

GEORGE FOX UNIVERSITY

Student Handbook

2010-11



GEORGE FOX
UNIVERSITY

Be Known

Student Handbook

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

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

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

Table of Contents

General Information

[Communications](#)

Academic Policies

[Advising](#)

[Faculty/Academic Advising](#)
[Academic Course Load](#)
[Declaration of Major/Minor/Concentration](#)
[Alternative Credit](#)
 [Advanced Placement \(AP\)](#)
 [CLEP Examinations](#)
 [International Baccalaureate \(IB\)](#)
 [Advanced Standing](#)
 [Waiver of Required Courses](#)
[Transfer of Credits](#)
[International Transfer Evaluations](#)

[Academic Records](#)

[Records and Privacy](#)
[Student Passwords](#)
[Directory Information](#)
[ID Card](#)
[Student Name](#)
[Academic Appeal Procedure](#)

[Enrollment](#)

[Sessions and Credits](#)
[Registration](#)
 [Adding/Dropping Classes](#)
 [Withdrawal from Courses](#)
 [Responsibility for Schedule Changes](#)
 [Waiting Lists](#)
 [Field Education](#)
 [Irregular Credit Hour Course Registration](#)
 [Special Study Courses](#)
 [Auditing Courses](#)
 [Pass/No Pass Registration Option](#)
 [OICA Cross-Registration](#)
[Verification of Enrollment](#)
[Student Classification](#)
 [Full-time Status](#)
 [Regular Students](#)
 [Special Students](#)
 [Probational and Provisional Students](#)
 [Auditors](#)
 [VA Students](#)
 [ROTC Program](#)
[Attendance Policy](#)
[Final Examinations](#)
[Change to Another Degree Program](#)
[Concurrent Enrollment in Other Institutions](#)
[Off-Campus Study](#)

[Leave of Absence](#)
[Official Withdrawal from the University](#)
[Readmission Following Withdrawal](#)

[Grading](#)

[Grading System](#)
[Graduation Honors](#)
[Incomplete Grades](#)
[Appeal of Grades](#)

[Academic Standing](#)

[Academic Honesty](#)
[Good Standing](#)
[Dean's List](#)
[Satisfactory Academic Progress](#)
[Probation](#)
[Suspension](#)
[Dismissal](#)

[Graduation](#)

[Application for Graduation](#)
[Degree/Certificate Conferral](#)
[Commencement](#)

Student Services

[Academic Resource Center](#)
[Campus Security](#)
[Career Services](#)
[Disability Services](#)
[Event/Room Scheduling](#)
[IT Service Desk](#)
[Instructional Media](#)
[Learning Resources Center \(Library\)](#)
[Mail Services](#)
[Plant Services Requests](#)
[Student Employment](#)
[University Store](#)

Student Finances

[Financial Aid](#)
[Account Payment](#)
[Account Refunds](#)
[Removal of Charges](#)
[Satisfactory Academic Progress](#)

Academic Policies

Advising

Faculty Advising

credit procedures.

Advanced Placement Coursework

Advanced Placement Coursework

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

International Baccalaureate Coursework

International Baccalaureate Coursework

University credit may be granted in several subject areas to students who complete university-level work through the

credit.

Partner Education Agreements

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

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

Academic Records

Student Records

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

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

FERPA

The university complies fully with the Family Educational Rights w2ynd sich a-4(sp) - 0 Td 1974 (w2y(R)4-5aw)(a)4ss aede tudentw-5(w(h)4o(b)2(e)-4pl)-1(ie)-4iveohep(h)4(a)4iveblee treaedun fay in relation to their student record(m)-4(a)4(y)-5((f)-5(l)-1(e)-4(a nd to u bmnt(e)-4x(pl)-1(a)4ncatyatmtnsforheir(f)-5(l)-1(e)-4s i974 (t)3(h)4(e)-4(y)-5((f)-5(e)-4(e)-4(l)-1 (t)3(h)4(e)-4()TJ(h)4(e)-4(a)4 r)- titdh(r)-5(e)TJ7.4342 0 Td2((or)-5(d,t)3n(h)4owh)4(e)-4dvema be re(e)-4(w)4deyphayi(c)-2i a(s)1974 (t)3(h)4(e)-4(st)3(ude)-4(nt)3(')3(s(c)-

tudents(m)-4(a)4yr(n(t)3(innp(e)-4(u)-12(t)3(a)4 (m)-4(9s(B)-12)4sp)82nt(or)-5(jo b)2d(pl)-1(a)4

information, participate in course interactions online, etc. The password should be maintained securely for the student's entire tenure at George Fox since its use will be needed to gain access to these materials on a routine basis, not simply for course registration each semester. George Fox University views the student password as equivalent to the student's signature. As such, students should protect their password carefully and not share it with others.

