



UNIVERSITY  
OF THE PEOPLE  
Tuition-Free Online University



# CATALOG

**UNIVERSITY OF THE PEOPLE**

**September 1, 2014 - August 31, 2015**

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## A LETTER FROM THE PRESIDENT



The University of the People *Catalog* for the 2014-15 academic year covers all aspects of your educational experience at the University. It contains information on academic policies, courses, programs of study, degree requirements, Course Instructors, fees, scholarships, and the academic calendar. It provides everything you need to know about studying at University of the People in a single document, and I encourage you to refer to it throughout the academic year.

University of the People is a truly unique institution. It offers affordable, quality, online educational programming to any qualified student, and believes that access to higher education is an important ingredient in the promotion of world peace and global economic development. The educational services it provides can both transform the lives of individuals and be a force for societal change.

In becoming a member of the UoPeople family, you have chosen to embark on an exciting online educational journey with other like-minded individuals. Student success is important to the University, and we strive to ensure that our programs and services are easily accessible. Your motivation to succeed and willingness to work hard will play a crucial role in this success, and we are here to guide and support you in your endeavors.

At UoPeople, you will be intellectually challenged, engage in energizing debates and grapple with the big questions posed by today's global society. You will encounter a diverse student body, and our dedicated Course Instructors will inspire and encourage you all along the way. As a UoPeople student, you will receive a solid liberal arts foundation and have the opportunity for specialized study in your chosen major. All of this, taken together, is designed to help you achieve your educational goals and be an influential, just and contributing member of society.

University of the People is a special place, and our online community is enriched by each of its members. Together we are working and learning for the future.

Sincerely,

A handwritten signature in black ink that reads "Shai Reshef".

Shai Reshef, President  
University of the People



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# CHAPTER 1: GENERAL INFORMATION

## Notices about the Catalog

1. This Catalog is permanently archived by the University and is the Catalog effective for all matriculated students at University of the People. Previous editions of the Catalog are available to University students on the University's website and upon request.
2. University of the People takes reasonable care to provide the academic courses and facilities described in the Catalog. However, courses may be altered or withdrawn at any time, and University of the People shall not be liable in any manner if the academic courses and facilities described in the Catalog, or any other University of the People documents, are not offered during a particular semester or academic year.
3. This Catalog is an official bulletin of the University of the People and is intended to provide general information. It includes policies, regulations, procedures and fees in effect at the time of release. All policies and procedures, rules and regulations, curricula, programs, and courses described herein are subject to change without prior notice and do not constitute a contract between the University of the People and a student, an applicant for admission, or any other individual. Updated policies and administrative regulations and procedures can be found on the UoPeople website.
4. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
5. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

## Notes about the University

1. University of the People is a private institution approved to operate by the California Bureau for Private Postsecondary Education.



2. Effective January 2013, University of the People is accredited by the Distance Education and Training Council (DETC) Accrediting Commission, 1601 18<sup>th</sup> Street, N.W., Suite 2, Washington, D.C. 2009, (202) 234-5100. [www.detc.org](http://www.detc.org). The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency.
3. University of the People and President Shai Reshef on behalf of University of the People currently hold memberships in the following organizations and consortiums: Partners for a New Beginning; The Clinton Global Initiative; Ashoka, AACRAO, AACRAO EDGE, UN GAID, the OpenCourseWare Consortium and the Library & Information Resources Network.
4. The administrative offices of University of the People are located in Pasadena, California. The air-conditioned facilities are uniquely adapted to hold and secure student records. However, all instruction at the University, including its computerized teaching aids, takes place at University of the People's Online Campus.
5. University of the People shall not be liable in any manner for any interruption in the operation or failure of its website, its Virtual Learning Environment and/or any other program relating to University of the People's studies.
6. University of the People does not participate in federal and state financial aid programs.
7. University of the People does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)
8. University of the People exercises diligence to ensure that it provides clear and accurate information to all prospective and current students, the public and all other interested parties. The institution seeks to ensure that all recruitment and promotional materials, including its Catalog and website, as well as all public presentations about and on behalf of the University and its operations are as clear and accurate as possible.
9. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling, toll free: (888) 370-7589, (916) 431-6959, or by completing a compliant form, which can be obtained on the Bureau's Internet Web address: [www.bppe.ca.gov](http://www.bppe.ca.gov).



## Academic Calendar 2014-2015

Academic Calendar 2014-2015 <sup>1</sup>	Term 1	Term 2	Term 3	Term 4	Term 5
Admissions to the University cut-off <sup>2</sup>	Jul 17, 2014	Oct 2, 2014	Dec 11, 2014	Feb 26, 2015	May 7, 2015
Notice of admission to the University <sup>3</sup>	Aug 7, 2014	Oct 23, 2014	Jan 1, 2015	Mar 19, 2015	May 28, 2015
Course registration opens <sup>4</sup>	Jul 17, 2014	Oct 2, 2014	Dec 11, 2014	Feb 26, 2015	May 7, 2015
Course registration closes	Aug 6, 2014	Oct 22, 2014	Dec 31, 2014	Mar 18, 2015	May 27, 2015
Late course registration opens <sup>5</sup>	Aug 22, 2014	Nov 7, 2014	Jan 16, 2015	Apr 3, 2015	Jun 12, 2015
Late course registration closes	Aug 24, 2014	Nov 9, 2014	Jan 18, 2015	Apr 5, 2015	Jun 14, 2015
<b>First day of Term</b>	<b>Sep 4, 2014</b>	<b>Nov 13, 2014</b>	<b>Jan 29, 2015</b>	<b>Apr 9, 2015</b>	<b>Jun 18, 2015</b>
Last day - course drop	Sep 10, 2014	Nov 19, 2014	Feb 4, 2015	Apr 15, 2015	Jun 24, 2015
Last day - course withdrawal	Oct 1, 2014	Dec 10, 2014	Feb 25, 2015	May 6, 2015	Jul 15, 2015
Final exam period starts	Oct 30, 2014	Jan 8, 2015	Mar 26, 2015	Jun 4, 2015	Aug 13, 2015
Final exam period ends	Nov 2, 2014	Jan 11, 2015	Mar 29, 2015	Jun 7, 2015	Aug 16, 2015
<b>Last day of Term</b>	<b>Nov 5, 2014</b>	<b>Jan 14, 2015</b>	<b>Apr 1, 2015</b>	<b>Jun 10, 2015</b>	<b>Aug 19, 2015</b>
Grades published by <sup>6</sup>	Nov 12, 2014	Jan 21, 2015	Apr 8, 2015	Jun 17, 2015	Aug 26, 2015

<sup>1</sup> University of the People reserves the right to make changes to this calendar at any time.

<sup>2</sup> Prospective students may apply for admission for any of the five terms throughout the school-year.

<sup>3</sup> All accepted students are automatically registered into their first term course(s) by the Office of Student Services.

<sup>4</sup> Academic Advisors are available during registration periods and throughout the academic year; Course Instructors are available by email throughout the academic year.

<sup>5</sup> **Course availability during late registration is limited.** For proctored courses, students must complete all required steps to arrange a proctor in this four-day period.

<sup>6</sup> Grades may be published earlier; students are advised to check Student Services updates in the Student Portal.



## Administrative Holidays 2014-2015

To reach the University of People, please call +1 626 264-8880, Monday to Friday between 9:00 am – 5:00 pm PST. University of the People offices will be closed on the following holidays.

**Note that classes will continue as scheduled.**

### Administrative Holidays

Labor Day	Sep 1, 2014
Veterans Day	Nov 11, 2014
Thanksgiving Day	Nov 27, 2014
Christmas Day	Dec 25, 2014
New Year's Day	Jan 1, 2015
Martin Luther King Day	Jan 19, 2015
Presidents Day	Feb 16, 2015
Memorial Day	May 25, 2015
Independence Day observed	July 3, 2015



## Vision, Mission, Goals, Objectives, Values

### OUR VISION

The University of the People believes that access to higher education is a key ingredient in the promotion of world peace and global economic development. It views higher education as a basic right, and believes that it can both transform the lives of individuals and be an important force for societal change. It believes that education plays a fundamental role in strengthening respect for human rights and fundamental freedoms, and in promoting understanding and tolerance.

### OUR MISSION

The mission of University of the People is to offer affordable, quality, online, degree-granting educational programs to any qualified student.

### OUR GOALS

**To provide the opportunity for higher education to students from diverse backgrounds through:**

- Utilizing the internet to provide distance education
- Offering programs at minimal costs
- Providing a wide range of financial assistance options
- Promoting the University's programs in underserved regions of the world

**To offer quality programs that:**

- Maintain high academic standards
- Include core components to foster critical thinking, communication, and commitment to lifelong learning
- Focus on competencies and skills required for success in the global economy
- Are continually assessed and improved through regular outcome assessment and external reviews
- Promote a culture of shared learning through collaboration, interaction and peer-to-peer teaching and assessment
- Are designed around open educational resources (OER)

**To provide students with services that contribute to the achievement of the desired learning outcomes by:**

- Engaging in a constant process of continual improvement
- Utilizing technology and automation to improve service and accuracy



**To assist students in developing, evaluating, and implementing employment decisions and plans by:**

- Helping students develop self-knowledge related to career choice and work preferences
- Providing educational and occupational information to guide students' career and educational planning and to develop their understanding of the world of work
- Linking students with alumni, employers, and professional organizations that can provide opportunities to integrate academic learning with the work environment and explore future career possibilities

**To ensure institutional financial stability and growth through:**

- Utilizing volunteers for leadership, academic and administrative work
- Maintaining highly efficient processes
- Developing a community of supporters

**OUR VALUES**

**Opportunity**

UoPeople is based on the belief that education at a minimal cost is a basic right for all qualified applicants, not just for a privileged few. The University works to open the gates of higher education to qualified students anywhere in the world by offering its programs through distance learning and by making this opportunity affordable.

**Community**

UoPeople creates a global community by making its academic programs, educational services, and employment opportunities available to qualified individuals from all over the world, and by providing learning opportunities that engage students and faculty from diverse backgrounds.

**Integrity**

UoPeople grounds its institutional culture in candor, transparency and best professional practices, and expects all students, faculty, staff, and administrators to uphold the highest standards of personal integrity, honesty and responsibility. Additionally, the University expects its students to take responsibility for their education, and to pursue their studies diligently and with seriousness of purpose.

**Quality**

UoPeople provides a high-quality, online liberal arts education suitable in scope and depth to the challenges of the 21st century. The University assesses and evaluates all aspects of its academic model on an ongoing basis.



## Milestones in the History of University of the People

- University of the People was established in early 2009 to address the global need for low-cost, high-quality online education.
  - January 2009 – President Shai Reshef announced establishment of University of the People, the first ever non-profit, tuition-free, degree granting online university.
  - January 2009 – The State of California licensed UoPeople to offer educational programming as a non-profit institution of higher education authorized to award undergraduate and graduate degrees.
  - April 2009 – University of the People began accepting applications for undergraduate study.
  - May 2009 – The global announcement of the launch of UoPeople was hosted by The United Nations Global Alliance for ICT and Development (GAID) at UN headquarters in New York City.
  - September 2009 – The University enrolled its first cohort of students who came from 49 countries around the world. It began with two degrees – Associate of Science and Bachelor of Science – and two program areas – Business Administration and Computer Science.
- In September 2010, in partnership with the Clinton Global Initiative, UoPeople committed to provide full scholarships to 250 Haitians in support of that country's post-earthquake recovery efforts.
  - Sixteen Haitian students began their studies in November 2010 at a dedicated Student Computer Center in Port-au-Prince operated by the Haitian Connection Network. The Center gave students a place to study with computers, satellite internet connection and security. By early 2014, all 250 scholarships had been awarded.
- During the 2010-11 academic year, University of the People entered into a number of partnerships in support of its mission to open access to higher education to qualified individuals regardless of their economic, geographic, political or cultural circumstances.
  - In June 2011, University of the People began collaborating with New York University to identify UoPeople students who would be eligible for admission to its highly-selective NYU-Abu Dhabi program. The first UoPeople student began studying there in September 2012.



- In June 2011, as part of the HP Catalyst Initiative, Hewlett-Packard announced creation of an internship program for UoPeople students to help prepare them for work in today's global economy.
- In late 2011, UoPeople joined with ASAL Technologies to create a technology center in Ramallah, Palestine.
- During the 2011-12 academic year, University of the People awarded its first Associate of Science degrees and received a number of grants in support of its mission.
  - \$500,000 from the Bill & Melinda Gates Foundation to support efforts to earn accreditation (later increased to \$613,000)
  - Grant from Intel Foundation to provide scholarships for women students in Haiti
  - HP pledged to fund 100 students for study towards an Associate's Degree
- Support to help advance its mission continued during the 2012-13 academic year.
  - \$500,000 from a Google for Non-Profits Grant
  - \$150,000 from Carnegie Corporation New York
  - \$100,000 from HP
  - grant from the Goodman Family Supporting Foundation
  - \$25,000 for scholarships from Western Union
- The University achieved a number of important milestones during the 2013-14 academic year.
  - \$500,000 for operations from Anonymous
  - \$500,000 from Fondation Hoffmann for developing new programs, scholarships, and marketing.
  - The institution was accredited by the Accrediting Commission of the Distance Education and Training Council.
  - Microsoft Corporation created the Microsoft 4Afrika scholarship program in which it committed to supporting 1,000 students from Africa for their studies at UoPeople and to providing them with access to Microsoft programs and resources, including certificate programs, mentors, scholarship support, and job opportunities following graduation.
  - UoPeople awarded its first Bachelor of Science degrees.



## CHAPTER 2: APPLYING TO UOPEOPLE

University of the People is an online institution that offers programs to qualified individuals 18 years or older from all over the world, both from English-speaking and from non-English-speaking countries, with all instruction at the University given only in English. All applicants are required to possess a sufficient level of English proficiency to permit successful completion of the program.

Applicants may be admitted as a Degree Seeking Student to complete a prescribed course of study and earn a degree, or may be admitted as Non-degree Special Students in the Division of Continuing Education.

Designed for self-motivated learners, admission to the University is based on a rigorous assessment of each applicant's potential for successful completion of its degree programs. The decision whether to admit an applicant is based on the information provided in the application form. If the University determines that an applicant has provided false information or has omitted significant and/or material information, the University reserves the right to revoke the applicant's admission, suspend the applicant from studies, or take additional steps if deemed appropriate.

As an online institution, UoPeople has no academic buildings or dormitory facilities, nor can the University provide assistance with student visas or other visa services.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at University of the People is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at University of the People is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending University of the People to determine if your courses and/or degree will transfer.

Additionally at this time, the University has no articulation or transfer agreements with any other college or university and does not accept transfer credit from other colleges and universities. The University of the People also does not award credit for prior experiential learning, challenge examinations or achievement tests.



All questions about applying to the University of the People should be directed to [admissions@uopeople.edu](mailto:admissions@uopeople.edu).

## Admission as a Degree Seeking Student

To apply for admission to any undergraduate program, prospective students must complete an online application and an offline process that contains the following:

- **Essays**

Applicants will be required to submit 6-8 short essays (70-100 words each) to complete their “insight resume” as part of the application. The goal of the essays is to understand and get to know applicants and to evaluate their thinking and writing abilities in English.

- **Education**

Applicants must also submit their educational history as part of their application. The history must include names, locations, and high school enrollment dates. Additionally, applicants may provide information about colleges and/or universities that they have attended.

The Office of Admissions may request that applicants provide additional information about their educational history to supplement the information submitted on the online application.

- **Proof of High School Completion**

Applicants must present their high school diploma and transcript in one of the following formats: (a) official copies sent directly to University of the People from an official authority like the Ministry of Education or the high school, (b) photocopies of the original diploma and transcript approved by an official authority or by a notary, or (c) the original diploma and transcript.

Applicants unclear about what qualifies as an official copy of their transcript are asked to email the Office of Admissions at [admissions@uopeople.edu](mailto:admissions@uopeople.edu).

Diplomas and transcripts that are not in English must be submitted together with an official notarized translation. In certain cases, the Admissions Office may require applicants to present additional documentation. All documents submitted become the property of University of the People and will not be returned to applicants.

Refugees and Asylum-Seekers who are unable to produce original diplomas and/or transcripts may submit alternative documentation. For more information, please contact the Office of Admissions at [admissions@uopeople.edu](mailto:admissions@uopeople.edu).

- **Proof of English Language Proficiency**

Applicants whose native language is English or graduated from a school where the main language of instruction was English may be considered for undergraduate admission. In



addition applicants who can provide official transcripts indicating a completion of at least 30 semester hours of credits with an average grade of "C" (2.0) or higher at an accredited college or university where the language of instruction was English may also be considered for undergraduate admission.

Other candidates must demonstrate English proficiency through one of several approved English qualification exams to be considered for admission.

English qualification exams and minimum scores required for admission to UoPeople are:

<b>TOEFL</b>	<b>Paper-based Test (PBT)</b>	<b>Internet based Test (iBT)</b>
Minimum score required	500	61

<b>IELTS</b>	<b>Minimum score required</b>
	6.0

<b>PTE Academic Test</b>	<b>Minimum score required</b>
	44

<b>EIKEN</b>	<b>Minimum score required</b>
	Pre-1

<b>ACT COMPASS</b>	<b>Minimum score required</b>
	Level 3

<b>CEFR</b>	<b>Minimum score required</b>
Common European Framework of Reference	Level B2



Applicants who cannot present evidence of meeting one of the qualifications listed above, or whose score falls below the minimum score required but who have met all other Admissions requirements, may be considered for admission as a Non-degree Special Student and take an institution approved English course and an examination in order to demonstrate a proficient level of English. If they successfully complete the course and examination, they may then be considered for admission to an undergraduate degree program.

Note that all qualification test documentation submitted must be either original documents or notarized photocopies, bearing original stamps and signatures from a notary public or the issuing institution. Meeting the minimum entry requirements does not guarantee admission to the University. Applicants are welcome to contact the Office of Admissions at [admissions@uopeople.edu](mailto:admissions@uopeople.edu) with any questions regarding English proficiency qualifications.

- **Enrollment Agreement**

Admitted applicants will be required to sign and submit an enrollment agreement to the University as part of their enrollment confirmation, after which the relevant University official will sign the agreement on behalf of the University.

- **Additional Materials**

Applicants will also have the option to send additional materials to support their admissions application, including a YouTube video, a resume, and information about the applicant's personal history and professional background.

Individuals interested in applying to UoPeople are required to submit their online application and pay a non-refundable Application Processing Fee of \$50. Please refer to the section entitled Processing Fees later in this chapter for additional information on the Application Processing Fee.

## Homeschooled Applicants

University of the People welcomes all individuals who meet the admissions criteria to apply including homeschooled applicants. Homeschooled applicants must be 18 years of age or older, provide notarized/official proof of high school completion, and meet the requirements for English language proficiency. They may also be asked to submit additional information about their academic preparation and high school curriculum.

Additionally, homeschooled applicants who were supervised by their school district or Education Department must send their official diploma and transcripts. Other homeschooled applicants must send an official GED diploma and transcript or equivalent.



## Student Verification

The process of verifying a student's identity begins during the application process. The Office of Admissions requires that all academic documents must either be original or notarized. Notarizations are accepted if authenticated by a notary public, the Ministry of Education, or by the issuing institution.

In cases where there are inconsistencies with documentation, applicants are asked to supply additional information. UoPeople levies no charges associated with verifying student identity.

### False Statements, Misrepresentation, and Fraud

The University reserves the right to deny admission to a student who is awarded an application fee University Grant on the basis of false statements, misrepresentation or other fraudulent actions related to his or her declaration of stated country of residence; or encourages or induces another applicant or student to make false statements, misrepresent or fraudulently declare his or her stated country of residence with the purpose of attaining a University Grant, regardless of whether the University Grant is awarded.

## Non-degree Special Students in the Division of Continuing Education

Students who may not be interested in earning a degree, but wish to enroll in college credit bearing courses may apply to be admitted as Non-degree Special Students (NDSS). Applicants do not need to have earned a college degree, or even to have previously attended college in order to apply, but they must have earned at least a high school diploma.

University of the People welcomes applications to its Division of Continuing Education from qualified individuals who:

- seek to demonstrate preparedness for completing college level courses prior to applying for admission as a UoPeople Degree Seeking Student,
- wish to take a single course on a topic of personal interest without pursuing a degree program,
- would like to experience what taking a college-level course is like before making a commitment to apply to study for a degree,
- have taken some college coursework but may not have not completed a degree or attended college recently, and wish to refresh their skills,
- wish to take courses to transfer to their home institution, or



- need to complete certain courses as preparation for pursuing future educational or employment goals.

