BruinData">BruinData</a>.
- 3. Watlisted students will receive enrollment priority based on the order in which they waitlist for the course. Instructors may review waitlists and request that certain students receive special priority due to

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

Applications for field experience should be requested through the registrar. Applications must be completed, ap

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

# Special Study Courses

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

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

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

# Auditing Classes

Only students who have officially registered as such may audit a course. Audit registration is subject to dass 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,
- Courses the student will later take for credit, and
- 3. Courses in which the professor or department disallows audits

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

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

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

# Pass/ No Pass Registration Option

An application form requesting that the grading basis for a course be changed from letter grade to pass/ no pass must be filed with the registrar no later than the published deadline (generally, the end of the fourth week of the semester).

An undergraduate student who has a cumulative GPA of 2.0 or better and who has completed 62 semest	e

# **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

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

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

## Concurrent Enrollment in Other Institutions

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

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

Off-

#### General Information

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

# 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 dose 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:

etter Grade	Meaning	Points Per Semester Hour
Α		4.0
A-		3.7
B+		3.3
В		3.0
B-		2.7
C+		2.3
C+ C		2.0
C-		1.7
D+		1.3
D		1.0
F		0.0
P NP	Pass (average or above) Not passing	
I W X	Incomplete Official withdrawal	

#### Incomplete and Missing Grades

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

## Repeated Courses

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

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 dassor do the required work, unusual circumstances surrounding the birth of a child, visa problems for international students, and similarly mitigating circumstances which could not have been prevented or anticipated by the student and were completely beyond his or her control. Examples of situations that will not be considered extenuating include being too busy, employment demands, minor illness, and responsibilities from optional responsibilities.

# Appeal of Grades

Grade appeals should not be made frivolously but in good faith. Appropriate grounds for grade appeals include situations in which the grade given is alleged to be inconsistent with the course syllabus or in which inappropriate professional conduct or unfairness have influences the grade.

In order to appeal a grade student a student must be prepared to document performance on all coursework and explain why the student's grade is not consistent with the course expectations expressed in the syllabus. To submit an appeal, a student should follow the steps below (if resolution is not achieved, a student should proceed to the next step):

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

  A decision in rendered by the school dean and communicated in writing from the dean to the faculty member and the student. A copy is kept in the Academic Affairs Office and sent, along with the original Academic Appeal Form, to the Registrar's Office to be kept with the student's official ac4()-23 Tm[fa)-4(c)5(ulty)5()-2(me)4(c)5(ulty)5(u

# 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. Bigibility for certain activities, financial aid, and continuation as a student at the university is dependent on student standing.

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

Academic Honesty

Good Standing

Dean's List

Satisfactory Academic Progress and Eligibility

Academic Warning, Probation and Dismissal

## Academic Honesty

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

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

Penalties may include restitution, a failing grade on an individual paper or exam, loss of campus position or employment, a failing grade for the course, disciplinary probation, suspension, or dismissal. The Office of Academic Affairs handles academic dishonesty issues in conjunction with the Office of Student Life.

## Good Standing

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

## 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 <u>Bruindata</u>. Information is submitted to newspapers sometime following the end of the semester and the submission of grades by faculty.

# Satisfactory Academic Progress and Bigibility

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

Degree	Published Length(years)	150%(years)	Miniumum GPA
BA	4.0	6.0	2.00
BS	4.0	6.0	2.00
BSAT	4.0	6.0	2.00
BSW	4.0	6.0	2.00
BA (degree completion)	1.5	2.25	2.00
BS(degree-completion)	1.5	2.25	2.00
MA	2.0		

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 dassification 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 dassification 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 goote

# Degree/ Certificate Conferral

#### Degree/ Certificate Conferral

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

#### Expedited Degree Conferral

George Fox recognizes that the standard timeframe for processing degree conferral is problematic for the needs of some students. Therefore, we do allow students to request that the conferral of their degree be expedited. The process requires students to contact professors to request grade entry prior to normal

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 dircumstances, students may participate in the ceremony but later receive a failing grade for a course taken in the final semester. In such dircumstances, 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 rddodl r25qd9lm FamoomeFa8owing thepl(w)4otto ofTm[to wi)dd(sul)ttoal. hoging re

## 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

University Store

#### Academic Resource Center

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

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

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

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

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

#### Career Services

#### Career Services

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

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

### Planning for Careers

- Career Classes Online
- GEED 214 Claim Your Career Calling (for freshmen and sophomores selecting a major)
- · GEED 216 Become Workplace Filtr

# Institutional Technology Service Desk

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

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

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

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

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

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## Mail Services

Mail Services has three locations on campus

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

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

Incoming mail: Packages and mail are received from all carriers and distributed Monday through Friday. There is no delivery on Saturday or Sunday.

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

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

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

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

#### Services available at the University Mail Center:

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

Student addresses Student address for a box in the # 4000 series.

Name of Student

George Fox University

418 N. Meridian St. #\_\_\_\_\_

Newberg, OR 97132-2695

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

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

# Plant Services Work Requests

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

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

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

# Student Employment Program

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

# University Store

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

# Student Finance

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

Financial Aid

Account Payment

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

# Satisfactory Academic Progress

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

# Academic Calendar 2008-2009

Registration Changes must go through Re Last Day to register for a class as an audit Add/Drop 75% removal of tuition start of Serve Day	I Undergraduates)  Inges	ing September 4, 2008 n., September 5, 2008 n., September 5, 2008 September 10, 2008, September 12, 2008, September 12, 2008 September 15-26, 2008, September 19, 2008
Study Day (Tradit	ts due 5 p.r	n., December 5, 2008

May Term May Term Begins Last Day to Change May Term Registration (Add/Drop) Last Day to Withdraw from May Term Class without Grade Responsibility May Term Ends May Term Final Grade Entry Deadline	May 5, 2009 May 7, 2009
Summer Semester Summer Semester Memorial Day Holiday. Last Day to make online registration changes. Registration Changes must go through Registrar's Office, late registration change fee assessed start Last Day to register for a class as an audit or as a special student (Traditional Undergraduates). Add/Drop 75% removal of tuition start date (Graduate Students). Last Day to Change Registration (Add/Drop) Withdraw 25% removal of tuition start date (Graduate Students) Withdraw 0% removal of tuition start date (Graduate Students) Independence Day Holiday. Last Day to Withdraw from Class without Grade Responsibility. Summer Semester Ends	May 25, 2009 . 5 p.m., May 8, 2009 ingMay 8, 2009 . 5 p.m., May 8, 2009 . 5 p.m., May 8, 2009 5 p.m., May 15, 2009 5 p.m., May 15, 2009 5 p.m., May 22, 2009July 4, 2009