Directory Information

Student Name

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

Theft or Loss of ID Card

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

Care of Card

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

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

ID Card Replacement

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

Student Name

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

Diploma Name

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

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

Academic Appeals

Academic Appeal Procedure

Certain criteria for appealing decisions made by a professor or committee are presented elsewhere throughout this handbook. In all other situations for which a formal appeal process is not specified, an appeal should first be directed to the department

Withdrawal from Courses

Withdrawal from Courses

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

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

Responsibility for Schedule Changes

Responsibility for Schedule Changes

Students are responsible for monitoring their academic record including verification of registration (adding or removing of any courses as appropriate) at the start of each semester. Any registration change not processed in a timely manner during the add/drop period will necessitate approval through the academic petition process which requires that extenuating circumstances be established for approval. In addition, any petitions to add or remove academic credit must be submitted within one calendar year following the last day of the semester in question or the petition will not be considered.

Waitlisting Policy

Waitlisting for Classes

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

Field Education

Field Education

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

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

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

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

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

Irregular Credit Hour Course Registration

Irregular Credit Hour Course Registration

Students must register for the number of hours that are assigned to a course offered during a given semester. In exceptional cases, a student may be given permission by the registrar’s office to reduce the credit hours for a course by one or two credit hours.

A student can seek such special approval only if:

1. The reduced hours would otherwise count as “extra hours” not needed in the student’s degree program requirements; and
2. The professor is agreeable to the reduction. The professor has the option of requiring the student to complete all course requirements even when less credit is granted.

In some cases, students may seek to complete additional credit hours directly related to content of a course for which they may be enrolled during a given semester but beyond the number of semester credits for which the course is offered. Rather than creating and registering for a separate special study course, students can, with approval from the course instructor, department chair/program director, and the registrar, add requirements to those already specified for the course (based on the syllabus). Doing so requires that students specify the additional requirements to be completed, means of evaluation, supporting statement from the instructor, and the number of credit hours by which the course registration is requested to be increased. This information must be submitted to the registrar’s office by the end of the add/drop period for the semester.

Special Study Courses

Special Study Courses

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

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

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

Auditing Classes

Auditing Classes

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

1. Courses that are required to fulfill the student's degree plan,
2. Courses the student will later take for credit, and
3. -wP & Tw 17

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

- MASF — One CHTH/BIST elective course
- MATS — Two concentration courses (6 hours) (*Pass/No Pass is not a recommended option for students pursuing further academic work*)
- MDiv — Four general elective courses (12 hours)

For seminary courses, the class instructor submits a regular grade to the registrar, who converts the regular grade of B- or better into a pass. A grade below B- becomes a no pass, and the course must be repeated at a satisfactory level to receive credit.

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

OICA Cross-Registration

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

Enrollment Verification

Verification of Enrollment

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

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

Student Classification

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

Full-time Status

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

Full-time student status in all graduate (including seminary) degree programs is 8 semester hours. A6 BDC /TT0 1 Tf0 -1.108 TD{5(t)3(-0)30th

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

Regular Students

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

Freshmen: students who have completed fewer than 31 semester hours

Sophomores: students who have completed 31 semester hours

Juniors: students who have completed 62 semester hours

Seniors: students who have completed 93 semester hours

Graduate: students enrolled in a master or doctoral program who generally have a BA or BS degree from a regionally accredited college or university

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

Special Students

“Special student” is the term used for either of the following:

1. A student who is not seeking a George Fox University degree. This student is taking courses for

academic petition process.

Final Examinations

Final Examinations

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

Change to Another Degree Program

Students whose educational goals change while at George Fox University may apply to change to another degree program. The student should first consult the university catalog to confirm the goals and admissions policy concerning the desired degree program and then should complete a Petition to Change Degree Program available in the Admissions Office.

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

Concurrent Enrollment in Other Institutions

Concurrent Enrollment in Other Institutions

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

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

limited at George Fox. Forms for application to the exchange program are available in the registrar's office.

Leave of Absence

semester has passed, semester withdrawal is not available and will be processed as a semester withdrawal.

General Information

Withdrawn students lose enrollment privileges immediately following their withdrawal from the University. These services may include, but are not limited to, library, student activities, food service, on campus housing, health, and other related services associated with enrolled student status.