## NDSS Application Process

Applicants to the Division of Continuing Education are required to complete the UoPeople NDSS Online Application and pay a non-refundable Application Processing Fee of \$50. Admitted applicants will be required to sign an enrollment agreement with the University as part of their enrollment confirmation, after which the relevant University official will sign the agreement on behalf of the University.

Application and notification deadlines and schedules provided in the Catalog apply to admission as an NDSS.

Enrollment as a Non-degree Special Student does not constitute admission as a Degree Seeking Student at UoPeople nor does it ensure preference for admission to the University at a later date. Non-degree Special Students wishing to be considered for admission as Degree Seeking Students must complete that application process and pay another Application Processing Fee.

## Admission Requirements

Applicants to the UoPeople Division of Continuing Education must do the following:

- Complete the Non-degree Special Student application and pay the application fee.
- Submit Proof of High School Completion

Applicants must present their high school diploma and transcript in one of the following formats: (a) official copies sent directly from the high school or from the appropriate official authority, e.g., Ministry of Education, (b) photocopies of the original diploma and transcript approved by an official authority or by a notary, or (c) the original diploma and transcript.

Diplomas and transcripts that are not in English must be submitted together with an official notarized translation. In certain cases, the Admissions Office may require applicants to present additional documentation. All documents submitted become the property of University of the People and will not be returned to applicants.

Refugees and Asylum-Seekers who are unable to produce original diplomas and/or transcripts may submit alternative documentation. For more information, please contact the Office of Admission at [admissions@uopeople.edu](mailto:admissions@uopeople.edu).

Applicants to the UoPeople Division of Continuing Education may do the following:

- Submit Proof of English Language Proficiency to be exempt from English Composition Course



Applicants whose native language is English or graduated from a school where the main language of instruction was English, or applicants who can provide official transcripts indicating a completion of at least 30 semester hours of credits with an average grade of "C" (2.0) or higher at an accredited college or university where the language of instruction was English, or applicants who can demonstrate English proficiency through one of several approved English qualifications exams listed earlier in Chapter 2 of the UoPeople Catalog, may be considered for admission as a Non-degree Special Student and be exempt from the NDSS English Composition 1 requirement.

Applicants who cannot submit proof of English language proficiency will be required to complete ENGL 0101 English Composition 1 as a regularly graded course during their first term of study at UoPeople, before being allowed to register for additional courses in the Division of Continuing Education at UoPeople.

## Enrollment Policies

Admission as a Non-degree Special Student does not guarantee enrollment in every course offered at UoPeople. NDSS may enroll in lower-division courses in the Arts and Sciences and selected introductory level courses in a major, pending space availability; Degree Seeking Students (DSS) are granted priority registration.

There is no limit on the number of courses NDSS may complete at UoPeople. However, for NDSS applying for admission as a Degree Seeking Student and requesting that their credits be considered to meet requirements for an undergraduate degree, there are restrictions on the number of terms NDSS may study at UoPeople, as well as limits to the number of courses NDSS may complete.

Specifically, Non-degree Special Students wishing to apply to be a Degree Seeking Student may enroll in up to five (5) courses as a student in the Division of Continuing Education and may not matriculate as an NDSS for more than five (5) consecutive terms prior to completing an application for admission to study for a degree. Relevant coursework completed while enrolled as a UoPeople Non-degree Special Student may, at the sole discretion of the institution, be accepted as meeting degree requirements for those who are later admitted as Degree Seeking Students. Only UoPeople NDSS courses in which a grade of C or better was earned can be considered for this purpose.

## Opportunities to Improve Foundational Skills

Strong English and mathematical skills are essential for achieving success as a student at University of the People. UoPeople provides opportunities for individuals to strengthen these skill areas by offering the following two regular courses: ENGL 0101 English Composition 1 and MATH 0101 Developmental Math. One can apply to take one or both courses; those taking both courses may elect to complete them in the same term or take them one course at a time. Courses grades are recorded on the student's official UoPeople transcript, but may not be used to meet a UoPeople degree requirement.



Three categories of applicants may wish to complete UoPeople's foundational courses; the different ways to apply for these courses is described below.

1. those who have applied to be a Degree Seeking Student at UoPeople but who cannot demonstrate proficiency in English and/or math
2. those who wish to strengthen their English and/or math skills in order to apply to another college or university
3. those who see the need for stronger English and/or math skills in their everyday personal or professional life

### *Demonstrating English and/or Math Preparedness for Degree Study at UoPeople*

After assessing an applicant's overall readiness to study, the Office of Admissions may notify applicants which coursework is needed before they can be considered for admission to the University as a Degree Seeking Student.

- Applicants to the University who are otherwise qualified to be admitted as a Degree Seeking Student but are unable to demonstrate English language proficiency, may be admitted to the Division of Continuing Education as a Non-degree Special Student and must successfully complete ENGL 0101 English Composition 1 before becoming eligible to be considered for admission to the University as a Degree Seeking Student. The final examination for ENGL 0101 English Composition 1 is proctored and the course may not be used to meet the requirements of any UoPeople degree program.
- Applicants to the University requesting to be admitted as a Degree Seeking Student to major in Computer Science must demonstrate that they possess the requisite preparation in mathematics in order to be admitted to the major. They can do this by showing evidence of strong high school mathematics preparation, prior college-level work in mathematics and/or computer science, and/or work-related experience in this area. Applicants who are otherwise qualified to major in Computer Science, but whose educational or work history does not show a sufficiently-strong mathematical background, will be offered the opportunity to take MATH 0101 Developmental Algebra as a Non-degree Special Student. The final examination is proctored and the course may not be used to meet the requirements of any UoPeople degree program.
- Students who are required to complete more than one course will not be eligible to be considered for admission as a Degree Seeking Student until all requirements have been met.

### *Demonstrating Foundational Preparation In Order to Apply to Other Institutions for Personal Interests*

Individuals wishing to take English and/or math courses but who are not applying to be Degree Seeking Students at UoPeople complete an application to be a Non-degree Special Student. See Chapter 2 for



further guidance on this process. Applicants interested in English and/or math would enter the number and name of the course(s) they wish to take in the appropriate place in the NDSS application form. For additional information, please contact the Office of Admission at [admissions@uopeople.edu](mailto:admissions@uopeople.edu).

### *Policies Related to ENGL 0101 English Composition 1 and MATH 0101 Developmental Algebra*

- A passing grade for ENGL 0101 English Composition 1 and MATH 0101 Developmental Algebra is a grade of 73% or higher.
- Non-degree Special Students will be allowed to enroll in ENGL 0101 English Composition 1 and MATH 0101 Developmental Algebra on two occasions only, excluding course drops and withdrawals. Those who fail the course(s) the first time it is taken are given the opportunity to repeat each course one additional time. If unsuccessful in passing the course on the second try, Non-degree Special Students will be administratively withdrawn from the University and must be out of residence for a minimum of 5 terms. This pause will give students the opportunity to study independently during the period of separation from UoPeople.

Students are encouraged to apply for re-enrollment after having taken time to work on their skills. They may do this any time after the conclusion of the 4th term of separation from the University. To do so, a Non-degree Special Student applies to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) to request re-enrollment. If approved, Non-degree Special Students will have a third and final opportunity to enroll in ENGL 0101 English Composition 1 and/or MATH 0101 Developmental Algebra.

- Non-degree Special Students whose separation from UoPeople exceed five terms but fewer than fifteen consecutive terms will be required to open a new application to study in the Division of Continuing Education. The application materials will be reviewed by the Office of Admissions. If admitted, those students will be reinstated and will have one additional opportunity to pass ENGL 0101 English Composition 1 and/or MATH 0101 Developmental Algebra if they wish to be considered to be eligible for admission as a Degree Seeking Student.
- Non-degree Special Students unsuccessful in completing ENGL 0101 English Composition 1 and/or MATH 0101 Developmental Algebra a third time are not eligible to be admitted to study as a Degree Seeking Student and will be dismissed from the University without further appeal.
- After a minimum 15 term separation from UoPeople following dismissal after the third failed attempt, they will be eligible to apply for admission and Academic Renewal to UoPeople and be required to pay the Application Processing Fee and Examination Processing Fees then in effect. Students who are readmitted and/or granted Academic Renewal are required to satisfy all graduation requirements and follow all the University rules and regulations listed in the Catalog during the academic year in which they resume their studies.



## Matriculation Policies

Non-degree Special Students who wish to withdraw from the University must send an email to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) with their name, Student ID, and a request to withdraw from UoPeople.

Non-degree Special Students who have withdrawn but wish to return to study in the future may be required to re-apply for admission and to pay the Application Processing Fee and the Examination Processing Fees then in effect if they have been away from the University for more than 15 terms. Non-degree Special Students who have been away from their studies for 5 or fewer terms may apply for re-enrollment, or may apply for reinstatement if they have been away from their studies for anywhere between 6 and 15 terms.

## Satisfactory Academic Progress

Non-degree Special Students are required to maintain a minimum cumulative GPA of 2.00 while studying in the Division of Continuing Education. Satisfactory Academic Progress (SAP) is evaluated at the end of every term, and students are notified in writing by the Office of Student Affairs of their academic standing within one month of every evaluation point.

### **Good Standing**

NDSS maintaining a minimum cumulative GPA of 2.00 are in Good Standing.

### **Academic Warning**

NDSS who had been in good standing in the previous term and whose minimum CGPA drops to below 2.00 at the end of the term are placed on Academic Warning.

### **Academic Probation**

NDSS who had been on Academic Warning in the previous term and whose minimum CGPA drops to below 2.00 at the end of the term are placed on Academic Probation.

### **Probation Continued**

NDSS who are reinstated to UoPeople may be placed on Probation Continued at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee.

### **Academic Dismissal**

NDSS who had been on Academic Probation in the previous term and whose minimum CGPA continues to be below 2.00 at the end of the current term are dismissed from the University.



## Grades and Transcripts

An academic record is maintained for each NDSS, and the student's work will be graded and recorded in accordance with the policies of the University outlined in the Catalog.

Non-degree Special Students earn credit for courses that are successfully completed and may request a copy of the official transcript of their academic work at UoPeople by following the instructions for requesting a transcript outlined in the Catalog. These credits do not apply toward an Associate's or Bachelor's Degree except as noted above. The credits may be transferable to other institutions, but an NDSS who intends to transfer courses to another institution is advised to verify whether courses completed at UoPeople will be transferable before embarking on their studies.

## Fees

Non-degree Special Students admitted to UoPeople as a Non-degree Special Student in the Division of Continuing Education will be required to pay an Examination Processing Fee of \$100 per course for every course taken. Applicants may be eligible to apply for financial assistance for the Examination Processing Fees for ENGL 0101 English Composition 1 and MATH 0101 Developmental Algebra by contacting the Scholarship Office at [scholarships@uopeople.edu](mailto:scholarships@uopeople.edu). Financial assistance will not be available for other coursework taken as NDSS.

## Other Applicable Policies

All prospective and admitted Non-degree Special Students are subject not only to the above policies but to all other applicable policies and procedures required of all UoPeople students as outlined in the Catalog.

## Review of Documentation

Any document sent by applicants in support of their application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability. Two credible providers of credential evaluations are World Education Services (WES [www.wes.org](http://www.wes.org)) and American Association of Collegiate Registrars and Admission Officers (AACRAO [www.aacrao.org](http://www.aacrao.org)). The University may also accept evaluations from other credible sources, and students are welcome to check with the Office of Admissions at [admissions@uopeople.edu](mailto:admissions@uopeople.edu) for further information.

Applicants who falsify or withhold information on an application, or intentionally mislead or misinform personnel or administrators will be declared ineligible for admission. In cases discovered after admission to UoPeople, the student will be subject to disciplinary action, including dismissal from the University without further appeal.



## Making Our Decision

UoPeople accepts applications to the University five times a year and prospective students may apply for admissions for each of the five terms. All admissions materials and required documentation must be received via post to the Office of Admissions by the following deadlines to be considered complete.

- **October 2, 2014** for Term 2 admission of the 2014-15 academic year
- **December 11, 2014** for Term 3 admission of the 2014-15 academic year
- **February 26, 2015** for Term 4 admission of the 2014-15 academic year
- **May 7, 2015** for Term 5 admission of the 2014-15 academic year
- **July 16, 2015** for Term 1 admission of the 2015-16 academic year

Each application is reviewed by the Office of Admissions, assessing an applicant's overall readiness to study and ability to successfully complete a degree program. Admittance of applicants is at the University's sole discretion, and meeting minimum admissions requirements does not guarantee placement; decisions are made on an individual basis. No specific grade point average, test score, or other qualifications by itself will assure admission. The Admissions Committee will meet and review applications at least once a term in order to guarantee that all applications are processed equally, and that admissions compliance requirements are upheld.

UoPeople will announce its decisions on the Notice of Admissions Day. For more information regarding the Admissions dates please refer to the Academic Calendar.

Once admitted to the University, applicants must sign and submit an enrollment agreement to the University, after which a UoPeople official administrator will sign the agreement on behalf of the University. Students are formally enrolled in the University and in their selected program when their enrollment agreement has been fully executed and they have been registered for courses.



# CHAPTER 3: PROCESSING FEES, SCHOLARSHIPS, AND FINANCIAL ASSISTANCE

## Processing Fees

The University of the People is a tuition-free, non-profit institution, meaning students are not charged for their educational instruction, course materials or annual enrollment. It is dedicated to opening access to higher education worldwide and strives to see that no qualified student is denied the opportunity to study at UoPeople for financial reasons.

As a non-profit academic institution, UoPeople has worked hard to control expenses and has succeeded in reducing much of the cost of a higher education. In order to remain sustainable, it does charge small fees for application and examination processing and reserves the right to change the cost of the Application Processing Fee or the Examination Processing Fee. All fees remain the responsibility of the student. The University accepts no responsibility for credit card, bank, money transfer, check or other fees or charges incurred by the student in paying his or her fees to the University.

### Application Processing Fee<sup>7</sup>

- Applicants to the University are required to pay a non-refundable Application Processing Fee of \$50.
- The Application Processing Fee is subject to change as of September 1 and will apply to applications that are in process.
- University Grants for the Application Processing Fee may be available to applicants based upon their country of residence. This list can be found at <https://applicants.uopeople.edu/pdf/enrollmentagreement.pdf>
- The Application Processing Fee must be submitted by the applicant along with his or her application for enrollment.

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<sup>7</sup> The determination of fees and University Grants to assist with the Application Processing Fee is at the sole discretion of UoPeople. University Grants are currently determined using publicly available data from the World Bank and the CIA World Fact Book. Inclusion of a country on this list does not imply any legal position of the University of the People regarding its status.



Applicants unable to pay the Application Processing Fee must contact the Payments Office to explain why they cannot pay the Application Processing Fee. UoPeople may request clarification and 'proof of circumstance' regarding the inability to pay this fee. Proof of circumstance may include:

- A signed and notarized declaration testifying to the applicant's inability to pay the requested fee. This declaration must be signed by either the applicant and/or a local authority figure designated by UoPeople.
- Standardized form signed by the applicant
- Financial statements
- Other documentation required by UoPeople

In certain circumstances, UoPeople may be able to award an applicant an additional grant to further reduce their Application Processing Fee.

### Examination Processing Fees

- All applicants who began their application to University of the People on or after August 27, 2012 are required to pay Examination Processing Fees.
- All applicants and students applying for Academic Renewal, including students who began their application to University of the People before August 27, 2012, are required to pay Examination Processing Fees.
- Students in the University are required to pay an Examination Processing Fee of \$100 for every end-of-course exam.
- The Examination Processing Fees will apply to both Degree Seeking Students and to Non-degree Special Students in the Division for Continuing Education.

### Total Estimated Fees

Total estimated fees for a degree program of study, taking into account University Grants to help with the Application Processing Fee, are listed below.

**The University reserves the right to charge optional or special fees, upon reasonable notice to students, in future terms. There are no optional or special fees at present.**



<b>Total Estimated Fees</b>						
	Application Processing Fee (one time)	Examination Processing Fee (per course)	Number of A.S. Courses	Number of B.S. Courses	Total A.S. Fees	Total B.S. Fees
No University Grant	\$50	\$100	20	40	\$2,050	\$4,050
30% University Grant	\$35	\$100	20	40	\$2,035	\$4,035
60% University Grant	\$20	\$100	20	40	\$2,020	\$4,020
80% University Grant	\$10	\$100	20	40	\$2,010	\$4,010

Note: The above estimated fees are based on the successful (one-time) completion of all courses. Students who are required to repeat courses will incur an additional Examination Processing Fee for each additional course taken.

The University reserves the right to change the cost of the Application Processing Fee and the Examination Processing Fee. The amount of the Examination Processing Fee will be reviewed annually, and any change to the fee amount will be effective as of September 1. Students will be notified of the change in fees no later than June 1<sup>st</sup>.

Degree program refers to the undergraduate program of study that the student has elected to pursue and to which they have been admitted. It does not include ENGL 0101 English Composition 1 nor MATH 0101 Developmental Algebra which apply to Non-degree Special Students only. Non-degree Special Students are required to pay a \$100 Examination Processing Fee for every course that they take as a Non-degree Special Student.

## Payments

- Payments methods for any of the fees include online payment using a PayPal account or as a guest for payments via credit card, and offline payments such as Western Union, Money Gram, or cashier's check. All questions regarding payment options should be directed to [payments@uopeople.edu](mailto:payments@uopeople.edu).
- Students pay for their Examination Processing Fees when the drop/withdrawal period is over. All outstanding balances for Examination Processing Fees must be paid by the end of the term.
- If a student takes the final exam and the Examination Processing Fee is not paid by the end of term, a financial hold will be placed on the student's file. In this event, the student will not be permitted to register for or to continue taking courses until all outstanding payments are made and the hold is removed.



- Students may be on a financial hold for up to three terms; by the start of the fourth term if any outstanding payment is still due, the student will be administratively withdrawn from UoPeople. A student may request re-enrollment or reinstatement to the University, or apply for Academic Renewal, only once any overdue payments are made in full.
- Students are encouraged to plan, anticipate, and budget for all Examination Processing Fee payments to avoid interruption of their academic schedule. Students unable to pay the Examination Processing Fees may be required to put their studies on hold while they secure additional funding. In this case, students should apply for a leave of absence (LOA) from the University.
- Students may review outstanding balances and payments due to the University inside the Student Portal. All clarifications, questions, and assistance to arrange payments should be directed to the Payments Office at [payments@uopeople.edu](mailto:payments@uopeople.edu).

## Refunds

Students have the right to withdraw from a course of instruction at any time. Students who drop or withdraw from a course within the required deadline are not required to pay the Examination Processing Fee.

The Application Processing Fee and the Student Tuition Recovery Fund fee paid by residents of California are nonrefundable. The Examination Processing Fee is only refundable in instances where the student has not taken the exam. The University will not refund Examination Processing Fees paid for exams that have been taken. If a student has not taken an exam for which the student paid an Examination Processing Fee, the student will be awarded a refund upon request, provided this request is made in writing to [payments@uopeople.edu](mailto:payments@uopeople.edu) within thirty (30) days of the end of the Exam period.

## Financial Assistance and Scholarships

UoPeople offers a number of options to help those in need of financial assistance. Students and admitted applicants who anticipate needing financial assistance with Examination Processing Fees are directed to the Scholarship Office and may apply for a full or partial Scholarship once admitted to UoPeople as a student, or at a later date during their studies. Scholarships for Examination Processing Fees are not automatically awarded.

Note that during the 2014-15 academic year, it is anticipated that the scholarship application process may change. Under the new process, applicants wishing to apply for scholarship support would submit all required documentation as part of the online application process to UoPeople.

Students are encouraged to familiarize themselves with the scholarships that are available. Note that the availability and conditions of the scholarships may be subject to change and other scholarships may



become available throughout the academic year. Students are encouraged to check the UoPeople website for updates on scholarship opportunities. Further information about these opportunities can be found at [http://uopeople.edu/groups/dedicated\\_scholarships](http://uopeople.edu/groups/dedicated_scholarships).

## Scholarships

There are two types of Scholarships available at UoPeople; students are eligible to apply for one scholarship at a time. Non-degree Special Students are not eligible for scholarship support unless otherwise notified by the University.