The student is responsible to return all institutional property to the appropriate office or department, such as library books, keys, athletic equipment, and lab equipment. Students are financially responsible for all items not returned.

The student will be notified by Student Financial Services of financial obligations when the withdrawal calculation is completed. For a copy of or examples of the removal of financial aid policy, please contact Student Financial Services

Rescind Notification of Intent to Withdraw

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

Unofficial Withdrawal

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

Passive Withdrawal

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

Appeal

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

Readmission Following Withdrawal

Readmission Following Withdrawal

Readmission after withdrawal from the university requires reapplication to the Admissions Office.

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

Repeated Courses

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

Graduation Honors

Summa cum laude is awarded to undergraduate students with a cumulative GPA of 3.9-4.0, magna cum laude to those with a 3.7-3.899 GPA, and cum laude to those with a 3.5- 3.699 GPA. Transfer students must have completed at least 60 hours at George Fox University to be eligible for honors at graduation.

Honors in the commencement program are computed on grades through the fall semester for spring graduation, and through the previous spring semester for fall graduation. Honors on the final record and transcript are based on all grades received at George Fox University. Additional information about honors recognition requirements at commencement is available [here](#).

Graduation honors are not awarded to graduate students.

Incomplete Grade Policy

Occasionally, extenuating circumstances (see criteria below) occur that prevent students from completing coursework during a given semester such as when a student incurs extended illness or unforeseeable circumstances that make it impossible to meet course requirements on time. In such occasions, a student may apply for an incomplete for the course. Assigning an incomplete is at the discretion of the course instructor and is available for a maximum of one semester following the term in which the original course was offered (e.g., end of spring semester for a fall semester course). Additional time granted to complete course work will normally not exceed the amount of time lost due to the extenuating circumstances. Final approval or denial of the request is made by the registrar.

Incomplete Application

An incomplete grade request (form available in the registrar's office) is initiated with the course instructor. Application for an incomplete must be made prior to the end of the term in which the course was offered. Failure to apply for an incomplete prior to the end of the semester will result in denial of the incomplete unless an academic petition is submitted and approved allowing the incomplete based on circumstances that prevented filing the application within the stated deadline. The instructor must indicate on the form the work to be completed, due date, and grade to be assigned if the work is not completed by the due date. An incomplete course not completed by the date indicated will be changed to the grade assigned on the incomplete form.

Incomplete grades are unavailable for courses in which the instructor has determined that the student must repeat course content (re-enrollment) in order to successfully complete the course. In such cases, students should instead consider withdrawal and subsequent reenrollment when the course is next offered. Withdrawal following the "last date to withdraw" for a course or term (see [Adding/Dropping Classes](#) above) requires approval by academic petition.

Extenuating Circumstance Criteria

Extenuating circumstances for the purpose of granting additional time to complete course work include death in the family, serious accident or illness resulting in an inability to attend class or do the required work, unusual circumstances surrounding the birth of a child, visa problems for international students, and similarly mitigating circumstances which could not have been prevented or anticipated by the student and were completely beyond his or her control. Examples of situations that will not be considered extenuating include being too busy, employment demands, minor illness, and responsibilities from optional responsibilities.

Appeal of Grades

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

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

1. Student meets with faculty member to discuss rationale for grade change.
The student wishing to appeal a course grade must meet with the faculty member within the first three (3) academic weeks (excluding May Term) following the awarding of the disputed grade. If resolution is not made after meeting with the faculty member, the student may elect to pursue a formal appeal.
2. Student sends written appeal to the Academic Affairs Office.
The student wishing to pursue an appeal must do so within ten (10) working days of meeting with the faculty member. The form for appeal is available [for download](#).
3. The school dean discusses the appeal with the faculty member and student.
A decision is rendered by the school dean and communicated in writing from the dean to the faculty member and the student. A copy is kept in the Academic Affairs Office and sent, along with the original Academic

academic exercise. One who facilitates any of the above is equally responsible with the primary violator.

Academic Warning, Probation, Suspension, and Dismissal

Academic Warning

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

Academic Probation

A student is placed on academic probation when his or her cumulative GPA falls below the following standard: 1.7 (1-15 hours), 1.8 (16-31 hours), 1.9 (32-47 hours), and 2.0 thereafter. The student is given one semester of probation to achieve the above standard, after which a student may be suspended. Beginning freshmen may be allowed up to three semesters of academic experience before being suspended. Students who are in their third calendar year and later may 8uMC gy4(suspe)-4(nde).

cover all aspects of the graduation and degree conferral process and are necessary regardless of each student's

circumstances, students must retake the failed course and must do so within one calendar year from the Commencement ceremony. Failure to do so will result in withdrawal from the university and may require the completion of additional program requirements at the time of readmission.