1. Dedicated Scholarships: scholarships funded by donors and UoPeople partners:
  - **Fondation Hoffmann Scholarship Fund**
  - **Gabriel & Marci Hawawini Scholarship Fund**
  - **Hewlett-Packard Women Scholarship**: available to female UoPeople Degree Seeking Students.
  - **Intel Haiti Women Fund**: available to female students currently residing in Haiti.
  - **Kruger Myanmar Scholarship Program 2015**: available to UoPeople Degree Seeking Students born or living in Myanmar.
  - **Microsoft 4Afrika Scholarship**: available to UoPeople Degree Seeking Students born or living in Africa between the ages of 18-34 who do not already hold a degree from a post-secondary institution.
  - **Western Union Scholarship Fund**: available to UoPeople students living in Brazil, China, Colombia, India, Jamaica, Mexico, Morocco, Nigeria, Philippines, Senegal, Romania, Russia, and Turkey.
2. UoPeople Scholarship: scholarships funded by UoPeople.

Students who accept any of the Scholarship options outlined above should refer to the particular terms and conditions pertaining to their scholarship for further information. Preference in awarding financial assistance may be granted to students pursuing an Associate's Degree at UoPeople.

### *Notes about Scholarships*

- Students are expected to maintain good academic standing with a minimum 2.00 to retain their scholarship support. Students whose CGPA falls below a 2.00 and are placed on Academic Warning, Academic Probation, or Probation Continued will be allowed to retain their scholarship support.
- Scholarships will be revoked for students who are suspended from UoPeople, but will be held and made available if they return to Good Standing within two terms of being reinstated to UoPeople.



- Students dismissed from UoPeople forfeit all previously awarded scholarship funds. Those who return to the University at a later date, by requesting reinstatement or applying for academic renewal, and who require financial assistance, will be required to reapply for financial assistance.
- Scholarship support previously awarded to students who have voluntarily withdrawn from UoPeople will be held and made available to these students if they request to re-enroll within two terms. The term of withdrawal from the University will count as one of the two terms. Those who request to re-enroll after two terms, including the term of withdrawal, will be required to reapply for financial assistance.
- Students who had scholarship support at the time that they were administratively withdrawn from the University and who request re-enrollment within two terms will be entitled to request reactivation of their scholarship. The term of withdrawal from the University will count as one of the two terms. Students who are administratively withdrawn from the University more than once will be required to reapply for financial assistance when they return to the Institution.

## Cancellation of Enrollment

Students have the right to cancel their enrollment agreement at any time and in any manner and are not charged any Examination Processing Fees during the first seven days of enrollment or prior to the first day of classes. Notice of cancellation is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement or continue his or her attendance at the University. The notice of cancellation is effective five days after the time the University receives notification of the cancellation. During this time, the student may notify the University that he or she no longer wishes to cancel his or her enrollment.

## Loans

Students who obtain a loan from individuals or organizations outside of the University of the People to help pay for these fees are solely responsible for repaying the full amount of the loan plus interest, less the amount of any refund. Where refunds are provided, students receiving federal student financial aid funds are entitled to a refund of the money not paid from federal student financial aid program funds. Note that University of the People does not participate in any Federal Loan Programs.

**The following information applies only to students who are residents of California.**

## California Student Tuition Recovery Fund Disclosure Statement

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply:



1. You are a student who is a California resident or are enrolled in a residency program and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer, unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident or are not enrolled in a residency program.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**Questions regarding the STRF may be directed to:**

Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897



### **Payment of STRF to UoPeople**

Although UoPeople is tuition-free, the fee is calculated based on “institutional charges” and thus applies to Examination Processing Fees. Note that the first Examination Processing Fee for students residing in California remains \$100. A portion of that \$100 will be counted toward the Student Tuition Recovery Fund and is not refundable.



## CHAPTER 4: ACADEMIC REGULATIONS

### Degree Seeking Students

Students who are admitted to the University of the People as Degree Seeking Students must select their degree program and degree level. Degree Seeking Students may choose one of four programs: an Associate's Degree in Computer Science, a Bachelor's Degree in Computer Science, an Associate's Degree in Business Administration, or a Bachelor's Degree in Business Administration.

### Part-Time and Full-Time Options

Full-time Degree Seeking Students may enroll in up to 2-3 courses per term, and Part-time students may enroll in 1 course per term. The following registration restrictions apply:

- Students who maintain a cumulative grade point average (CGPA) of  $\geq 3.00$  may register for up to three (3) courses per term.
- Students on Academic Warning, Academic Probation, and Probation Continued may only register for one (1) course per term.

#### *Note about Adding Additional Courses during Late Registration:*

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for a 2<sup>nd</sup> or 3<sup>rd</sup> course for the next term, will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5<sup>th</sup> week of the following term to register for the additional number of courses allowed according to the stated policy above.

### Time to Degree Requirements:

**Students must complete all requirements for the Associate's degree in no more than 25 terms of active enrollment excluding any periods of separation from the University.**

**Students must complete all requirements for the Bachelor's degree in no more than 50 terms of active enrollment excluding any periods of separation from the University.**

Time to degree will vary by student and depend in great part on whether a student studies full-time or part-time and whether or not they enroll for all five terms in every academic year. Students are encouraged to be in contact with Academic Advisors in the Office of Student Affairs to begin



developing an academic plan and to begin estimating their time-to-degree based on the factors and limitations listed below:

- Students who enroll full-time for all five terms in the year can complete the A.S. degree in two academic years and the B.S. degree in four years.
- Students who enroll full-time, but follow the more universal pattern of postsecondary study and annually take 1 term out of residence, can complete the A.S. degree in two and a half academic years and the B.S degree in five years.
- Students who pursue their degree on a part-time basis or who take extended leaves will take longer to graduate.

### *Notes on Time to Degree Requirements*

1. Students exceeding the number of terms of active enrollment without completing all their degree requirements will be administratively withdrawn from the University.
2. Extensions to the time to complete a degree will be considered on a case-by-case basis, upon proof of extenuating circumstances, and will be reviewed on a case-by-case basis by appealing for reinstatement within 30 days of the withdrawal notice.
3. There are no special charges or fees associated with making a request for a special review or for extending enrollment.

### **Degree Programs and Changing Majors**

Degree Seeking Students apply to one of the four undergraduate programs as part of their application process to the University. Once accepted and matriculated at the University of the People, students in good standing may apply directly to the Office of Student Services ([student.services@uopeople.edu](mailto:student.services@uopeople.edu)) to request to change majors or degree programs.

Students whose cumulative GPA is below a 2.00 and who wish to change majors or degree programs are required to first contact the Dean of Student Affairs at [student.affairs@uopeople.edu](mailto:student.affairs@uopeople.edu).

### *Degrees Conferred*

Students graduating with a Bachelor's Degree from UoPeople may not enroll in a second Bachelor's Degree at the University.

Students graduating with an Associate's Degree from UoPeople may not enroll in a second Associate's Degree at the University, but may request to complete the Bachelor's Degree in their major field of study.



## Academic Degree Requirements

All University students are responsible for knowing and meeting all degree requirements outlined in the University Catalog at the time they commenced their studies at the University of the People.

### Credit Hours

University of the People employs a system of assigning course credit hours to all courses to track student achievement. The semester hour is used to quantify and represent the time an average student is expected to be actively engaged in the educational process. It represents a reasonable expectation of the time it will take the average student to achieve the stated learning outcomes in a course.

It is university policy that every semester hour is equivalent to a minimum of 45 hours of work for students during the course of the 9-week term, of which at least 15 hours must be spent in active academic engagement in addition to the remaining hours of additional preparation required to complete all of the academic work both comprising and representing the corresponding credit hours.

Rules governing the assignment of course credit hours are monitored by the Associate Provost of Academic Affairs. Guidance in complying with this policy is provided in the Course Development Guide and the Faculty Handbook.

UoPeople students who began their studies at UoPeople prior to Term 1 of the 2012-13 academic year earn 5 quarter credits per course. They are required to complete at least 90 quarter credits to earn the Associate's Degree and at least 180 quarter credits to earn the Bachelor's Degree and may consult the 2009-2012 Catalog Addendum for information on the past UoPeople Academic Requirements at [http://www.uopeople.edu/files/.upload/catalog\\_addendum\\_for\\_2009\\_to\\_2012.pdf](http://www.uopeople.edu/files/.upload/catalog_addendum_for_2009_to_2012.pdf)

UoPeople students who began their studies at UoPeople as of Term 1 of the 2012-13 academic year<sup>8</sup> earn 3 semester credits per course. Students are required to complete at least at least 60 semester credits to earn the Associate's Degree and at least 120 semester credits to earn the Bachelor's Degree.

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<sup>8</sup> Note that degree seeking students who began their studies prior to and including Term 1 of the 2012-13 academic year are required to complete ENGL 0101 English Composition 1 as a degree requirement for graduation, whereas degree seeking students who began their studies at UoPeople as of Term 2 of the 2012-13 academic year are not required to complete this course for graduation.



## Associate of Science Degree

The Associate of Science requires the completion of at least 60 semester credits, including general education courses and all courses listed for the course requirements in the major.

- Complete a minimum of 60 approved credits
- Earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople.
- Earn an overall grade point average of at least 2.00 in all courses taken in the major area of study.
- Complete all requirements for the Associate's degree in no more than 25 terms of active enrollment excluding any periods of separation from the University.
- Complete the 5 required proctored exams

## Bachelor of Science Degree

The Bachelor of Science requires the completion of at least 120 semester credits, including general education courses and all courses listed for the course requirements in the major.

- Complete a minimum of 120 approved credits
- Earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople.
- Earn an overall grade point average of at least 2.00 in all courses taken in the major area of study.
- Complete all requirements for the Bachelor's degree in no more than 50 terms of active enrollment excluding any periods of separation from the University.
- Complete the 11 required proctored exams

## Proctored Exams

University of the People students are required to successfully complete the required number of proctored exams prior to graduation according to their degree program; it is a condition of awarding a degree and diploma and students cannot graduate unless all required proctored exams are successfully completed.

- Associate's Degree students beginning their studies at UoPeople in Term 2 of the 2011-2012 academic year are required to complete at least five course final exams under the supervision of an approved proctor.



- Bachelor's Degree students beginning their studies at UoPeople in Term 2 of the 2011-2012 academic year are required to complete at least eleven course final exams under the supervision of an approved proctor.

Students who do not take a proctored exam at the end of a course will be issued a failing grade in the course regardless of the student's prior performance in the course.<sup>9</sup> All University policies including the Code of Academic Integrity apply to proctored exams.

## Proctor Requirements

It's the student's sole responsibility to choose a proctor, and proctors must meet several requirements.

- be responsible adults, such as a local official, supervisor at work, librarian, or a religious figure, and be at least 21 years old;
- be willing to comply with policies and procedures to ensure the integrity of the exam process
- have adequate and reliable access to the Internet, including email services;
- be available to be physically present with the student throughout the entire proctored exam.

The proctor cannot be a relative of the student, a student at UoPeople or an applicant, nor can the proctor have a conflict of interest or have any vested interest in the student's grade or performance on his/her exam. Students are strictly prohibited from offering the proctor any payment or other benefit in return for the proctor's willingness to supervise the exam.

Students may arrange for a proctor through a third party company or organization offering proctoring services, but students should be aware that they will be responsible for any fees incurred for this service. The hiring of a third party proctor is not required by UoPeople.

The University reserves the right to verify a proctor at any time.

### *Regulations for the Exam*

- Students must identify a proctor during online registration for courses that require a proctor by entering the proctor's first and last name, email address, telephone number, occupation, and place of residence. It is the student's sole responsibility to inform the Office of Student Services of any changes to the proctor's contact information.

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<sup>9</sup> In the event that UoPeople implements the No Final (NF) grade during the 2014-15 academic year, students who do not take their final exams will be granted a NF (No Final) grade on their transcript for the course, and will be required to repeat the course and take the final examination within one year of receiving the NF grade.



- UoPeople reserves the right to verify a proctor at any time by contacting the proctor directly in order to validate his/her identity and to assure that the proctor meets all the requirements. If UoPeople rejects a proctor, the student will be notified accordingly and it will be the student's sole responsibility to provide another proctor. Rejecting a proctor is at the sole discretion of UoPeople, and the University has no obligation to provide reasons for the decision.
- It is the student's sole responsibility to coordinate the date, time, and location of the final exam with the proctor. The final exam period starts on Thursday, Week 9 of the term at 12:05 am UoPeople Time (GMT-5 time zone) and ends the following Sunday at 11:55 pm UoPeople Time (GMT-5 time zone). The proctored exam must be taken within this time period. UoPeople will send the proctor a reminder a week before the exam.
- It is advised not to schedule an exam too close to the end of the final exam period in case there are technical problems or other unexpected issues. This will ensure that there is sufficient time to receive support if needed.
- A student will not be allowed to start a proctored exam without the presence of the proctor. Prior to starting the proctored exam, students must present to the proctor a government issued ID which will be used to identify the student. Once the student is identified, the proctor must enter the exam code in the exam password field after the student has logged into the course area. The code will be provided to the proctor by the Office of Student Services a week prior to the beginning of the exam.
- It is the student's sole responsibility to make sure that the proctor is available during the final exam period. A scheduling problem with the proctor will not be considered a legitimate reason for extending the exam or requesting a makeup exam.

## Proctored Courses

The following courses have final examinations which must be taken under the supervision of a proctor.

### *Proctored Courses for Non-degree Special Students*

ENGL 0101 English Composition 1

MATH 1101 Developmental Algebra

Any other course that normally requires proctoring (e.g. ENGL 1102 English Composition 2)

### *Proctored Courses for Computer Science Students*

ENGL 1102: English Composition 2

MATH 1201: College Algebra

MATH 1280: Introduction to Statistics

CS 2205: Web Programming 1

CS 2301: Operating Systems 1



CS 3305: Web Programming 2  
CS 3306: Databases 2  
CS 3308: Information Retrieval  
CS 4406: Computer Graphics  
CS 4407: Data Mining and Machine Learning  
CS 4408: Artificial Intelligence

*Proctored Courses for Business Administration Students*

ENGL 1102: English Composition 2  
MATH 1201: College Algebra  
MATH 1280: Introduction to Statistics  
BUS 2201: Principles of Marketing  
BUS 2202: E-Commerce  
BUS 3301: Financial Accounting  
BUS 3303: Entrepreneurship 1  
BUS 3305: Business Law and Ethics  
BUS 4402: Organizational Behavior  
BUS 4403: Business Policy and Strategy  
BUS 4405: Leadership



## CHAPTER 5: UNDERGRADUATE PROGRAMS OF STUDY

### The Liberal Arts Tradition

Degree programs at University of the People reflect the institution's deep commitment to the structure and rigor of a traditional liberal arts education. Each program is constructed to ensure that students acquire intellectual breadth across the major divisions of knowledge, gain depth in at least one area of specialization, and have the opportunity to explore and experiment in other areas of personal and professional interest.

The ability to think critically and communicate effectively, employ appropriate analytical tools and methods, understand one's place in a rapidly-changing global world, explore questions from multiple perspectives, and respond creatively to challenges in a range of contexts are the hallmarks of a solid liberal arts education. It is an education that encourages intellectual discipline, unleashes the imagination, fosters a life-long love of learning and equips one to engage with the growing complexities of today's scientifically and technologically evolving society.

A liberal arts education takes students outside of their comfort zones and established areas of interest. It exposes them to new ways of thinking and knowing. Students are forced to engage with systems different from their own and to examine their prior assumptions and beliefs. It is a journey of personal and intellectual growth impelled by a framing and reframing of one's attitudes, beliefs and behaviors.

More importantly, a liberal education is preparation for life as a responsible citizen. UoPeople graduates possess intellectual resourcefulness and a questioning attitude, a commitment to reason and an openness to alternatives, an appreciation of diversity, and the soundness of judgment necessary to take action and lead others. University of the People graduates have a special obligation to use their education to make the world a safer, more just and humane place in which to live.

### Institutional Learning Goals

Within the context of the liberal arts tradition, the University of the People has defined the following institutional learning goals. The goals cover three main areas: academic competencies, knowledge and intellectual abilities, and personal and civic responsibility.



## A. Academic Competencies

### **Objective 1:** Communication Fluency

Students' communications and their academic writing will demonstrate the use of clear, well-organized arguments and credible supporting evidence.

### **Objective 2:** Quantitative Fluency

Students will use mathematical methods to solve sophisticated problems.

### **Objective 3:** Technological Fluency

Students will acquire the skills to function in today's highly technical society and to perform in their chosen field.

## B. Knowledge and Intellectual Abilities

### **Objective 4:** Integrative Knowledge

Students will synthesize a broad understanding of the arts and humanities and the social and natural sciences.

### **Objective 5:** Specialized Knowledge

Students will master the fundamental concepts, principle terminology, historical foundations, and future implications of a specific field or discipline.

## C. Personal and Civic Responsibility

### **Objective 6:** Intercultural and Historical Consciousness

Students will understand and critically reflect on how the geographies, histories, and cultures of the world have shaped contemporary global experience.

## The Curriculum

Individual courses are the building blocks of each degree program. Course requirements are structured to ensure that student study encompasses a broad range of topics and approaches, with an appropriate balance maintained among the three curricular components that comprise a liberal arts education: General Education, the Major, and Electives. The three components are described below.



## General Education

General Education requirements expose students to the breadth of human knowledge and to the methods employed for studying it. Students focus on developing critical thinking, analysis, and communication skills; acquiring quantitative and scientific literacy; and understanding the basic tenets of civic engagement, citizenship, and the ethical dimensions of behavior. These requirements introduce students to the methods and concerns of traditional branches of knowledge — the arts and humanities, the social and behavioral sciences, and the natural sciences — and offer an historical perspective and appreciation of diversity across time, culture and national boundaries. They open opportunities to make interdisciplinary connections between concepts and ideas, and provide an environment to contemplate their meaning and significance. As a common learning experience, general education requirements foster communication among students and create linkages both with the alumni who went before and with the cohorts of students who will follow. Finally, general education requirements provide an intellectual foundation for both the completion of a major program of study and a lifetime of learning.

Students complete the general education requirement by taking both required and elective courses. The required courses ensure that all students acquire a set of critical foundational skills. Guided electives provide the flexibility to explore in areas of interest while ensuring that primary academic skills are being developed. Most students complete their general education courses by the end of their third year of studies.

## Foundational Courses

Foundational courses foster effective communication, teach critical research and writing skills and expand the capacity for quantitative reasoning. Foundational courses are taken early in a student's program and develop skills needed to support learning during one's time at UoPeople, and as a lifelong learner. Coursework in the three foundational areas is required of all UoPeople undergraduates.

### *Learning and Research Fundamentals*

All students begin their study at UoPeople with UNIV 1001 Online Education Strategies. It is taken as a regularly-graded course during their first term of study at UoPeople. Students are introduced to the instructional methodology employed by UoPeople; receive training in academic policies and procedures; learn to gather, organize and use information from primary and secondary sources; and begin to develop the habits of mind necessary to be a successful student.

### *Mathematical Sciences*

Familiarity with the abstract language of mathematics and the formal rules of statistical inference equips one to apply the appropriate principles and tools to the analysis of real-life problems in areas as diverse as the physical and biological sciences, politics, and economics. In today's data-driven world,



the ability to gather and interpret masses of information is critical. Students learn to weigh evidence, see relationships among objects and identify patterns and order, draw conclusions, and communicate their reasoning and conclusions to others. Students learn about the common errors made in quantitative reasoning and develop an understanding that not every question can be answered on the basis of available data.

### *Writing*

Improving one's academic writing is a fundamental tool for learning across the disciplines. The ability to write clearly and persuasively is essential for communicating ideas and expanding one's capacity to make sense of information. Good writing requires the ability to frame questions, examine evidence, synthesize primary and secondary sources, develop and organize ideas, document sources, and express those ideas in a well-organized and compelling fashion. With an emphasis on the process of writing and gaining increased confidence in one's writing, students begin the process of mastering the standardized writing methods required in academic writing.

### Courses Giving Exposure to the Breadth of Knowledge

Ensuring a breadth of exposure to important areas of human knowledge is a central tenet of the University's general education requirements. Students completed courses in Values and Ethical Reasoning; Civilization Studies, Culture and Belief; and in specific disciplinary areas in the Humanities, the Social and Behavioral Sciences, and the Natural Sciences and Technology. Some courses relate to a single field of study, while others are interdisciplinary in nature, cutting across multiple disciplines. In certain areas students are required to complete specific courses; in others, they are able to choose among options.

### *Cross-Cutting Areas of Knowledge*

#### *Values and Ethical Reasoning*

Individuals and cultures differ in their attitudes, judgments and actions regarding what constitutes ethical and moral behavior. Today's global world requires knowledge of the complex systems of thought and religion that affect value judgments, an understanding of approaches to confronting ethical challenges, the ability to analyze values, and a willingness to examine the value-related issues encountered in one's everyday life (e.g., religious, political, legal, financial, environmental, medical, etc.). Through this requirement, students will learn how to reason in a principled manner; understand the way in which value systems develop, spread and change; evaluate claims about ethical issues; and examine competing philosophies and historical definitions of good and bad, right and wrong, justice, equality, liberty, human rights, and diversity. They are introduced to the common fallacies in ethical reasoning; gain appreciation for the complexity of moral issues and values; and explore how values shape attitudes and beliefs, attitudes and beliefs shape human behavior, and how human behavior can impact attitudes, beliefs and values.



## *Civilization Studies, Culture, and Belief*

Cultures and beliefs mediate people's understanding of themselves and the world that they inhabit. Citizenship in today's global world requires the ability to examine how humans see themselves as members of social, religious, national and regional groups in current and past historical eras, and how past configurations are supplanted by subsequent ones. Students study from contemporary and historical perspectives the beliefs, values, customs and institutions of different peoples in different parts of the world; the origins of their cultural practices and religious traditions; the manner in which these influence as well as create conflict with one another; and the impact of each on the shape of their social structures. They learn theories and methods of historical analysis and gain an appreciation for how differing historical perspectives influence our understanding of the past and the present, and come to understand themselves as products of, and participants in, these cultures and beliefs.

## *Disciplinary Areas of Knowledge*

### *The Humanities*

Courses in Humanities focus on how human experience is expressed in written, visual, aural and other artistic forms, providing insights into the values and beliefs of others as conveyed through their art, literature, music, film, and theatre. Students learn skills for informed appreciation, criticism and interpretation of the world of art and ideas; are introduced to the vocabularies, theories and systems for their production and reception; and explore the interplay between them and the historical, cultural, political, religious, economic and social contexts from which they emerged. By engaging with the most influential philosophical texts and works of art and literature, students gain insights into their own experiences and strengthen their ability to think and write critically about written and artistic forms and their contexts."

### *The Social and Behavioral Sciences*

Courses in Social Science focus on how humans organize themselves into complex social, political, cultural and economic groups and institutions which both shape and are shaped by individual and collective behavior. In exploring theories and methods of social science research to critically evaluate and question empirical evidence and findings, students learn concepts and methods for analyzing societies and their social structures and processes and gain insights into individual characteristics and behavior; how humans connect and interact in their home, community and nation; how the customs and laws guiding these interactions are created; and how nation-states engage with one another militaristically, economically, and diplomatically.

### *The Natural Sciences and Technology*

Courses in Natural Science and Technology introduce students to the foundations of the physical and life sciences and their application to the engineering sciences, and to the methods of inquiry and



techniques of observation and experimentation used to advance knowledge in this arena. In understanding how the rapid pace of scientific and technological change is increasingly defining the world in which we live, students explore how they may become informed consumers who will understand the impact of these changes on themselves, their families and communities, and society more broadly. They are introduced to the key questions at the frontiers of science and develop an understanding of the power and limitations of scientific experimentation. They learn to read and interpret scientific results in visual, quantitative and written form and develop the ability to evaluate scientific analyses and results in order to make independent assessments about scientific issues in a variety of contexts.

The following courses are approved to meet the requirement for study in the three disciplinary areas.

Area	Course Title	Course Code	Prerequisites
Natural Sciences and Technology	Introduction to Environmental Sciences	ENVS 1301	None
	Introduction to Biology	BIOL 1301	None
Social and Behavioral Sciences	Introduction to Sociology	SOC 1502	None
	Globalization	POLS 1503	None
	Introduction to Psychology	PSYC 1504	None
	Introduction to Economics	ECON 1580	None
Humanities	Art History	AHIST 1401	None
	Introduction to Philosophy	PHIL 1402	None

Note: Any course listed with the department of a student’s major may not be used to satisfy a Disciplinary Areas of Knowledge requirement.

## The Major

Majors permit intensive study of a single discipline or cross-cutting area of knowledge and complement the breadth of the general education component. All students must complete a major area of study, and the majors available at UoPeople are described in detail below.

Majors provide a thorough grounding in a field’s historical context and the particularized nature of its scholarship. They expose students to the open questions with which scholars are grappling and the challenges of advancing knowledge in the field, and introduce them to the tools and methodologies used to explore those questions. Certain majors may require coursework in cognate disciplines. Students choose majors consistent with personal goals and interests and move through the subject gaining first an introductory foundation in the field on which is then built an integrated program of advanced study.



## Electives

Electives enable students to select coursework tailored to personal interests and offer the opportunity to acquire breadth beyond that specified in the General Education requirements. Electives are not taken to satisfy either general education or major requirements and can include Arts and Sciences courses and select introductory courses in other majors. With the appropriate prerequisites and level of preparedness, and within the constraints of course limitations, students can shape this unstructured exploration to satisfy their intellectual curiosity and individual academic needs.

## Undergraduate Degree Programs

The University of the People offers four undergraduate programs:

- Associate of Science in Business Administration (AS-BA)
- Bachelor of Science in Business Administration (BS-BA)
- Associate of Science in Computer Science (AS-CS)
- Bachelor of Science in Computer Science (BS-CS)

The Associate of Science in Business Administration (AS-BA) program is built on a strong liberal arts foundation and provides a broad understanding of business and business fundamentals. Students learn how to apply appropriate business models in decision-making situations, perform effectively within a team environment, and apply ethical reasoning to business situations. The Associate's program introduces students to the basic tenets of the field and also provides a foundation for continued study towards a Bachelor of Science Degree.

The Bachelor of Science in Business Administration (BS-BA) program provides students with comprehensive knowledge of business theories and models and their application to real-world problems. In particular, leadership, entrepreneurship, and analysis of business problems and opportunities are emphasized. The BS-BA program connects business to the role of work in a global society, offering broad preparation for whatever career pathway a student might elect, as well as providing solid preparation for graduate study in this and related fields.

The Associate of Science in Computer Science (AS-CS) program is built on a strong liberal arts base and enables students to explore the field from a range of perspectives, gaining a fundamental understanding of the mathematical and scientific principles underlying computing and information technology and of their application in the field. Students learn how to apply strategies for the effective design of computing systems; analyze problems using multiple perspectives, methods, and tools; and develop their critical thinking in respect to computer ethics. The Associate's program introduces students to the field, grounds them in the techniques of computing, and also equips them for continued study towards a Bachelor of Science Degree.



The Bachelor of Science in Computer Science (BS-CS) program provides students with in-depth knowledge and analytical skills associated with the design, development, testing and documentation of a range of operating systems; database management; and programming languages. With computers found in every aspect of today's society, students completing the Bachelor of Science Degree are prepared for a range of options, including continued study in the field at the graduate level.

## Associate of Science Curricular Requirements

**General Education:** Students pursuing an Associate of Science degree must complete the following 9 courses to fulfill the general education requirements.

### **Foundational Requirements** – 3 courses required

- Learning & Research Fundamentals – 1 course required

UNIV 1001 Online Education Strategies<sup>10</sup>

- Mathematical Sciences – 2 courses required

MATH 1201 College Algebra

MATH 1280 Introduction to Statistics

### **Writing Requirement** – 1 course required

- ENGL 1102 English Composition 2

### **Values and Ethical Reasoning** – 1 course required

- PHIL 1404 Ethics and Social Responsibility

### **Civilization Studies, Culture and Belief** – 1 course required

- HIST 1421 Greek and Roman Civilization

**Disciplinary Areas of Knowledge Requirement** – 3 courses required including 1 course in each of the following areas: Humanities (HU), Social and Behavioral Sciences (SBS), Natural Sciences and Technology (NST).

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<sup>10</sup> Additional information can be found in the course description for UNIV 1001 Online Education Strategies (Chapter 14) for students who do not pass the Learning & Research Fundamentals requirement.



**Courses in the Major:** Students pursuing an Associate of Science degree must complete all required courses in their chosen major as outlined below.

Major Courses Required for an Associate’s Degree in Business Administration

BUS 1101	Principles of Business Management
BUS 1102	Basic Accounting
BUS 1103	Microeconomics
BUS 1104	Macroeconomics
BUS 2201	Principles of Marketing (proctored course)
BUS 2202	E-Commerce (proctored course)
BUS 2203	Principles of Finance
BUS 2204	Personal Finance
BUS 2207	Multinational Management
ENGL 1103	Business English

Major Courses Required for an Associate’s Degree in Computer Science

CS 1101	Programming Fundamentals
CS 1102	Programming 1
CS 1103	Programming 2
CS 1104	Computer Systems
CS 2203	Databases 1
CS 2204	Communications and Networking
CS 2205	Web Programming 1 (proctored course)
CS 2301	Operating Systems 1 (proctored course)
CS 2401	Software Engineering

**Electives:** Students pursuing an Associate of Science degree may choose elective courses from other Arts & Sciences courses not used to meet General Education requirements listed above.



## Bachelor of Science Curricular Requirements

**General Education:** Students pursuing a Bachelor of Science degree must complete the following 11 courses to fulfill the general education requirements.

### **Foundational Requirements** – 3 courses required

- Learning & Research Fundamentals – 1 course required

UNIV 1001 Online Education Strategies<sup>11</sup>

- Mathematical Sciences – 2 courses required

MATH 1201 College Algebra

MATH 1280 Introduction to Statistics

### **Writing Requirement** – 1 course required

- ENGL 1102 English Composition 2

### **Values and Ethical Reasoning** – 1 course required

- PHIL 1404 Ethics and Social Responsibility

### **Civilization Studies, Culture and Belief** – 1 course required

- HIST 1421 Greek and Roman Civilization

**Disciplinary Areas of Knowledge Requirement** – 5 courses required including 2 courses in Humanities (HU), 2 courses in Social and Behavioral Sciences (SBS), and 1 course in Natural Sciences and Technology (NST).

**Courses in the Major:** Students pursuing a Bachelor of Science degree must complete all required courses in their chosen major as outlined below.

### **Major Courses Required for a Bachelor's Degree in Business Administration**

BUS 1101	Principles of Business Management
BUS 1102	Basic Accounting
BUS 1103	Microeconomics
BUS 1104	Macroeconomics

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<sup>11</sup> Additional information can be found in the course description for UNIV 1001 Online Education Strategies (Chapter 14) for students who do not pass the Learning & Research Fundamentals requirement.



BUS 2201	Principles of Marketing (proctored course)
BUS 2202	E-Commerce (proctored course)
BUS 2203	Principles of Finance
BUS 2204	Personal Finance
BUS 2207	Multinational Management
BUS 3301	Financial Accounting (Proctored course)
BUS 3302	Consumer Behavior
BUS 3303	Entrepreneurship 1 (proctored course)
BUS 3304	Managerial Accounting
BUS 3305	Business Law and Ethics (proctored course)
BUS 3306	Business and Society
BUS 4401	Entrepreneurship 2
BUS 4402	Organizational Behavior (proctored course)
BUS 4403	Business Policy and Strategy (proctored course)
BUS 4404	Principles of Finance 2
BUS 4405	Leadership
BUS 4406	Quality Management
BUS 4407	Strategic Management
ENGL 1103	Business English

Major Courses Required for a Bachelor's Degree in Computer Science

CS 1101	Programming Fundamentals
CS 1102	Programming 1
CS 1103	Programming 2
CS 1104	Computer Systems
CS 2203	Databases 1
CS 2204	Communications and Networking
CS 2205	Web Programming 1 (proctored course)
CS 2301	Operating Systems 1 (proctored course)
CS 2401	Software Engineering 1
CS 3303	Data Structures
CS 3304	Analysis of Algorithms
CS 3305	Web Programming 2 (Proctored course)
CS 3306	Databases 2 (proctored course)
CS 3307	Operating Systems 2
CS 3308	Information Retrieval (proctored course)
CS 4402	Comparative Programming Languages
CS 4403	Software Engineering 2
CS 4404	Advanced Networking and Data Security
CS 4405	Mobile Applications
CS 4406	Computer Graphics (proctored course)



CS 4407	Data Mining and Machine Learning (proctored course)
CS 4408	Artificial Intelligence (proctored course)
MATH 1302	Discrete Mathematics
MATH 1211	Calculus

**Electives:** Students pursuing a Bachelor of Science degree may choose elective courses from other Arts & Sciences courses not used to meet General Education requirements listed above.

## Graduate Study

The University of the People is currently in the process of planning for programming at the graduate level.



## CHAPTER 6: UOPEOPLE'S STUDY PROCESS

University of the People offers a unique learning experience that pairs peer-based collaborative learning with advanced information technologies and the Internet. Taken together, this creates an affordable opportunity for universal access to quality higher education with an innovative pedagogical model. Peer-based learning is a collaborative approach that encourages reflection by engaging students from diverse perspectives in an encouraging learning environment. The theory behind this pedagogical model is that studying within communities is more motivating and challenging than reading alone or listening to online lectures. The peer learning methodology, with Course Instructor facilitation, stimulates students and offers them a powerful platform to learn from one another.

Comprised of students from around the world, the student body will learn through the peer-based learning method with the support of Course Instructors. Within the online study communities, students will share resources, exchange ideas, discuss weekly topics, submit assignments, and take exams. The curriculum is supported by Course Instructors who participate in class discussions and oversee all courses. The University's Office of Institutional Research and Planning builds procedures for course evaluation and assessment. Students are asked to anonymously complete course evaluations at the end of each term and, on occasion, to participate in other anonymous surveys. Findings from these evaluations and surveys are used to improve student learning and overall experience.

### The Term Schedule

Courses take place over a nine-week term. Each term has eight weekly learning units and a four-day period for preparing and taking the final exam.

The University terms are divided into Learning Weeks and all work for a particular unit must be completed within that Learning Week. Within the Learning Week, students can decide when to complete their work. There are no specific times when a student must be logged on to study, and students are not obligated to attend courses at any specific time during the study week.

The Learning Week starts at midnight between Wednesday and Thursday [more precisely, on Thursday at 12:05 am UoPeople Time (GMT-5 time zone)] and ends on the following Wednesday at 11:55pm UoPeople Time (GMT-5 time zone). The weekly study units are made available one week at a time at the start of the new Learning Week and students always have access to the completed units. Note that all reference to time in the study process and schedule is according to University of the People Time (GMT-5 time zone).



## The Study Process and Student Responsibilities

All learning takes place online, and each course requires a minimum of 15 weekly hours. UoPeople awards academic credit upon the successful completion of a course. The number of credit hours is determined by the total amount of time students are expected to be academically engaged in all aspects of a course. Students should expect to spend a minimum of 135-150 hours of effort for a 3-credit course and are encouraged to seek clarification and assistance from other students, as well as from their Course Instructors, to enhance the learning experience in each course.

Students are expected to comply fully with the instructions in the course syllabus and to participate actively in required discussion forums by posting responses to questions and comments posted by Course Instructors and other students. Note that UoPeople final exams are offered during the first four days of the 9<sup>th</sup> week and students are advised to check their course syllabus and the UoPeople Academic Calendar for the final exam schedule each term.

## Components of the Study Process

Students are advised to read the syllabi and learning guides very carefully to fully understand the components and requirements of every course. Course requirements include weekly readings, participation, peer assessment tasks, discussion forum responses, Learning Journal activities, and written assignments; there are also quizzes throughout the course and a final exam at the end of the term.

### Course Attendance

Successful course completion depends on students following the instructions and guidelines provided in each course syllabus. Students are therefore advised to become familiar with the course syllabus at the beginning of the term.

Attendance is measured and recorded from posted responses to weekly discussion questions, participation in the peer assessment process, submission of weekly assignments, Learning Journal entries, quizzes, and the final exam.

### The Learning Guide

The Learning Guide provides a framework for directing students through study material and tasks required each week including instructions on how to approach the weekly tasks.



## Reading Assignments

UoPeople courses use Open Educational Resources (OER) and other materials specifically donated to the University with permission for free educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. All required textbooks can be readily accessed inside each course although there may be additional required/recommended readings, supplemental materials, or other resources and websites.

## Participation

Research has shown that student participation is directly related to course success. In order to provide students with a rich learning experience, students must take an active approach to their studies by being present and involved.

## The Course Forum

In the Course Forum, students discuss the course material with their classmates and get to know each other better by viewing their classmates' profiles.

## Discussion Forum

Participation in the Discussion Forum is an integral part of the student's learning experience and grade. Students are required to develop and post a substantive response to the Discussion Assignment in the Discussion Forum. A substantive response is one that fully answers the question that has been posed by the Course Instructor. In addition, students must extend the discussion by responding to at least three peer postings in the Discussion Forum by rating their assignments and providing substantive written feedback.

## Assignments and Assessment

Students submit their assignments by the indicated deadlines as described in the Learning Guide and Course Syllabus. In addition, they must assess three peer assignments according to the instructions found in the Assessment Form, which is provided during the following week. During this peer assessment period, students are expected to provide details in the feedback section of the Assessment Form indicating why they awarded a grade to a peer. Failure to submit written assignments and/or Assessment Forms may result in failure of the course.

## Late Assignments

The University of the People does not accept late assignments. It is important that students understand that missing a submission deadline precludes the possibility of participating in the peer



assessment process. Students with exceptional circumstances preventing the timely submission of an assignment should contact their course instructor prior to the due date.

## Learning Journal

Course Instructors may choose to assign specific topics and/or relevant questions as a weekly Learning Journal entry to complete, but students are still encouraged to also use it to document their activities, record questions/problems that they may have encountered, reflect on the learning process, and draft answers for other course assignments. The Learning Journal must be updated on a weekly basis because its entries will be assessed directly by the Course instructor as a part of a student's final grade. The Learning Journal will only be seen by the Course Instructor.

## Quizzes

Courses may contain three types of quizzes – the Self-Quiz, the Graded Quiz, and the Review Quiz. These quizzes may contain multiple choice, true/false, or short answer questions. It is highly recommended that students complete all quizzes to ensure that they have adequately understood the course material.

## Final Exams

Students have a four-day period during Week 9 of the term to complete their final exams, beginning on Thursday of Week 9 at 12:05 am UoPeople Time (GMT-5 time zone) and ending on Sunday of Week 9 at 11:55pm UoPeople Time (GMT-5 time zone). Students are advised to complete their exams as early in the exam period as possible. Make-up exams are not allowed.

## Access to Previous Coursework

Students should be aware that the University of the People does not provide access to courses, including students' own contributions to their courses, beyond the current term. Following the first week after unofficial grades are posted within Moodle, access to the previous terms courses is discontinued. Students are advised to save all their work on their computers in case they want to access it at a later date. To request access to a course syllabus for a course they have completed, students may contact the Office of Academic Affairs at [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu).

All UoPeople course readings are available to enrolled UoPeople students in the Online Reading Repository on the Moodle homepage. The repository may assist students in preparing for a prospective course, or referencing and reviewing course materials after completing a course.



# CHAPTER 7: COURSE SELECTION AND SCHEDULING

## Course-Numbering System

The first digit of the course numbers indicates the level of the course. Levels are indicated as follows:

- |         |  |
|---------|--|
| 0       | Courses below the 1000 level are preparatory in nature and may not be credited toward a UoPeople degree, NDSS division |
| 1 and 2 | Undergraduate course, lower-division   |
| 3 and 4 | Undergraduate course, upper-division   |
| 5       | Graduate course, graduate division   |

A given UoPeople course may not be offered every term; available courses can be seen in the Student Portal during registration.

## Registration

University of the People opens course registration for students over a 3-week period every term. Course registration dates can be found on the University of the People Academic Calendar at [http://uopeople.edu/groups/academic\\_calendar\\_2014\\_2015](http://uopeople.edu/groups/academic_calendar_2014_2015). Registration for courses is available on a first-come, first-served basis.

With the exception of a student's first term at UoPeople, students are required to register online for all courses, and registration must be completed by the dates listed in the Academic Calendar. For further information regarding registration, please contact [payments@uopeople.edu](mailto:payments@uopeople.edu).

Course Registration at UoPeople takes place in the Student portal at:  
<https://students.uopeople.edu/login.aspx>

## Registration Guidelines

- Students may register for up to two (2) courses per term.
- Students who maintain a cumulative grade point average (CGPA) of  $\geq 3.00$  may register for up to three (3) courses per term.
- Students on Academic Warning, Academic Probation, and Probation Continued may only register for one (1) course per term.



The University of the People endeavors to fulfill all registration requests. In considering how many courses to take each term, students are reminded that they should carefully consider their other time commitments outside of the University when building their schedules, as each course requires a minimum of 15 hours of study per week.

### *Degree Seeking Students*

During their first term of study, Degree Seeking Students are registered by the Office of Student Services for two (2) courses: UNIV 1001 Online Education Strategies plus one additional course.