Student Services

Various student services are available at each of the campuses of George Fox University. Some are available through the university website.

Academic Resource Center

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

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

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

- Reading strategies
- -

- Spring Career and Graduate School Fair (Oregon Liberal Arts Placement Consortium) includes recruitment interviews and career information for graduates and undergraduates for full-time entry-level positions, summer jobs, internships, and graduate school recruitment.
- Practice Interview Day offers 30-minute practice interviews with evaluation and feedback.
- Professional Preview Day allows students to meet with a professional in their area of occupational interest for half a day. It is designed for observation and exploration.
- Special Workshops are scheduled to include current topics of interest for career-minded students.

Disability Services

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

Interested students should contact Disability Services and provide documentation of disability and information concerning desired accommodations. Students are encouraged to contact Disability Services as early as possible to make arrangements for necessary support services. More details are available at ds.georgefox.edu

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

Campus mail: Campus mail from University offices, professors, or students is delivered throughout the day. Campus

Student Employment Program

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

University Store

The George Fox University Store serves students' needs with textbooks, general interest books, reference books, school supplies, George Fox University logo sportswear, gifts, gretorsxtsx(y)-5tortod(e)-4(145 TD(sd(e))-5u(sub)4(r)-5(v)-5(e)-4it)3(b)2()-1

Student Finance

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

Financial Aid

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

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

Account Payment

Payment

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

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

Account Refunds

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

Removal of Institutional Charges

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

Adjustments of room and board will generally be calculated as follows:

Students withdrawing from housing and or the meal plan during the first two weeks in the enrollment period will receive a prorated adjustment. After the second week there is no adjustment unless the student withdraws for verified and approved medical or hardship reasons.

Satisfactory Academic Progress

Students on 15.434 0-4(nd a)4(ppr)-5(ci(so k)4(n)-12

Fall Semester

Fall Semester Begins	August 30, 2010
Last Date for Adding Classes Online (without Instructor Approval)	September 3, 2010
Last Date for Audit or Special Student Class Registration	September 3, 2010
Labor Day (non-Newberg locations only)	September 6, 2010
Serve Day	September 8, 2010
Last Day to Change Registration (Add/Drop)	September 10, 2010
Census Date	September 14, 2010
Degree Completion Portfolio Due Date (Fall Commencement Participation)	5:00 pm, September 15, 2010
Last Day to Exercise Pass/No Pass Option	September 24, 2010
Last Day to Submit Application for Degree (Fall Commencement Participation)	5:00 pm, October 1, 2010
Mid-Semester Hold (Boise Commencement Participation)	October 1, 2010
Last Day to Change Registration (Add/Drop)	January 21, 2011
Census Date	January 25, 2011
Degree Completion Portfolio Due Date (Spring Commencement Participation)	5:00 pm, February 1, 2011
Last Day to Exercise Pass/No Pass Option	February 4, 2011
Degree Completion Portfolio Due Date (Boise Commencement Participation)	5:00 pm, March 1, 2011
Mid-Semester Grade Entry	March 9-11, 2011
Last Day to Withdraw from Class without Grade Responsibility	March 18, 2011
Spring Break (Oregon locations)	March 19-27, 2011
Spring Break (Idaho)	March 26-April 3, 2011
Transfer Credit Transcript Due Date (Spring Commencement Participation)	5:00 pm, April 15, 2011
Dissertation Signed Approval Sheets Due (Spring Commencement Participation)	5:00 pm, April 15, 2011
Good Friday Holiday	April 22, 2011
Study Day (Traditional Undergraduate)	April 25, 2011
Final Exams (Traditional Undergraduate)	April 26-29, 2011
Spring Semester Ends	April 29, 2011
Spring Commencement	April 30, 2011
Transfer Credit Transcript Due Date (Boise Commencement Participation)	5:00 pm, May 1, 2011
Final Grade Entry Deadline	May 6, 2011

Summer Semester/May Term

Summer Semester/May Term Begins	May 2, 2011
Last Day to Change May Term Registration (Add/Drop)	May 4, 2011
Last Day to Withdraw from Class without Grade Responsibility	May 12, 2011

May Term Final Grade Entry Deadline..... June 3, 2011
Boise Commencement June 4, 2011
Census Date for Summer