Note that Online Education Strategies (UNIV 1001) is a required core course that all Degree-Seeking Students must take during their first term at UoPeople. Therefore students wishing to enroll in only one course during their first term must take UNIV 1001 Online Education Strategies. In order to remove themselves from their second course, students may either cancel their second course in the Student Portal before the term begins, or drop or withdraw from their second course in the Student Portal once the term has begun.

### *Non-degree Special Students*

During their first term of study, Non-degree Special Students in the Division of Continuing Education are registered by the Office of Student Services for one or two courses. Students wishing to enroll in one course during their first term may cancel their second course in the Student Portal before the term begins, or drop or withdraw from their second course in the Student Portal once the term has begun.

## Late Registration

A few days before each academic term begins, UoPeople opens a late registration period. Students should be aware that a limited number of courses are offered during late registration and therefore students are discouraged from relying on the late registration period to register for courses.

Late Course Registration dates are listed on the University of the People Academic Calendar; registration takes place in the Student Portal with the same guidelines and procedures as during the regular registration period.

## Course Drops and Withdrawals

Students are responsible for managing their time at the University and balancing their studies with their other commitments outside the University. After the term has begun, students may adjust their academic workload by dropping or withdrawing from a course by following the procedures outlined in this section.



Students who find themselves dropping or withdrawing from courses frequently are strongly encouraged to contact an Academic Advisor in the Office of Student Affairs at [advising@uopeople.edu](mailto:advising@uopeople.edu).

## Course Drop

A student may drop a course during the first week of the term without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect the grade point average (GPA).

Course drop requests must be sent from the Online Forms area in the Student Portal. Students are advised to refer to the Academic Calendar to verify the last day to drop a course each term.

## Course Withdrawal

Students may also formally withdraw from the course roster after the course drop period has passed, but within the first four weeks of the term. A course withdrawal differs from a course drop in that the course is listed on the student's official transcript. Withdrawing from a course does not assume withdrawal from the University.

The following consequences apply to a student who withdraws from a course within the first four weeks of the term:

- The student receives a grade of "W" for the course
- The grade of "W" appears on the student's transcript
- The grade of "W" does not affect the student's GPA

Course withdrawal requests must be sent from the Online Forms area in the Student Portal. Students are advised to refer to the Academic Calendar to verify the last day to withdraw from a course without penalty.

### *Petition for Late Withdrawal*

Students are responsible to complete all courses after the withdrawal deadline and only the most serious circumstances warrant withdrawing from a course after the last day of the withdrawal deadline listed in the University of the People Academic Calendar. However, in the event of a documented emergency after the Course Withdrawal deadline, students may petition the Academic Affairs Committee for a late withdrawal.

Late withdrawals are rarely granted by the University. Students should understand that petitioning for a late withdrawal indicates that a non-academic, extraordinary event (like a serious illness or a severe personal disruption, but not including internet problems) occurred after the course withdrawal deadline (during the last five weeks of the term) to make completion of a course or courses very



difficult if not impossible. The Academic Affairs Committee assumes that the student's academic performance has been satisfactory up until to the point of the disruptive event.

To petition, students must first contact the Office of Academic Affairs at [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu) to discuss the circumstances requiring a late withdrawal. Afterwards, students choosing to continue with the process of applying for a late withdrawal are required to send in all supporting documentation with the petition for the late withdrawal to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu). This may be submitted only up until and including the last day of a term.

Late petitions will be considered by the Committee only in the case of extraordinary circumstances. In the event that a late withdrawal petition is approved, a grade of "W" will be issued for the course(s) and updated on the student's transcript.

### *Administrative Course Withdrawal*

Students who have not participated in a course by the end of the 4th week of the term, or who may have had minimal participation but show no credit for any graded assessments, may be subject to an Administrative Withdrawal from the course.

Students who are administratively withdrawn from a course receive a grade of "W" for the course; the "W" appears on the student's transcript, but the grade of "W" does not affect the student's GPA.

## **Course Repeats**

Students earning a passing grade in a given course are not permitted to retake the course; only if a grade of F has been issued can a course be repeated. Students failing a required course must repeat the course in order to complete their program. All grades for repeated courses appear on the transcript, but only the highest grade earned is counted in the CGPA. The University, however, may deny a student's request to retake a failed course.

**NOTE:** A new Course Repeat Policy, shown below, may be implemented during the 2014-15 academic year, and students will be notified prior to the term in which it will take effect. Until such time, students may only repeat a required course that they have failed.

### **Advanced Notice of New Course Repeat Policy**

Students who receive a grade of C-, D+, D, D- or F in a course are allowed to retake the course a second time. Students are strongly encouraged to meet with an Academic Advisor before repeating a course. Students wishing to attempt a course a third time must obtain prior approval from the Office of



Student Affairs before being permitted to register for the course. Courses used for transfer credit may not be repeated.

For all course repeats, both the original grade and the repeat grades remain on the student's permanent academic record and transcript. The last grade earned in a repeated course will be the only grade included for that course in GPA calculations with two exceptions: in the case when a failing grade is issued as a sanction for violating the Code of Academic Integrity, the grades are averaged; or in the instance that a W, I, NC, or NF is issued, the last letter grade (A, B, C, D, F) earned is included in GPA calculations.

If a student earns a grade of C or better in a course, they may petition to the Office of Student Affairs to repeat the course a second time; permission is granted only in exceptional circumstances.

Courses which are designed to be repeated (Independent Study, Special Topics) are exempt from this policy.



## CHAPTER 8: GRADE NOTATIONS AND POLICIES

### Criteria for Awarding Grades

The University awards letter grades in recognition of academic performance in each course. Students are graded according to their individual performance in the course and not on a curve.

The grading criteria listed below are illustrative and subject to the specifications in a given course. These are described in each course syllabus. Criteria for awarding grades as described in the course syllabi may include, but are not limited to:

- Quality of assignments and peer assessments
- Sufficient participation in the discussion forums (according to the requirements laid out in the course syllabus) and the quality of the postings
- Performance on quizzes and final exams
- Completion of the Learning Journal

### The Grading System

At the end of each course, a letter grade will be given by the Course Instructor for the course, based on the student's performance. The minimum passing grade for a course is a D-.

The University has established the following grading scale. All instructional personnel are expected to comply with this scale:

Grade	Grade Scale	Grade Points
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	88-89	3.33
B	83-87	3.0
B-	80-82	2.67
C+	78-79	2.33
C	73-77	2.00
C-	70-72	1.67
D+	68-69	1.33



D	63-67	1.00
D-	60-62	0.67
F	Under 60*	0.00
I	N/A	0.00
NF/NC	N/A	0.00
W	N/A	N/A

## Summary of Transcript Notations

### *Pass/Fail (P/F)*

Pass/Fail (P/F) graded courses are not included in the calculation of a student's GPA.

- Pass (P) indicates completion of the course with academic work equivalent to a D- or above.
- Fail (F) indicates completion of the course with academic work earning below a D-.

### *Incomplete (I)*

An Incomplete "I" is a type of deferred grade that appears on a student's transcript when a course has not been completed during the normal time of instruction. It is not computed in the GPA. An Incomplete is given at the Course Instructor's discretion to a student who has not completed all course requirements, but who has attended, been active, and is passing the course at the time of the request.

Students must request an incomplete grade prior to the term end date. All course incompletes must be completed within the first three weeks of the following term; however, other time arrangements are possible depending on the circumstances. When a student completes all outstanding requirements for an incomplete course, the permanent grade replaces the "I" on the transcript.

If a student does not complete the work within the allowed period, the "I" grade will lapse to an "F", and a student's cumulative GPA and student status are recalculated at that time.

### *No Credit (NC)*

No Credit (NC) and no grade points are earned for a course.

### *No Final (NF)*

NOTE: This requirement may be implemented during the 2014-15 academic year, and students will be notified prior to the term in which it will take effect. Until such time, students choosing not to take the final examination will be granted the final letter grade earned in the course, taking into account the grade of "F" that will be assigned as the grade for the final examination.



Students who choose not to take a final exam at the end of a term are issued an NF (No Final) grade on their transcript for the course, and are required to repeat the course and take the final examination within one year of receiving the NF grade. Once the course is repeated, the new course grade is recorded and the original NF changes to No Credit (NC).

- Students required to pay Examination Processing Fees at the University who receive an NF grade will only be required to pay the fee once per course. This will happen at the point that they repeat the course and take the final examination, unless a student had already paid the fee the first time that he or she had registered for the course.
- Students may have no more than one NF grade on their transcript at a time. The second NF grade will result in an academic hold being put on the student's ability to register for courses or begin studying in the next term until the matter has been resolved.
- Students who do not complete the NF within one year will receive a grade of F for the course.
- Students receiving an NF grade in an elective course—a course not needed to satisfy a general education or major requirement for that student—have the option to petition the Student Affairs Committee to complete the course without taking the final exam, to receive the grade earned in a course without taking the final exam, including the grade of F that will be assigned as the grade for the final examination. All petitions should be sent to the Office of Student Services by the last day of the term and all decisions by the Committee are final. Students denied the petition will be required to repeat the course and take the final exam.

### *Withdrawal (W)*

Withdrawal from a course within the withdrawal period is reflected on the student's official transcript.

### *Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)*

All course credits where a letter grade is issued are factored into a student's term and cumulative GPA.

A student's grade-point average (GPA) is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three 3-credit courses and receives grades of A-, C+, and F, then the GPA for the term equals the total grade points  $(3.67*3) + (2.33*3) + (0*3) = 18$  divided by the total course units (9). The resulting GPA is 2.00.

Students are required to be in good academic standing and must earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople and earn an overall grade point average of at least 2.00 in all courses taken in the major area of study in order to graduate from University of the People.



## Grading Policies and Practices

The University insures that students are issued grades in a timely fashion and that grades are determined in a manner that is accurate, fair, and consistently applied in accord with established standards.

At the conclusion of each term of study, students may check their grades in their unofficial academic record in the Student Portal. Since the unofficial academic record is a permanent record of a student's academic performance, including course selections, grades, and credits earned toward a degree, it must be correct at all times. Students who believe an error has been made on their academic records should be in contact with the Office of Academic Affairs at [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu).

Students are encouraged to speak to their Course Instructors if they wish further clarification of their grades, would like to discuss their assessments, or are considering requesting a grade change. Students with further complaints regarding alleged unfair or improper grading at UoPeople and who are unable to reach a resolution with their Course Instructor may request a Grade Appeal form from the Office of Academic Affairs ([academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu)).

## Grade Appeals

1. Students who believe they have been graded unfairly may appeal their final course grades. Students appealing a grade should note that the burden of proof in challenging a grade rests with the student. For a change in grade to be recommended, a student must make a compelling case that the grade originally given was unjustly or unfairly awarded.
2. To appeal a grade, students must contact their Course Instructor online within fourteen days of the last day of the term. This discussion is intended to provide the Course Instructor an opportunity to explain the basis for the grade and to provide the student with an opportunity to indicate possible errors or misjudgments in the assignment of the grade. Frequently, a discussion with the Course Instructor resolves the issue.
3. Course Instructors who decide to change the student's grade must inform the Office of Academic Affairs and submit the corrected grade. The Course Instructor has the discretion to increase, decrease, or leave the student's final grade as is in response to a Grade Appeal. The Office of Student Services will update the student's academic record and recalculate the student's cumulative GPA.
4. If the student and the Course Instructor are unable to reach a resolution, the student may request a Grade Appeal form from the Office of Academic Affairs ([academicaffairs@uopeople.edu](mailto:academicaffairs@uopeople.edu)). The completed form must be submitted to the Office of Academic Affairs no later than 30 days after the last day of the term. Late appeals will not be accepted.



5. Next, the Office of Academic Affairs will send the completed form to the Course Instructor for comment. Upon completion, this form is then sent back to the Office of Academic Affairs.
6. Grade Appeals are reviewed by the Student Affairs Committee, and students are informed in writing of Committee's decision by the Office of Student Services. Decisions rendered by the Committee are final and binding. A record of the final decision and all related materials will become part of the student's official academic record.

## Student Recognition

Announcements naming students to the President's List, Dean's List, and Honor's List are generally published around the 5<sup>th</sup> week of the term.

### *President's List*

Degree Seeking Students will be named to the President's List for each active term in which they maintain a cumulative GPA of 3.85 — 4.00.

### *Dean's List*

Degree Seeking Students will be named to the Dean's List for each active term in which they maintain a cumulative GPA of 3.50 — 3.84.

### *Honor's List*

Degree Seeking Students will be named to the Honor's List for each active term in which they maintain a cumulative GPA of 3.00 — 3.49.



# CHAPTER 9: SATISFACTORY ACADEMIC PROGRESS

## REVIEW

### Satisfactory Academic Progress (SAP)

The University of the People monitors students' academic performance to ensure satisfactory progress toward a degree. Both Non-degree Special Students and Degree Seeking Students at the University of the People are required to maintain a minimum cumulative GPA of 2.00. Satisfactory Academic Progress (SAP) is evaluated for all active students who earn a letter grade in a course, excluding "W", at the end of every term. Students are notified in writing by the Office of Student Affairs of their academic standing within one month of every evaluation point.

Students who withdraw from the institution during a term when they are issued a letter grade of A through F will receive a letter from the Dean of Student Affairs verifying their final academic standing at the time of their withdrawal from UoPeople; this will remain on permanent file with the university.

The University reserves the right to place students on Academic Warning, Academic Probation, Probation Continued, and Academic Suspension, and reserves the right to remove students from Academic Warning, Academic Probation, Probation Continued, and Academic Suspension based on their academic performance, notwithstanding the Academic Standards. Additionally, if at any evaluation point it can be determined by the University that it is mathematically impossible for a student to meet a minimum cumulative GPA of 2.00 before graduating, students may be dismissed from the University.

### Good Standing

Students maintaining a minimum cumulative GPA of 2.00 are in good standing.

### Academic Warning

Students who had been in good standing in the previous term and whose minimum cumulative GPA drops to below 2.00 at the end of the current term are placed on Academic Warning. Students on Academic Warning that meet or exceed a 2.00 cumulative GPA during the subsequent term return to good standing.



Students on Academic Warning are encouraged to be in contact with an Academic Advisor in the Office of Student Affairs at [advising@uopeople.edu](mailto:advising@uopeople.edu).

## Academic Probation

Students who had been on Academic Warning in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are placed on Academic Probation. Students on Academic Probation that meet or exceed a 2.00 cumulative GPA during the subsequent term return to good standing. Students on Academic Probation that do not return to good standing the subsequent term are dismissed from the University.

Students on Academic Probation are encouraged to remain in contact with an Academic Advisor in the Office of Student Affairs at [advising@uopeople.edu](mailto:advising@uopeople.edu).

## Probation Continued

Students who are on Academic Probation and whose term achievements show substantial improvement but whose cumulative GPA is still just below a 2.00 and would be subject to Academic Dismissal, may instead be placed on Probation Continued status at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee. Probation Continued status allows the student another term to achieve good standing. However, students on Probation Continued status that fail to achieve good standing within one term will face Academic Dismissal. In highly specialized cases, Probation Continued may be extended for more than one term.

Students on Probation Continued are encouraged to continue to be in contact with an Academic Advisor in Office of Student Affairs at [advising@uopeople.edu](mailto:advising@uopeople.edu).

## Academic Suspension

Students who are on Academic Probation or Probation Continued whose term achievements show substantial improvement but whose cumulative GPA is close but not yet a 2.00 and would be subject to Academic Dismissal, may instead be placed on Academic Suspension for up to three terms at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee.

Students on Academic Suspension may not enroll in the next one-to-three term(s); Academic Suspension consists of a one to three term separation from the University and does not count toward the student's time to degree.

No sooner than one term before the conclusion of the specified suspension period, students on Academic Suspension may apply for reinstatement as a Degree Seeking Student and will be required to sign a contract for Improved Academic Performance with the Office of Student Affairs.



Students returning from Academic Suspension are placed on Probation Continued, may enroll in one course per term, and are required to achieve a minimum term GPA of 2.00 at the end of every term until they meet or exceed a 2.00 cumulative GPA and return to good standing. Students on Probation Continued who do not achieve a minimum term GPA of 2.00 at the end of every term are dismissed from the University. In highly specialized cases, Probation Continued may be extended at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee.

Students who fail to return from an academic or a disciplinary suspension at the beginning of the term immediately following the period of the suspension, who do not submit a leave of absence request or submit a request to withdraw from the university, are administratively withdrawn from the university as of the beginning of that term.

## Academic Dismissal

Students who had been on Academic Probation or Probation Continued in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term, are dismissed from the University. In some cases, and at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee, such students may instead be placed on Probation Continued status or Academic Suspension.

Academic Dismissal is a permanent separation from the University, and means a student may not enroll in any succeeding term unless given permission by the Student Affairs Committee pursuant to the appeals process or unless the student later applies for Academic Renewal and is reinstated to the University.

## Academic Dismissal and Suspension Appeals

Students who have encountered unexpected or extenuating circumstances that significantly prevented them from completing their academic requirements are eligible to request reconsideration of the decision by submitting a written appeal to the Student Affairs Committee no later than thirty days from the suspension or dismissal notice. Students who do not request an appeal within the 30-day deadline forfeit their right to appeal.

The appeal should include a clear description of the basis of the appeal, students' reflections about their own academic difficulties at the University, and evidence of probable academic success if permitted to return to the University. Students should also submit any documentation of mitigating circumstances contributing to their poor academic performance.

All appeals should be sent to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) and will be directed to the Student Affairs Committee. Once the appeal is submitted, students will receive a confirmation email within one week from the Office of Student Services and a final decision about the



appeal within six weeks of their submission of the appeal. Decisions rendered by the Committee are final and binding.

When an appeal is granted or when the specified suspension period had ended, students may apply for reinstatement as a Degree Seeking Student by emailing the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu). If reinstated, students will be required to sign a contract for Improved Academic Performance with the Office of Student Affairs. These students will be placed on Probation Continued and permitted to enroll in one course per term with the expectation to achieve good standing within one term. In highly specialized cases, Probation Continued may be extended at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee for more than one term.

Dismissed students whose appeals are denied and who wish to return to their studies at UoPeople are required to apply for Academic Renewal after being out of residence from the University for a minimum of fifteen consecutive terms.



## CHAPTER 10: GRADUATION

All University students are subject to the graduation requirements outlined in the University Catalog at the time they commenced their studies at the University of the People, and must meet all requirements related to source and time for credit acquisition outlined in Chapter 5.

Academic Honors for overall achievement at UoPeople are noted on the official transcript and diploma to UoPeople graduates on the following basis:

- 3.85 – 4.0 *Summa Cum Laude* (highest honors)
- 3.70 –3.84 *Magna Cum Laude* (high honors)
- 3.50 –3.69 *Cum Laude* (honors)

UoPeople does not have an Honors Society.

### Graduation Process

1. Students complete a Progress Toward Degree (PTD) Checklist, which can be found in the Academic Advising Virtual Office (AAVO), to verify that they are on track for graduation. Students needing assistance are welcome to contact the Office Academic Advising at [advising@uopeople.edu](mailto:advising@uopeople.edu).
2. Once students have successfully completed a minimum of 51 semester credits in the Associate's program and a minimum of 111 semester credits in the Bachelor's program, they may request to be audited for graduation by the Office of Student Services.<sup>12</sup>
3. The Office of Student Services completes the graduation audit form, files it in the student's record, and sends a copy to the student.

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<sup>12</sup> Students who began their studies at UoPeople before Term 1 of the 2012-13 academic year may request to be audited for graduation by the Office of Student Services once they successfully have completed 75 quarter credits in the Associate's program and a minimum of 160 quarter credits in the Bachelor's program.



4. Once students complete all courses needed to graduate (as outlined in the graduation audit form), students may request a graduation application form from the Office of Student Services and send the completed form to [student.services@uopeople.edu](mailto:student.services@uopeople.edu).
5. The Office of Student Services certifies whether students have completed all requirements needed to graduate.
6. Students are notified as to whether they have met graduation requirements. If not, the Office of Student Services informs students of any outstanding requirements needed to graduate. Once completed, students go back to step 4 listed above.
7. The Office of Enrollment Management prepares and sends the diploma and an official transcript via registered post. Students wishing to receive their official documentation via expedited mail may submit a request to the Office of Student Services and will incur an extra fee.

## Notes about the Graduation Process

- Students enrolled in a Bachelor's Degree program may request to earn their Associate's Degree after they have completed all of their requirements for the degree by contacting the Office of Student Services and requesting a graduation audit for the Associate's Degree.
- Graduation audits can be submitted during the first four weeks of the term and will be processed between the fifth and eighth week of the term.
- Requests received after the fourth week of the term will be processed during the next available term.

All questions regarding the Graduation Procedure should be addressed to [student.services@uopeople.edu](mailto:student.services@uopeople.edu).

## Ordering Transcripts

An official University of the People transcript will be provided to the student upon completion of the degree program.

Students who wish to receive an official transcript showing progress to date may request via email to [student.services@uopeople.edu](mailto:student.services@uopeople.edu) at which time the Office of Student Services will send the student an official transcript request form. Once both the completed form and the \$15 USD transcript processing fee payment are received, an official copy of the student's transcript will be processed and sent within 14 – 21 business days.

Students who wish to have their official transcripts mailed to another institution must be sure to complete the third-party request section of the form.



Students may view their unofficial academic record in the Student Portal.

## **UoPeople Alumni Society**

Alumni Services and an Alumni Society are being planned for graduates of the University of the People.



## CHAPTER 11: UNIVERSITY OF THE PEOPLE POLICIES

All students and faculty are bound by terms of all University policies. The content and policies included in this Catalog are subject to change and the most updated information can be found on the University's policies page.

### Privacy at UoPeople

University of the People respects and honors the privacy of all of its students, applicants and personnel and protects the confidentiality of its students' educational records. Except as provided by law, as set out in the terms of its Privacy Policy, or as provided in other University policies, the University will not publish or reveal the confidential information of a student, applicant or member of its personnel team to a third party.

#### Breach of Privacy

If a student, applicant or member of the University's personnel team believes that his or her privacy has been breached by the University, he or she should follow the grievance procedure outlined in the Catalog.

All alleged breaches of privacy will be investigated thoroughly and disciplinary actions may be imposed on any member of the University's personnel team found to have breached the privacy of any applicant, student or other member of the University's personnel team.

### Student Records

University of the People maintains all records of enrolled UoPeople students, including all personal contact information. All student records are maintained permanently at the University including the degree or certificate that was granted and the date on which that degree or certificate was granted, the courses and units on which the certificate or degree was based, the grades earned by the student in each of those courses, and all transcripts.

For a period of no less than five years, the following institutional records shall be maintained by University of the People:

- The educational programs offered by UoPeople and the curriculum for each



- The names and addresses of the members of UoPeople's faculty and records of the educational qualifications of each member of the faculty
- Any other institutional records required by state or federal law

## Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings. While the FERPA Act does not apply to University of the People since it is not a federally-funded institution, University of the People nonetheless strives to meet the Act's provisions to the greatest extent possible.

The University will not disclose a student's education record without obtaining the student's prior written consent, except in certain instances where a student's educational records may be disclosed to school administrators with a legitimate educational interest. These individuals may include a person that the University has employed, contracted or partnered with, or has an official relationship with, who needs to access the educational record (or part thereof) for educational, administrative and research functions, and/or to perform his/her designated job including faculty, administration, clerical and professional employees, and other individuals who manage student records.

Students may inspect and review their own records pertaining to academic standing and financial information at any time. Students may also seek amendment of inaccurate or misleading information in their education records.

University of the People depends on the accuracy of the records submitted by its students. False information on an application as well as any act to intentionally mislead or misinform instructional personnel or administrators is grounds for disciplinary action, including dismissal from the University. Students seeking access or amendment of their educational records should contact the Office of Student Services.

## Intellectual Property

In keeping with its mission, UoPeople provides all reading materials without charge to its students. UoPeople abides by all copyright conditions and applicable law governing the use of these materials. It has adopted a comprehensive Intellectual Property policy to guide its course developers in preparing UoPeople courses (Guidelines on Development of Course Materials).

All members of the UoPeople community are encouraged to review the University's Intellectual Property policy (Guidelines on Development of Course Materials), for further information concerning the proper use and attribution of Third-Party materials.



UoPeople respects the intellectual property rights of others who seek to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large.

In the event that UoPeople's Intellectual Property Policy (Guidelines on Development of Course Materials) requires interpretation and review, a standing committee will be formed, appointed by the Provost, to settle such disputes.

## Diversity and Inclusivity Policies

University of the People is strongly committed to furthering the academic success and the general development of a diverse and international student body. University of the People works to promote a learning environment characterized by inclusiveness, values awareness and understanding of one another's differences and similarities, and strives to treat all with dignity and respect. The institution is committed to multiculturalism and to advancing its mission of being an inclusive community that makes its academic programs, educational services, and employment opportunities available to all qualified individuals.

### Non-Discrimination Policy

University of the People does not discriminate on any basis and is committed to equality of opportunity. Discrimination is defined as (1) treating members of a protected class less favorably because of their membership in that class or (2) having a policy or practice that has a disproportionately adverse impact on protected class members. University of the People will not engage in discrimination and prohibits all forms of harassment in its educational and employment programs, policies, practices, or procedures on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation including gender identity, and veteran status. The University will comply with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations. This non-discrimination policy applies to admissions, employment, access to and treatment in University programs and activities.

### Disability Policy

The University of the People recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 (as amended), and Section 504 of the Rehabilitation Act of 1973, as amended, requiring the University to provide reasonable accommodations to qualified disabled students in all University programs and activities. Students with a disability requiring reasonable academic adjustments should contact the Dean of Student Affairs at [student.affairs@uopeople.edu](mailto:student.affairs@uopeople.edu) to request a Disability Accommodation application.



Completed applications should be returned to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu), and students will receive written notification of accommodations offered and/or denied within eight weeks.

UoPeople is committed to maintaining the confidentiality of all student records.

## Grievance Policy

University of the People is committed to providing a learning and working environment that values all of its members and ensures freedom from discrimination and harassment. At the same time, no part of this policy abridges academic freedom or the University of the People's educational mission. Statements and written materials that are relevant to the classroom subject matter are excluded from the prohibitions contained in this policy.

Grade disputes, admissions decisions, graduation appeals and similar academic decisions are not issues for grievance, unless they are complaints of a civil rights nature, including complaints related to age, sex, race, religion, color, ethnic/national origin, disability, sexual orientation or veteran status. Student allegations of discrimination are grounds for initiating a grievance.

### *Grievance Procedure*

The Grievance procedure is applicable to all students, administration, and instructional personnel of University of the People. UoPeople encourages its students and instructional personnel to resolve any disagreements, complaints, misunderstandings and grievances by informal means, where possible, before filing a formal grievance.

Grievants may choose various routes for dealing with their concerns. Starting with more informal mechanisms does not preclude the individual's deciding later to pursue more formal ones.

### *Informal Resolution*

The grievant is first encouraged to communicate with the individual most directly responsible for the problem, and this often resolves the matter. In instances where no resolution is reached or if contacting or writing the person directly would be a source of discomfort, then the grievant may choose another route to achieving a resolution.

Grievants may seek to resolve the matter through mediation. Grievants wishing to have a third party informally resolve the issue consult with the Dean of Student Affairs ([student.affairs@uopeople.edu](mailto:student.affairs@uopeople.edu)) who will attempt to facilitate a resolution. Both parties must consent to participate in the confidential, voluntary process. The Dean of Student Affairs does not decide who is right or wrong, but rather mediates a conversation between the parties. Because it is a voluntary process, disciplinary action



cannot be taken against the respondent and, once agreement has been reached, it is final and cannot be appealed.

If, after 30 days, the Dean of Student Affairs deems it impossible to achieve a satisfactory resolution between the parties, the grievant can choose to close the matter or to file a formal complaint.

### *Formal Resolution*

Formal grievances are submitted to the Office of Student Services ([student.services@uopeople.edu](mailto:student.services@uopeople.edu)). The complaint must include a full description of the problem, the identity and status of the individual against whom the complaint is being lodged, a description of what may have been done to try to resolve the matter informally, and a suggested action requested or recommended to resolve the matter. Once the complaint is received, the Office of Student Services reviews it for appropriateness for this grievance procedure and emails the grievant acknowledging receipt of the complaint. The complaint is then forwarded to the Office of the Provost. If the complaint is not appropriate for this procedure, the grievant is informed and referred elsewhere as appropriate.

The Office of the Provost will initiate an investigation of the complaint. In undertaking the investigation, the Office will have complete discretion to gather any and all relevant information about the incident. In all instances, the respondent is notified of the complaint and receives a copy of it. The respondent is given 15 calendar days within which to submit a written response. Non-participation is not presumed to indicate guilt, but the investigation will continue without a response, and a finding will be issued. The finding will be issued within 45 calendar days of receipt of the formal complaint, and will be communicated to both the grieving party and the respondent. Any disciplinary action against the respondent will be promptly put into effect.

Both the grievant and the respondent have the right to appeal the final decision. The appeal must be submitted to the Office of Student Services ([student.services@uopeople.edu](mailto:student.services@uopeople.edu)) within 10 calendar days of issuance of the formal finding. Appeals will only be considered in instances where 1) the appealing party has new information that was not available at the time of the investigation, 2) the appealing party has identified procedural irregularities of a magnitude that they would change or affect the finding or 3) the appealing party believes the finding and/or disciplinary action to have been inconsistent with the facts of the situation.

The Office of Student Services will refer the appeal to the Appeals Committee whose role is to determine if the process had been fair, if the decision was reasonable based on the facts and if the sanction was a reasonable one. The Committee will not conduct a new investigation and will make its decision within 20 calendar days of the receipt of the appeal by the Office of Student Services. The decision of the Appeal Committee is final.

The final decision will be sent to the complainant via email and to the head of the relevant department and a detailed log of each grievance will be kept in UoPeople central database. Access to this data is limited to the Office of the Provost and authorized staff.



## Institutional Operations

Students may also employ informal or formal mechanisms for resolving concerns about the institution and its operations. Students are encouraged to deal with these matters on their own by communicating with the individual or office most directly responsible. Most concerns are resolved in this manner.

Formal complaints are submitted to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu). The complaint must include a full description of the problem and the action requested to resolve the matter. The Office of Student Services reviews the complaint for appropriateness for this grievance procedure and emails the grievant acknowledging receipt of the complaint. The complaint is then forwarded to the Appeals Committee. If the complaint is not appropriate for this procedure, the student is informed and referred elsewhere as appropriate.

The Appeals Committee conducts a review, including making provision for the respondent to weigh in on the matter, and issues a finding within 45 calendar days of receipt of the formal complaint. The finding is communicated to both the grieving party and the individual or unit cited in the complaint. Good faith efforts must be made to implement any identified remedies as quickly as is reasonable. The decision of the Appeals Committee is final and no further appeal is possible.

## General Code of Conduct

University of the People has a strict General Code of Conduct, designed to maintain the quality of the learning experience. University of the People does not tolerate offensive or harassing behavior and all members of the University community are expected to engage in socially responsible behavior, upholding these principles in all areas of academic life, including electronic and other communications.

Students are required to follow the General Code of Conduct carefully and act in accordance with it at all times, including complying with the requests of UoPeople officials acting within the scope of their employment responsibilities.

University of the People strongly values freedom of expression, and encourages diverse viewpoints in an environment where every individual is treated with civility and personal integrity. Members of the UoPeople community must not behave in a way that may be perceived as offensive or hostile and are required to show students, instructional personnel, staff, volunteers and administrators respect at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be permitted and will be considered to be a violation of the General Code of Conduct and grounds for disciplinary action or dismissal from the University at large.



## Disciplinary Process

All violations of the General Code of Conduct are reported to the Office of Student Services and are permanently noted in a student's academic record. Breaches of the General Code of Conduct are grounds for disciplinary action and are subject to the University's disciplinary process.

Students suspected of violating the General Code of Conduct are contacted by a university official with an explanation of their alleged misconduct of the University's policy. Students with two or more violations are sent a letter from the Office of Student Services stating that their alleged misconduct will be referred to the University's disciplinary committee, the Student Affairs Committee, and the student will be informed that possible sanctions may be imposed. Students are allowed seven days to respond to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) by either acknowledging their violation of the General Code of Conduct or providing an explanation for their actions.

Once the Student Affairs Committee reaches a decision, the Office of Student Services informs the student of the decision and of any resulting sanctions. Students who violate the General Code of Conduct may be faced with disciplinary sanctions including removal from a course, suspension, or dismissal from the University without further appeal. Decisions rendered by the Student Affairs Committee are final and binding.

## Code of Academic Integrity

University of the People fosters a spirit of honesty and integrity fundamental to a university community. As an academic community whose fundamental purpose is learning and pursuing knowledge, every individual at UoPeople is responsible for following accepted standards of academic integrity, sharing a commitment to uphold these values in all academic pursuits.

University of the People students are expected to work diligently to ensure that all assignments, exams or other course work submitted represents the student's original work. All work submitted by a student must represent original scholarship produced by that student. Additionally, all sources must be documented through acceptable scholarly references and citations, and the extent to which the sources have been used must be apparent to the reader. Even indirect quotations, paraphrasing, etc., can be considered plagiarism unless sources are properly cited. Plagiarism will not be tolerated and students are required to learn and be personally responsible for educating themselves about plagiarism and the appropriate forms of citation and referencing sources. Students who need assistance from Course Instructors may contact the Office of Academic Affairs at [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu) with any questions.

All student work and scholarship must be free of fraud and deception including:

- Plagiarism—the unintentional or intentional representation of the words or ideas of another as one's own work in any academic exercise. This includes failing to properly identify direct



quotations with both a proper citation and with quotation marks, submitting a paper that was the result of someone else's efforts but is represented as one's own work, paraphrasing bodies of work without proper citation, and copying so many words or ideas from a source that it makes up the majority of your work even while attempting to paraphrase and change the text. Plagiarism also includes giving incorrect information about the source of a quotation and submitting academic work multiple times without informing the Course Instructor and receiving approval.

When Course Instructors or University personnel suspect plagiarism, both special programs and the Internet will be used to identify the sources of intellectual property suspected of being used or cited inappropriately.

- Fabrication—falsifying documents, changing or inventing data, citing sources not consulted, and misrepresenting citations.
- Unauthorized Assistance—completion of an academic exercise or exam by someone other than the student or collaborating without acknowledging the collaboration. While collaboration is a key element to a positive University of the People learning experience, it is critical that students acknowledge any collaboration and its extent in all submitted course work.
- Misrepresentation—lying or misrepresenting a student's personal situation to a University member in an attempt to receive special circumstances, permissions, or extensions.
- Collusion—assisting another student in committing an act of academic dishonesty.

All members of the academic community, including instructional personnel, students, and University administrators are expected to assist in maintaining the highest level of integrity and to report all incidents that violate academic honesty. Students encountering suspected cases of cheating should discreetly report the violator to their Course Instructor. Specifically, if academic misconduct is suspected in a discussion forum posting, students should contact their Course Instructor and should not assign the student a grade as part of the peer assessment process. However if academic misconduct is suspected in a written assignment, students are encouraged to leave specific feedback in their evaluation. Questions should be directed to the Office of Academic Affairs at [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu)

## Disciplinary Process

Adherence to the Code of Academic integrity is required of every member of the UoPeople community in all academic undertakings. While all members of UoPeople are required to uphold these values, the disciplinary process described concerns the conduct of students.

All violations of the Code of Academic Integrity are reported by the Office of Academic Affairs to the Office of Student Services. Breaches of the Code of Academic Integrity are grounds for disciplinary



action, are permanently noted in a student's academic record, and are normally subject to the following sanctions by the University:

First violation: Warning issued, and student is issued a zero on the assignment.

Second violation: Student is issued a zero on the assignment or exam in question, as well as a failing grade in the course.

Third violation: Student is issued a failing grade in the course and is suspended from UoPeople for one or more terms.

Fourth violation: Student is dismissed from the university.

Sanctions, however, may vary based on past disciplinary records, and the University retains the absolute discretion to determine the appropriate sanction to be imposed for any infraction, depending on the severity of the violation. Sanctions may also be cumulative; no sanction is necessarily exhausted before another sanction is imposed.

Students suspected of violating the Code of Academic Integrity shall be contacted by their Course Instructor. Students with two or more violations are also sent a letter from the Office of Student Services stating that their alleged academic misconduct will be referred to the University's disciplinary committee, the Student Affairs Committee. Students will be allowed seven days to respond to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) before their case is referred to the Student Affairs Committee.

Once the Student Affairs Committee reaches a decision, the Office of Student Services informs the student of the decision and of any resulting sanctions. Decisions rendered by the Student Affairs Committee are final and binding.

In cases where an act of academic misconduct remains undiscovered until after credits have been issued or a degree is awarded, University of the People reserves the right to revoke any credits or degree based on new revelations about scholarly issues including, but not restricted to, admission credentials, course work, research, theses, or other final projects.



## CHAPTER 12: STUDENT ACTIVITY, LEAVE OF ABSENCE, AND RE-ENROLLMENT PROCEDURES

It is the student's responsibility to inform the University of the People about his/her academic plans each term by either (1) registering for classes (2) applying for a leave of absence (LOA), or (3) withdrawing from the University.

### Inactivity

UoPeople allows students to be inactive for up to three (3) consecutive terms **but** not inactive for more than three (3) terms in a given academic year (September to August).<sup>13</sup> Under special circumstances such as military service, a student's inactivity may be extended for a maximum of five years.

Students must apply for a leave of absence when planning to be away from their studies in an upcoming term. Students requiring an extended period of inactivity at UoPeople may wish to consider withdrawing from the University.

Students are considered **inactive** during a term in the following instances:

- with an approved leave of absence (LOA)
- when dropping and/or withdrawing and/or being granted an administrative course withdrawal from all classes

The time granted for a student's inactivity will not count against the total time allowed to complete the degree.

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<sup>13</sup> Note that the calculation and counting of consecutive terms will include terms of leave from one academic year to the next academic year. Examples of when a student will be administratively withdrawn on the 4<sup>th</sup> term of inactivity may include: Terms 1, 2, 3 & 4, Terms 2, 3, 4 & 5, Terms 3, 4, 5, & 1, Terms 4, 5, 1, & 2, and Terms 5, 1, 2, & 3. Also true is the following scenario involving 4 non-consecutive terms of leave in the same Academic Year: Terms 1, 2, 4, & 5, and Terms 1, 3, 4, & 5.



## Leave of Absence (LOA)

Students not planning to register for classes during an upcoming term are required to request a leave of absence (LOA) via the Student Portal (<https://students.uopeople.edu/login.aspx>) using the online form. Students have until one (1) week before the term begins to make this request.<sup>14</sup>

Students cannot apply for a leave of absence after the term begins, and do not need to apply for a leave of absence if they drop and/or withdraw and/or are granted an administrative course withdrawal from all courses during a term; it will be counted as an inactive term for the student.

Students are encouraged to learn and comply with all LOA procedures; failure to comply with the LOA policy is grounds for University administrative actions including administrative withdrawal from UoPeople.

### *Notes about a Leave of Absence*

- Questions about applying for a LOA may be directed to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu).
- Any approved leave of absence from the University will be revoked for students who are dismissed or suspended.
- Students granted a leave of absence while on Academic Warning, Academic Probation, or Probation Continued will return to their studies with the same status.
- Students returning from an academic or disciplinary suspension are eligible to request a leave of absence before returning to their studies.

## Administrative Withdrawals

Students will be administratively withdrawn from UoPeople if they fail to comply with University policies and procedures.

1. Students who fail to apply for a LOA and do not register for classes will be administratively withdrawn from the University on the first day of the term. In highly specialized cases, the University will grant administrative leave to the student; it is counted as an inactive term.

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<sup>14</sup> The University reserves the right to request supporting documentation for any leave of absence. All requests will be reviewed by the relevant committee and a decision will be sent to the student by the Office of Student Services. University of the People's decision to grant or refuse a request for a leave of absence will be final and binding.



- On the first occasion that students are administratively withdrawn for failing to apply for a LOA, they will have the option to appeal within thirty (30) days by sending a formal appeal request to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu).
  - On the second occasion that students are administratively withdrawn for failing to apply for a LOA, they will be required to apply for re-enrollment, reinstatement or academic renewal depending on the number of terms separated from the University.
  - Students who are administratively withdrawn on more than two occasions will not be allowed to request to return to their studies for a minimum of five (5) terms.
2. Students exceeding the maximum number of inactive terms, either consecutively or in an academic year, will be administratively withdrawn from UoPeople and will be required to apply for re-enrollment, reinstatement or academic renewal depending on the number of terms separated from the University.

## Withdrawal from the University

Students who wish to withdraw from the University must send an email to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) with their name, Student ID, and a request to withdraw from UoPeople. Students are also asked to indicate their reason for withdrawing from UoPeople in the email.

1. Students in good academic standing may withdraw from the University with no limitation on their ability to request re-enrollment within 5 consecutive terms after withdrawing.
2. Students in good academic standing may withdraw from the University for a period of 6-15 consecutive terms with no limitations on their ability to request reinstatement at any time during this period.
3. Students in good academic standing may withdraw from the University with no limitation on their ability to request academic renewal after more than 15 consecutive terms away from the institution.

Students are required to re-apply for admission and pay the Application Fee and the Examination Processing Fees then in effect if they withdrew and have been away from the University for more than 15 terms.

## Re-enrollment

Students who have interrupted their otherwise continuous enrollment at the University, with a minimum or higher cumulative GPA required at the time they left, and are in good disciplinary standing with UoPeople and have been out of residence for five (5) or fewer consecutive terms, may contact the



Office of Student Services to request re-enrollment. Once re-enrolled, students will be eligible to register for courses in the subsequent term.

1. Students applying for re-enrollment are required to be in good standing. However, the Student Affairs Committee will review re-enrollment requests for students with a cumulative GPA below a 2.00. The Office of Student Services will inform students whether their request has been approved or denied, and students may only begin registering for courses during the course registration period after their re-enrollment has been approved. Under very unusual circumstances, students with a cumulative GPA below a 2.00 will be accepted for re-enrollment under the supervision of the Dean of Student Affairs. These students will be permitted to register for one (1) course per term until returning to good academic standing.
2. Students who were on approved leave of absences, had the minimum or higher cumulative GPA at the time their leave began, and are in good disciplinary standing with UoPeople after being out of residence for five or fewer consecutive terms, may register for classes in the term immediately following the end of their leave, effectively serving to re-enroll themselves into the University. These students therefore are not required to contact the Office of Student Services in order to re-enroll in the University.

Students interested in requesting re-enrollment should contact the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu). Requests for re-enrollment should be initiated at least fifty (50) days before the first day of the term in which re-enrollment is sought to allow sufficient opportunity for students to register for classes for the subsequent term.

## Reinstatement

Reinstatement is a procedure that allows former students the opportunity to return to the University.

1. Students who had been suspended from the University of the People for academic or disciplinary reasons for five (5) or fewer terms must apply for reinstatement and return to their studies in the term immediately following the end of the suspension period.
2. Students who have formally withdrawn or administratively withdrawn from the University and have been out of residence for more than five (5) but fewer than fifteen (15) consecutive terms, may apply for reinstatement.
3. Students applying for reinstatement must be in good standing. However, the Student Affairs Committee will review reinstatement requests for students with a cumulative GPA below a 2.00. Under very unusual circumstances, students with a cumulative GPA below a 2.00 will be accepted for reinstatement under the supervision of the Dean of Student Affairs. These students will be permitted to register for one (1) course per term until returning to good academic standing.



The Office of Student Services will inform students whether their request has been approved or denied, and students may only begin registering for courses during the open registration period after their re-reinstatement has been approved.

4. Once reinstated, students are required to maintain good standing, and are encouraged to be in contact with an Academic Advisor in the Office of Student Affairs. Students who are reinstated and fail to achieve or maintain a minimum 2.00 term GPA, will be placed on Academic Warning, Academic Probation, Probation Continued, or may ultimately be dismissed.

Students interested in applying for reinstatement should contact the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu). Requests for reinstatement should be initiated at least fifty (50) days before the first day of the term in which reinstatement is sought to allow sufficient opportunity for students to register for classes for the subsequent term.

## Academic Renewal

Former students who have been out of residence from the University for a minimum of fifteen (15) consecutive terms, or who had formally withdrawn from the University or may be academically dismissed, may apply for Academic Renewal by contacting the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu). Also, former students who have been academically dismissed from UoPeople and wish to return to their studies are required to apply for Academic Renewal after being away from UoPeople for a minimum of fifteen (15) terms.

Academic renewal requests should be initiated at least fifty (50) days before the first day of the term in which academic renewal is sought. Former students applying for academic renewal will be required to complete a new application for admission and to pay the Application Processing Fee and Examination Processing Fees then in effect. If readmitted, the former student will be notified by the Office of Admissions and will be required to sign and submit an enrollment agreement to the University as part of their enrollment confirmation, after which the relevant University official will sign the agreement on behalf of the University.

Students who are readmitted and/or granted Academic Renewal are required to satisfy all graduation requirements and follow all the University rules and regulations listed in the Catalog during the academic year in which they resume their studies.

Individuals may be granted only one academic renewal and the University has the sole discretion at the time of the Academic Renewal to determine which, if any, credits previously earned will be applied toward a University degree.

At the start of Academic Renewal, a notation is added to the student's previous UoPeople transcript listing the student's academic renewal status. Additionally, the student's cumulative grade point average and cumulative credits start anew with their return to the University.



Students may only begin registering for courses during the course registration period after their academic renewal has been approved. Students who are approved for Academic Renewal are strongly encouraged to enroll in only one course under the advisement of an Academic Advisor in the Office Student Affairs, and are required to maintain good standing at the University.



## CHAPTER 13: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

The University of the People encourages all admitted and prospective students to contact the relevant University office for any assistance and clarification of policies and procedures.

**Internship Office:** [internships@uopeople.edu](mailto:internships@uopeople.edu)

**Library Services:** [library@uopeople.edu](mailto:library@uopeople.edu)

**Mentorship Office:** [mentorship@uopeople.edu](mailto:mentorship@uopeople.edu)

**Office of Academic Advising:** [advising@uopeople.edu](mailto:advising@uopeople.edu)

**Office of Academic Affairs:** [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu)

**Office of Admissions:** [admissions@uopeople.edu](mailto:admissions@uopeople.edu)

**Office of Alumni Affairs:** [alumni@uopeople.edu](mailto:alumni@uopeople.edu)

**Office for Payments:** [payments@uopeople.edu](mailto:payments@uopeople.edu)

**Office of Scholarships:** [scholarships@uopeople.edu](mailto:scholarships@uopeople.edu)

**Office of Student Affairs:** [student.affairs@uopeople.edu](mailto:student.affairs@uopeople.edu)

**Office of Student Services:** [student.services@uopeople.edu](mailto:student.services@uopeople.edu)

**Technical Support:** [support@uopeople.edu](mailto:support@uopeople.edu)

### University Services

#### Career Services Center

The University of the People Career Service Center (CSC) strategy builds on current trends and best practices at institutions of higher learning and takes into consideration the unique characteristics and challenges of University of the People and our student body. Serving as the hub for students and graduates to develop essential skills in preparing for life after the degree, the CSC will offer short courses, workshops, recommended resources and career counseling among other services. Focus will be in areas such as career planning, resume writing, interview and job searching skills. An introductory



not-for-credit course is planned for roll-out during the 2014-2015 academic year and the university is committed to further developing the center throughout the year.

## Library Resources and Services

In support of our students and their academic pursuits, University of the People has joined the Library and Information Resource Network (LIRN). LIRN enhances UoPeople's academic programs with a rich and powerful collection of resources including over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. All University of the People instructional personnel and enrolled students may use these resources free of charge. Additionally, students are provided with other open education resources including textbooks and course materials.

For questions or suggestions regarding the University of the People Library and Resource Center, including LIRN or open educational resources, please contact UoPeople's Director of Library Services at [library@uopeople.edu](mailto:library@uopeople.edu).

## Internship Opportunities

University of the People helps students make connections with companies providing internship opportunities to top qualified UoPeople students. Internships are announced by email to UoPeople students, and include a description of the internship, internship qualifications, and a description of the application process and timeline.

For more information about internship opportunities, contact [internships@uopeople.edu](mailto:internships@uopeople.edu).

## Computing and Networking Services and Requirements

Although Moodle and Class Forums are not open to public access, students should note that these online spaces are neither private nor confidential. Neither students nor instructional personnel should assume privacy when communicating on the Virtual Learning Environment. The University may access and observe communications conducted on the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the Code of Conduct, including investigating allegations of misconduct, suspected misconduct or other complaints. Additionally, the University of the People may provide limited access to learning resources to individuals other than students, alumni, instructional personnel, and staff.

### *Contact Information for Students*

The primary form of official communication from University of the People is through e-mail. Students are required to maintain active e-mail addresses and are responsible for keeping their contact information accurate and current. Students should note that the email address they used to apply to the University of the People is the one maintained by the Office of Student Services unless they have subsequently



submitted a request to change their email address. Students wishing to update any of their contact information should contact [student.services@uopeople.edu](mailto:student.services@uopeople.edu) and include the following information: the student's full name including both the first and last name, the student's ID number, and any details to be updated.

Students should note that any change of contact information on Moodle at <http://my.uopeople.edu> is not considered a formal change of contact information; you must notify the Office of Student Services. Finally, to ensure receipt of important announcements from the University, students should check that spam filters are set to receive email from University of the People.

### *Computer Requirements*

Students are required to have access to a computer with a reliable Internet connection in order to complete all requirements for a course.

Students must also have the ability to save documents and files. Typically, University of the People learning materials are provided to students in either Adobe PDF or Microsoft Office compatible formats. Therefore, students need to be able to open and save documents in these formats as well.

1. Although the latest version of IE, Safari, Opera, and Chrome can be used to access the UoPeople Online Learning Platform, the university recommends that students use the latest version of the Mozilla Firefox browser (<http://www.mozilla.org/en-US/firefox/new/>). Please note that students using mobile phones, especially older models, may have difficulty accessing and using the site.
2. The Adobe PDF Reader software is available for free at the following link:  
<http://get.adobe.com/reader/>
3. Microsoft Office is commercial software which is not available for free. If you do not already have or are unable to obtain a copy of Microsoft Office (Word, PowerPoint, and Excel) please use one of the following free options:
  - Download and install LibreOffice, a free and open source office suite that is mostly MS Office compatible (<http://www.libreoffice.org/download/>). When saving, please be sure to save your documents in MS Office format, not the default format. This is the preferred free option.
  - Create a Hotmail account. Using the online web apps (Word, PowerPoint, and Excel), students can view and edit basic Word, PowerPoint, and Excel files in a web browser. (<http://www.hotmail.com>).
4. Other Software: Note that certain courses, for example computer science courses, may require the installation and use of other specialized software. This information will be listed in the relevant course syllabus.



## *Student Login Username and Password*

Each student is assigned a designated username and password to log into the University of the People Online Learning Platform and courses. UoPeople students with technical issues should contact Technical Support at [support@uopeople.edu](mailto:support@uopeople.edu) for assistance with login problems.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Please ensure you keep your password secret and do not give it to anyone else.

## Technical Support

Technical Support is available to registered students through email at [support@uopeople.edu](mailto:support@uopeople.edu). In order to troubleshoot the problem, students are asked to include the following information in the e-mail:

1. Student ID number and the student's first and last names
2. The course number and the course name (example: BUS 1103 Microeconomics).
3. Provide a brief description about what happened when the error occurred.
4. Include any error messages received. Another option is for students to press the 'print screen' button (located on the upper right corner of most keyboards) and copy and paste the image into the body of the email.
5. Record the exact time (University of the People time) that the error occurred.

## University Offices

### Office of Academic Affairs

The Office of Academic Affairs oversees all aspects of the curriculum with a primary commitment to creating a dynamic atmosphere for student learning and success. In assisting students with advice pertaining to their academic studies and information regarding academic policies and procedures including incomplete grades, late withdrawals, administrative course withdrawals, and change of major or degree requests, the Office of Academic Affairs provides guidance and leadership to assist students in solving academic-related problems within their courses, peer assessment issues, communication with Course Instructors, and other general course-related issues.

UoPeople Course Instructors are available to students via email throughout the academic year and students who have academic-related questions should contact their Course Instructor first. However, the Office of Academic Affairs is always available to provide support to all UoPeople students at [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu).



## Office of Student Affairs

The Office of Student Affairs supports UoPeople students as they navigate their way through their studies in order to help them achieve academic success and feel prepared to graduate and make plans beyond the University.

### *Academic Advising*

The Office of Academic Advising is designed to be a partnership between UoPeople Academic Advisors and students; Academic Advisors can be reached at [advising@uopeople.edu](mailto:advising@uopeople.edu). Students may reach out to the academic advising team as often as needed and are advised to be in touch with an academic advisor at least once a year to monitor degree progress.

Academic Advisors work with students at the University of the People to answer questions and respond to concerns about academic progress, goals in attaining their degrees from the University, and challenges and decisions that need to be made throughout their academic studies.

Students in danger of not passing the Satisfactory Academic Progress (SAP) review, or who have already been placed on Academic Warning, Academic Probation, or Probation Continued and are in danger of being dismissed from the University for unsatisfactory academic progress, are strongly encouraged to seek out and work together with an Academic Advisor. Additionally, students who have been suspended from the University also may be in contact with the Dean of Student Affairs at [student.affairs@uopeople.edu](mailto:student.affairs@uopeople.edu) to discuss any questions about the terms of their suspension and future opportunities to return to UoPeople.

At the end of each term, students are encouraged update a Progress Toward Degree (PTD) Checklist, which helps students track their degree requirements for graduation. The PTD Checklist can be found in the Academic Advising Virtual Office (AAVO).

### *Academic Advising Virtual Office*

The Academic Advising Virtual Office (AAVO) is a resource center for students at the University, providing access to University academic advisors and mentors in Moodle, and allowing students to collectively support, assist, guide, and advise one another at the University through discussion forums. Designed as a gathering space to socialize and plan around their shared educational goals within an academic setting, students benefit from the support and academic guidance of both academic advisors and their fellow peers.

Degree Seeking Students are invited to participate in the AAVO and participants are required to follow all the rules and regulations outlined in the Catalog and posted in the AAVO. Inappropriate postings violating the Academic Code of Conduct and Academic Code of Integrity will be removed from the AAVO, and students with repeated violations in the AAVO will no longer be given access to the center. All violations are grounds for disciplinary action.



The AAVO is accessed via the Moodle homepage and is listed as a course; participation, however, is optional at all times. Students who do not wish to have access to the AAVO may send this request to the Office of Student Affairs at [student.affairs@uopeople.edu](mailto:student.affairs@uopeople.edu).

### *Other*

UoPeople does not currently offer the following services: Student ID cards, an orientation program, a graduation ceremony, or counseling services.

### Office of Student Services

The Office of Student Services forms part of a comprehensive network of services at the University designed to support and help students throughout their studies. Student Services provides students with both administrative and academic services in consultation with other bodies of the University and is also responsible for implementing university policies and procedures, keeping the student body updated accordingly.

Student Services provides a range of support, information, and special services to enhance student experiences at UoPeople. All student records are permanently and confidentially maintained by the Office of Student Services. Information regarding enrollment data and the date of degrees conferred will be of public record.

Students are welcome to email the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) regarding:

- Course registration
- Proctor information
- Appeals
- Updates to student records
- Leave of absence questions
- Forms for various processes and procedures (i.e., change of degree program request forms & official transcript order forms.)
- Graduation deadlines and logistics
- Referrals to other UoPeople offices
- General information about the University



## Office of Admissions

The Office of Admissions oversees the admissions process for prospective and current applicants to the University, including the processing of all applications for admission to UoPeople's degree programs. Providing assistance and guidance regarding all admissions requirements, the Office of Admissions answers questions regarding prospective students' applications and provides updates on their applicant status. More information about the admissions process can be found in Chapter 2; interested parties can reach the Office of Admissions at [admissions@uopeople.edu](mailto:admissions@uopeople.edu).

## Scholarship Office

The Scholarship Office receives and processes scholarship requests from admitted applicants and current students who are unable to pay part or all of the Examination Processing Fees. Additionally, the Scholarship Office provides scholarship information to prospective students and is available to answer any questions or concerns.

The Scholarship Office can be reached at [scholarships@uopeople.edu](mailto:scholarships@uopeople.edu).

## Payments Office

The Payment Office oversees the processing of payments for both Application and Examination Processing Fees at UoPeople, and is responsible for the handling and disbursement of grants for Application Processing Fees. Also working in conjunction with the Scholarship Office, the Payments Office processes and reconciles scholarship payments for students unable to pay Examination Processing Fees.

For questions regarding payments including payment methods, amounts payable, and payment deadlines, applicants and students may contact the Payments Office at [payments@uopeople.edu](mailto:payments@uopeople.edu).



## CHAPTER 14: COURSE DESCRIPTIONS

### Undergraduate Courses in Arts and Sciences

#### Online Education Strategies

This course is required for all students and is a preparation for a successful journey into the University's online environment. It will introduce students to the University of the People library, the resources available to them, to the academic methods, and to the policies and expectations for student performance. Further, it will provide an overview of strategies for student success including time and stress management, effective study skills, and personal ownership of the learning process.

Those unsuccessful in passing UNIV 1001 Online Education Strategies after two attempts will be dismissed from the University and will have the option to appeal to the Student Affairs Committee to take the course a third and final time by emailing the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) within 30 days of the dismissal notice.

Students who fail UNIV 1001 Online Education Strategies a third time will be dismissed from the University without further appeal.

Course Code: UNIV 1001

Prerequisites: None

Credits: 3

#### English Composition 1 (Proctored Course)

This course is a mandatory course for all students that have not demonstrated English proficiency. The purpose of this course is to develop and enhance English skills of reading and writing which are necessary for adequate performance in all academic areas. The units focus on a range of texts and genres designed to improve students' knowledge and understanding of academic discourse. Each unit also focuses on the progressive development of reading, grammar, writing and test taking skills.

Course Code: ENGL 0101

Prerequisite: None

Credits: 3



## Developmental Algebra (Proctored Course)

This course covers development and application of algebraic, graphing, modeling and problem-solving skills. The course focuses on linear and non-linear equations and inequalities in one and two variables; function notation; graphs and data tables; basic polynomial operations; real and complex numbers; properties of exponents and radicals and the use of the quadratic formula.

This course does not apply toward meeting the requirements of any UoPeople degree program.

Course Code: MATH 0101

Prerequisite: None

Credits: 3

## English Composition 2 (Proctored Course)

This course is designed to further develop and enhance skills in purposeful academic writing and analysis. The course covers the short story (literature, genre), the importance of storytelling, research review, computer-supported cooperative work (CSCW), and promotes advanced writing skills.

Course Code: ENGL 1102

Prerequisite: None

Credits: 3

## Business English

The purpose of this course is to build an understanding of effective uses of English in a business environment and to develop strong core business communication skills. This course will introduce and enhance the varying modes of English communication in the business environment and will also focus on when to use these varying modes, depending on the situation. This course will also give students the tools to function in a cross-cultural, global business environment and will develop an understanding of the best techniques for successful communication in varying business contexts.

Course Code: ENGL 1103

Prerequisite: None

Credits: 3

## College Algebra (Proctored Course)

This course provides a solid grounding in algebra, trigonometry, and analytic geometry in preparation for further mathematical studies. The course includes an extensive study of linear, quadratic, and rational functions. It also contains an introduction to exponential and logarithmic functions and circles. Finally, the topic of systems of linear equations is covered.



Course Code: MATH 1201

Prerequisite: None

Credits: 3

## Calculus

This course provides an interdisciplinary introduction to the core concepts of differential calculus, covering a wide range of topics. Content includes both applications and theory of differential calculus leading to an introduction of The Fundamental Theorem of Calculus. Learners will continue to refine independent study skills, problem solving, logically correct and mathematically precise writing and thinking, and their ability to use geometric, symbolic and analytic formats in presenting solutions to both abstract and real world applications.

Course Code: MATH 1211

Prerequisite: MATH 1201

Credits: 3

## Introduction to Statistics (Proctored course)

This course presents students with basic concepts in statistics and probability and encourages statistical thinking. Topics covered include descriptive statistics, probability, discrete and continuous random variables, the sampling distribution and the Central Limit Theorem. The R statistical programming environment is used for computation, graphical presentation, and simulations.

Course Code: MATH 1280

Prerequisite: None

Credits: 3

## Statistical Inference

This course covers inferential statistics, estimation, and hypothesis testing. The emphasis in the course is on the presentation of statistical methods and on the interpretation of the outcome. The philosophy and practice of statistics and not its mathematics is at the center. Needed mathematical computations are demonstrated via simulations rather than by abstract proofs. The R system for data analysis is used as part of the teaching.

Course Code: MATH 1281

Prerequisite: MATH 1280

Credits: 3



## Discrete Mathematics

This course is primarily intended for students majoring in Computer Science. The emphasis will be on the development of technical discrete mathematics skills, rather than rigorous proof. Topics will include number systems, sets, logic, induction, elementary counting techniques, relations, functions, matrices, and Boolean algebra.

Course Code: MATH 1302

Prerequisite: None

Credits: 3

## Art History

This survey course in Western Art History will explore art as a cultural production. This introduction to the academic discipline will familiarize students with major movements and styles of art as well as the various media and purposes of artistic production. The relationship of the visual arts and the individual artist to their society and culture will also be explored.

Course Code: AHIST 1401

Prerequisite: None

Credits: 3

## Ethics and Social Responsibility

This course explores Western and non-Western approaches to ethical reasoning, and the social implications of unethical behavior. Current professional ethics as well as cultural values will be analyzed, and students will be asked to reconcile these with personal beliefs in order to prepare them for taking responsibility for their actions in the world.

Course Code: PHIL 1404

Prerequisite: None

Credits: 3

## Globalization

This course examines changes in national economies over the past half century. Special attention is given to the ways that globalization impacts citizenship, ethnic and religious issues, migration, public health, poverty, and wealth. The cross-cultural context affords the opportunity to address issues of a global nature which may profoundly influence the conditions under which people live and work.



Course Code: POLS 1503

Prerequisite: None

Credits: 3

## Greek and Roman Civilization

The course includes selected readings from Homer, Plato's Dialogues, and a brief description of the rise and fall of the Roman Empire. Students will address the question: In what ways did Greek and Roman civilization provide the foundations for the development of western culture?

Course Code: HIST 1421

Prerequisite: None

Credits: 3

## Introduction to Economics

This course provides an introduction to economics as well as an overview of macroeconomics and microeconomics. Course topics include the operations of a market economy, money and banking, the relations between business organizations and government regulatory agencies, optimal allocation of resources, price stability and long-term growth.

Course Code: ECON 1580

Prerequisite: None

Credits: 3

## Introduction to Biology

This introductory course defines biology and its relationship to other sciences. We examine the overarching theories of life from biological research and also explore the fundamental concepts and principles of the study of living organisms and their interaction with the environment. We will examine how life is organized into hierarchical levels; how living organisms use and produce energy; how life grows, develops, and reproduces; how life responds to the environment to maintain internal stability; and how life evolves and adapts to the environment.

Course Code: BIOL 1301

Prerequisite: None

Credits: 3



## Introduction to Environmental Sciences

This is a multidisciplinary course that will bring together data collected from various scientific fields to help students understand the environment, current environmental problems and solutions to these problems. The course will cover topics that include biodiversity conservation, agriculture-related environmental impacts, environmental effects of human populations and urbanization, the consequences of society's dependence on fossil fuel and solutions using alternative energy sources, environmental waste or pollutants affecting land, water and air and lastly environmental economics, ethics, policy and sustainable living.

Course Code: ENVS 1301

Prerequisite: None

Credits: 3

## Introduction to Philosophy

This course traces the origins of philosophical thinking from Socrates and Plato in Ancient Greece to great thinkers of modern times. The profound questions they posed about reality, ethics, and knowledge still challenges us today. This course emphasizes how philosophy is a manner of thinking about the most basic problems faced by ordinary people and students are encouraged to examine the ideas of the philosophers as they impact their own lives.

Course Code: PHIL 1402

Prerequisite: None

Credits: 3

## Introduction to Psychology

This course covers the basic principles of psychology, its common approaches, and its theoretical underpinnings. As both a research and applied discipline, Psychology involves the study of mental processes and behavior and will facilitate better understanding of the relationship between mind and body, and the self and other.

Course Code: PSYC 1504

Prerequisite: None

Credits: 3

## Introduction to Sociology

This course studies and compares social groups and institutions and their interrelationships. Special topics covered in the course include culture, socialization, deviance, stratification, race, ethnicity, social changes, and collective behavior. As an introduction to the scientific discipline of Sociology, students



will have the opportunity to analyze what we know and what we think we know as citizens, individuals, and as novice sociologists.

Course Code: SOC 1502

Prerequisite: None

Credits: 3

## **Undergraduate Courses in Business Administration**

### **Principles of Business Management**

This course is an introduction to the field of business management. Topics include developing mission, vision and values, organizational culture, leadership, decision-making, organizational behavior, motivation, and human resource management. This course will present a survey of the basic methods by which managers have operated businesses, large and small. Foremost are the basic concepts of planning, leading, organizing, and controlling. Embedded within these key concepts are numerous skills that, when mastered, will allow you to embark on a career in business management.

Course Code: BUS 1101

Prerequisite: None

Credits: 3

### **Basic Accounting**

The Basic Accounting course introduces students to financial reporting and financial management concepts and practices. The primary focus of this course is the preparation and use/analysis of general purpose financial statements in support of the capital market decision-making process. In addition, certain financial accounts concepts related to current assets will be covered.

Course Code: BUS 1102

Prerequisite: BUS 1101

Credits: 3

### **Microeconomics**

This course introduces the economic analysis of the interactions between households, businesses and government with regard to allocation of goods, services and resources. In this course, we will learn about basic elements of consumer and firm behavior, different market structures and their effects on welfare, and the direct and indirect role of the government in determining economic outcomes. Topics include theory of consumer behavior, production, and cost determination.



Course Code: BUS 1103

Prerequisites: BUS 1101

Credits: 3

## Macroeconomics

This course provides a solid overview of the field of macroeconomics with the intent to develop a general understanding and appreciation of the factors and methods used to manage macroeconomic policy and the impact of these policies on the global economy. This course will help you to understand how a nation's economy works and how macroeconomic policy impacts a nation's economy. It will help you to judge what policies you, as an informed member of society and participant in the economy, will or will not support.

Course Code: BUS 1104

Prerequisites: BUS 1101

Credits: 3

## Principles of Marketing (Proctored course)

This course provides an introduction to the field of marketing where students develop a general understanding and appreciation of the factors and methods involved in marketing a variety of goods and services. Topics include consumer needs, segmentation, target marketing, positioning, pricing, distributing, and promoting goods and services. Emphasis is placed on the integration of marketing principles into an organized approach for decision-making.

Course Code: BUS 2201

Prerequisites: BUS 1101

Credits: 3

## E-Commerce (Proctored course)

This course serves as an introduction to internet based business models (i.e., e-commerce) in organizations. The study of this field will assist students in recognizing opportunities and overcoming challenges in online business transactions. Topics include e-commerce management, use of information systems and integration with human resources, knowledge management strategies, e-marketing and relationships between the internet, government, and society.

Course Code: BUS 2202

Prerequisites: BUS 1101

Credits: 3



## Principles of Finance 1

This course provides a broad understanding of basic principles in the area of finance. The course introduces techniques for effective financial decision-making and helping managers to maximize shareholders' wealth. The course covers topics related to the operation of financial markets and banking systems and the problems of financing and investment decisions and provides a theoretical background for critical and productive thinking.

Course Code: BUS 2203

Prerequisites: BUS 1102

Credits: 3

## Personal Finance

This course provides a practical overview of personal finance management with the intent to provide students with the knowledge and skills to manage their personal finances effectively in order to ultimately attain financial security. Emphasis will be placed on the development of personal financial management skills. Areas of study will include financial planning, budgets, basic finance and financial statements, credit management, savings, personal risk management, insurance, retirement planning, and investments.

Course Code: BUS 2204

Prerequisites: BUS 1101

Credits: 3

## Multinational Management

This course provides an examination and analysis of multinational management functions and processes including planning, organizing, leading, and controlling across cultures and borders in globally diverse environments and organizations. Topics include cross-cultural strategic planning, leadership, and human resource management.

Course Code: BUS 2207

Prerequisites: BUS 2201

Credits: 3

## Financial Accounting (Proctored course)

This course continues the study of accounting begun by the students during their Basic Accounting course. This course emphasizes accounting for liabilities, accounting for equity, and corporate forms of ownership. Topics include responsibility accounting, budgets, cost control, and standard costing



procedures and analysis of variances. Obtaining familiarity of these topics and tools is intended to highlight the importance of management reporting and decision making.

Course Code: BUS 3301

Prerequisite: BUS 2203

Credits: 3

## Consumer Behavior

This course provides the student with a comprehensive theoretical and practical foundation of knowledge regarding the forces (such as economic, social, psychological, and cultural factors) that shape the attitudes and behaviors of consumers of products and services.

Course Code: BUS 3302

Prerequisites: BUS 2201

Credits: 3

## Entrepreneurship 1 (Proctored course)

This course provides an introduction to entrepreneurship and the dynamics of starting/owning a business. This course is designed to assist students with the knowledge and skills entrepreneurs need to start and/or manage a small business. It will help you understand the steps involved in the process of the creation/development of business ideas and turning those ideas into a successful business model. The course will focus on the feasibility, planning, and implementation of a new business venture.

Course Code: BUS 3303

Prerequisites: BUS 2201

Credits: 3

## Managerial Accounting

This course is a continuation of Financial Accounting with the focus shifted to the internal needs of managers. The course offers students an understanding of managerial accounting techniques used in today's modern business world.

Course Code: BUS 3304

Prerequisites: BUS 3301

Credits: 3



## Business Law and Ethics (Proctored course)

This course introduces the student to law and ethics as they apply in a business environment. The intent of this course is to develop in the student a general understanding of basic legal principles and how they affect the conduct of business on a practical level. While common law legal systems and that of the United States in particular are used to demonstrate the interaction of law and business, the principles introduced here assist in developing a general approach to business law and ethics. Topics include an introduction to law in general, litigation and alternatives to litigation, criminal law, torts and contracts, property law, employment law and business ethics. The interaction of law and business disciplines, such as management, finance, human resources, accounting, and sale and marketing is emphasized.

Course Code: BUS 3305

Prerequisites: BUS 1101

Credits: 3

## Business and Society

This course explores the inter-relationships between business and society, including the tensions between various stakeholders and the growing pressures to approach business with corporate responsibility and sustainability as primary underlying influences. With rapidly changing technology and globalization, we must strategize our business decisions with far greater insight and conscientiousness than ever before. This course takes a look at business and society relationships from various global perspectives, including developing countries and societies, and different cultural norms and beliefs. It provides students with insights into the issues surrounding business from both macro and micro level perspectives.

Course Code: BUS 3306

Prerequisites: BUS 1101

Credits: 3

## Entrepreneurship 2

This course continues where Entrepreneurship 1 ended and addresses entrepreneurship in international markets. The key success factors in creating a new internationally-oriented business venture will be examined from the perspective of the entrepreneur.

Course Code: BUS 4401

Prerequisites: BUS 3303

Credits: 3



## Organizational Behavior (Proctored course)

This course focuses on the examination of research and theory of factors that influence the way members of an organization behave. Topics include the behavior of employees, work groups and supervisors, effective organizational communication, handling of change in the organization, and the goals and structure of an organization.

Course Code: BUS 4402

Prerequisites: BUS 1101

Credits: 3

## Business Policy & Strategy (Proctored course)

This course addresses the formulation, implementation, monitoring and control of business strategies and supporting organizational policies. Students learn to evaluate the comprehensive business enterprise through an integrated view of the various functional disciplines. This course attempts to develop the conceptual and abstract skills required by leaders of businesses in a competitive environment in order to understand business issues and challenges from the perspective of all functional managers.

Course Code: BUS 4403

Prerequisites: BUS 3306 and BUS 2207

Credits: 3

## Principles of Finance 2

This course expands on concepts from Principles of Finance 1 to provide greater depth of core issues including valuation, cost of capital, capital budgeting, estimating cash flows, capital structure, dividends, forecasting, and working capital management. Case studies and information resources will be utilized to explain how financial theory is applied in real-life situations.

Course Code: BUS 4404

Prerequisites: BUS 2203

Credits: 3

## Leadership (Proctored course)

In this course, students will explore organizational leadership theories as well as examine how to strategically lead self and others while fostering a culture of performance. Students will use tools that leverage organizational and individual development. Through an integration of a variety of these tools, strategies, and theories, the students will develop knowledge, skills and attitudes (KSA) necessary in contemporary leadership development.



Course Code: BUS 4405

Prerequisites: BUS 1101

Credits: 3

## Quality Management

This course investigates the concept of “quality” in organizational culture, and how it has developed over time. A number of quality-improvement techniques will be explored, such as employee empowerment, quality-improvement tools, cross-functional teams, leadership for quality, continuous learning, process management, Taguchi methods, ISO 9000 standards, and the role of inspection in quality management. Issues concerning the implementation of methods such as Total Quality Management (TQM) will also be studied.

Course Code: BUS 4406

Prerequisites: BUS 4402

Credits: 3

## Strategic Management

This course explores the relationships between organizations and their environments from a corporate policy perspective. Topics to be discussed include organizational structure and development, competition analysis, long and short-range planning, creating mission and vision statements, implementing goals, performance indicators and evaluation.

Course Code: BUS 4407

Prerequisites: BUS 4402

Credits: 3

## Undergraduate Courses in Computer Science

### Programming Fundamentals

This course covers the basics of computer programming and provides a foundation for further learning in this area. No previous computer programming knowledge is required to finish this course. The course uses the Python programming language which is very simple and straightforward. The course also covers abstract concepts which can be applied to almost any programming language, and students are encouraged to pay attention to these, since the way of thinking like a programmer is the most valuable lesson they will learn.



Course Code: CS 1101

Prerequisites: None

Credits: 3

## Programming 1

This introductory course teaches the fundamental concepts of programming languages by use of the popular Java language. The topics cover fundamental principles of programming, including data types, program control and decisions, loops, string manipulations, procedures, arrays, software testing, and debugging.

Course Code: CS 1101

Prerequisites: None

Credits: 3

## Programming 2

This course builds on the Introduction to Programming 1 course and teaches a more highly developed Java programming language with features beyond the basic concepts covered in the first programming course. A large part of the course will be devoted to more advanced building blocks such as recursion, linked data structures, and Java's Collection Framework. In addition to this, you will learn more about designing and coding complex, robust, and efficient programs. And you will be introduced to a professional programming tool: the Eclipse Integrated Development Environment.

Course Code: CS 1103

Prerequisites: CS 1102

Credits: 3

## Computer Systems

This course is an introduction to computer systems. In this course we will begin by exploring the internal design and functionality of the most basic computer components. From there, we will use an online hardware simulator to actually “build” a computer and develop an assembler from the ground using concepts we will learn in the class. In the process, we will cover the ideas and techniques used in the design of modern computer hardware and discuss major trade-offs involved in system design as well as future trends in computer architecture and how those trends might affect tomorrow’s computers.

Course Code: CS 1104

Prerequisites: CS 1103

Credits: 3



## Databases 1

This course introduces the fundamental concepts necessary for designing, using and implementing database systems. We stress the fundamentals of database modeling and design, relational theory, and the Structured Query Language.

Course Code: CS 2203

Prerequisites: CS 1102

Credits: 3

## Communications and Networking

This course will introduce the basic concepts of communication networks, including the OSI model and different types of communication protocols, including the Internet Protocol (TCP/IP protocol). The course will also cover the key concepts and structures of the Internet. Throughout the course, we will mainly be focusing on the two most prevalent reference models of network definition, OSI and TCP/IP.

Course Code: CS 2204

Prerequisites: CS 1104

Credits: 3

## Web Programming 1 (Proctored course)

This course introduces students to fundamental concepts and issues surrounding software development for programs that operate on the web and the internet such as static and dynamic content, dynamically served content, web development processes, and security.

Course Code: CS 2205

Prerequisites: CS 1103

Credits: 3

## Operating Systems 1 (Proctored course)

This course provides an applied introduction to commercial operating systems. It is intended for intermediate students who have basic programming skills. Key concepts of computer systems and operating systems are introduced, as well as the communications and linkages associated with computer systems. Operating systems that are introduced include Microsoft Windows and UNIX/Linux.

Course Code: CS 2301

Prerequisites: CS 1103

Credits: 3



## Software Engineering 1

This course focuses on the engineering process requirements, including identification of stakeholders, requirements elicitation techniques such as interviews and prototyping, analysis fundamentals, requirements specification, and validation. Course topics will include the use of models (State-oriented, Function-oriented, and Object-oriented), documentation for Software Requirements (Informal, semi-formal, and formal representations), structural, informational, and behavioral requirements; non-functional requirements, and the use of requirements repositories to manage and track requirements through the life cycle.

Course Code: CS 2401

Prerequisites: CS 1103

Credits: 3

## Data Structures

This course introduces the fundamental concepts of data structures and the algorithms that proceed from them. Although this course has a greater focus on theory than application, the assignments, examples, and cases introduced throughout the course help to bridge the gap between theoretical concepts and real world problem solving. We will be using a software tool that will enhance our understanding of the operation and function of the data structures and algorithms explored throughout the course by visually animating examples of data structures and algorithms so that we can understand their operation. Key topics within this course will include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and the basics of algorithmic analysis.

Course Code: CS 3303

Prerequisites: CS 1103

Credits: 3

## Analysis of Algorithms

This course builds on knowledge of elementary algorithm analysis gained in Data Structures to further analyze the efficiency of algorithms for sorting, searching, and selection. The course will also introduce algorithm design techniques.

Course Code: CS 3304

Prerequisites: CS 3303

Credits: 3



## Web Programming 2 (Proctored course)

This course builds on the concepts and issues discussed in Web Programming 1 surrounding software development for programs that operate on the web and the Internet. Existing and emerging web development topics to be covered include web applications, web services, enterprise web development, markup languages, and server-side programming.

Course Code: CS 3305

Prerequisites: CS 2205

Credits: 3

## Databases 2 (Proctored course)

This course will cover server database management, configuration and administration, security mechanisms, backup and recovery, transact SQL Programming, and an introduction to database web-application development.

Course Code: CS 3306

Prerequisites: CS 2203

Credits: 3

## Operating Systems 2

This course builds on principles learned in Operating Systems 1 to approach complex computer operating system topics such as networks, parallel computing, remote procedure call, concurrency, transactions, shared memory, message passing, scale, naming, and security.

Course Code: CS 3307

Prerequisites: CS 2301

Credits: 3

## Information Retrieval (Proctored course)

This course covers the storage and retrieval of unstructured digital information. Topics include automatic index construction, retrieval models, textual representations, efficiency issues, search engines, text classification, and multilingual retrieval.

Course Code: CS 3308

Prerequisites: CS 3303

Credits: 3



## Comparative Programming Languages

This course focuses on the organization of programming languages, emphasizing language design concepts and semantics. This course will explore the study of language features and major programming paradigms, with a special emphasis on functional programming.

Course Code: CS 4402

Prerequisites: CS 1103

Credits: 3

## Software Engineering 2

This course addresses more advanced topics in software engineering. Topics include the study of project planning, techniques for data-oriented design, object-oriented design, testing and quality assurance, and computer-aided software engineering.

Course Code: CS 4403

Prerequisites: CS 2401

Credits: 3

## Advanced Networking and Data Security

This course explores the basic components and design principles of advanced broadband networks (wireline and wireless), exploring how they enable essential services such as mobility, and secure data storage, processing and transmission. This course will also introduce the student to emerging issues facing organizations considering implementing cloud computing services and mobility to enabling worker productivity. Students will also be exposed to the basic pillars of network security (IA) and protecting individual privacy.

Course Code: CS 4404

Prerequisites: CS 2204

Credits: 3

## Mobile Applications

The course explores concepts and issues surrounding information system applications to real-time operating systems and wireless networking systems.

Course Code: CS 2205

Prerequisites: CS 3305

Credits: 3



## Computer Graphics (Proctored course)

This course explores graphics applications and systems. Topics to be covered include the basic structure of interactive systems, implementation of packages, distributed architectures for graphics, and the representation of surfaces.

Course Code: CS 4406

Prerequisites: CS 3304

Credits: 3

## Data Mining and Machine Learning (Proctored course)

This course presents an introduction to current concepts in machine learning, knowledge discovery, and data mining. Approaches to the analysis of learning algorithm performance will also be discussed and applied.

Course Code: CS 4407

Prerequisites: CS 3304

Credits: 3

## Artificial Intelligence (Proctored course)

This course will cover current concepts and techniques in artificial intelligence, including “reasoning”, problem solving, and search optimization.

Course Code: CS 4408

Prerequisites: CS 4407

Credits: 3



# CHAPTER 15: UNIVERSITY LEADERSHIP AND INSTRUCTIONAL PERSONNEL

## UoPeople Leadership

### President

Mr. Shai Reshef, M.A.

### Provost

David H. Cohen, Ph.D.

### Dean, Division of Arts and Sciences

Dalton Conley, Ph.D.

### Dean, Division of Computer Science

Alexander Tuzhilin, Ph.D.

### Dean, Division of Business Administration

Russell S. Winer, Ph.D.

### Director of Library Services

Ilene Frank, M.A.

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September 1, 2014 - August 31, 2015

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