

George Fox University

# Academic Handbook

2020-21



Be Known



SESSIONS AND CREDITS .....	57
STUDENT CLASSIFICATION .....	58
VERIFICATION OF ENROLLMENT .....	66
GRADING SYSTEM .....	67
APPEAL OF GRADES .....	69
GRADUATION HONORS .....	70
INCOMPLETE GRADE POLICY.....	71
GRADUATION .....	72
APPLICATION FOR GRADUATION .....	73
DEGREE/CERTIFICATE CONFERRAL.....	75
COMMENCEMENT .....	76

# University Catalog Information

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

# Statement of Faith

## The Trinity

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

## God the Father

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

## God the Son

We believe in Jesus Christ, the Word, who is fully God and fully human. He came to show us God and perfect huma3 (o)-3 (d)-3 ( )8 (a1(n)-3 (d)6a4 (e)-3 ( ti)14W\* nBT/o)-3 (d )-3 (tn0v

# The Church

# **Mission, Vision and Values**

## **A Christ-Centered Education**

Since its founding in 1891, George Fox has been committed to providing a Christian education. Our promise is that each student will be known personally, academically and spiritually – a commitment we will continue to uphold even amidst the uncertain future of higher education.

## **A Plan to Remain Viable**

The rising cost of higher education has outpaced what many families are able to pay. In response, students are earning college credit in high school, families are more mindful of getting a return on their tuition investment, and students are selecting majors with a strong employment track record.

# Standards of Conduct

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

The university admits students with the understanding they will comply with these



# Communications Statement

## Official Communication

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

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

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

# Advising

## Faculty Advising

All students at the university are assigned a faculty advisor who will assist with course

# Academic Course Load

Each student's load will be determined in consultation with the student's advisor. For

# Alternative Credit

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

Please see the following policies for more information about such credit:

Advanced Placement (AP)

Advanced Standing

CLEP Examinations

Credit By Exam

International Baccalaureate (IB)

Waiver of Required Courses

# Advanced Placement Coursework

College credit may be granted in several subject areas for successful completion of college-level courses offered in high school through the Advanced Placement (AP) program sponsored by the College Board. Students must request official test scores be sent to George Fox University. The registrar's office processes credit for sufficient scores as test credit on each student's academic transcript. Course equivalencies and credit hours awarded are maintained by the registrar's office.

# Advanced Standing

Some courses for which students have completed prior preparation, but for which there are not standardized exams, may be eligible for credit or for course waiver. Awarded credit reduces the student's program requirements as credit is awarded for the equivalent course at the institution. Course waiver indicates that, while a specific course may not be required, a student must take an alternative course(s) to replace the credit hours of the waived course. The university requires that the basis for the credit, as well as the credit hours awarded or waived, be specified. The credit must be approved by the program director/chair and registrar. Forms for advanced standing are available in the registrar's office.

Portland Seminary allows students to pursue advanced standing for prior college coursework. Specific assessment is required and may not be based solely on completion of college coursework. Master of Social Work (MSW) offers an advanced standing program, see MSW catalog page for further details.

# CLEP Credit

College credit may be granted in several subject areas for successful completion of College Level Examination Program (CLEP) tests sponsored by the College Board. Students must request official test scores be sent to George Fox University. The registrar's office processes credit for sufficient scores as test credit on each student's academic transcript. Course equivalencies and credit hours awarded are maintained by the registrar's office.

Testing through the CLEP **general** examinations is designed to verify competency in general education. These examinations are to be taken prior to the completion of the first semester of enrollment as a freshman at George Fox University, and may not be taken if student has already completed course or is registered past the add/drop deadline in an equivalent course.

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

For local testing sites, please refer to the CLEP Test Center Search webpage.

# Credit By Exam

Some courses for which students have completed prior preparation but for which there are not standardized exams may be eligible for credit. In many cases, academic departments will offer credit by exam. The university requires that the basis for the credit (i.e., by exam, proficiency, etc.), the score attained on the assessment, as well as the credit hours awarded by successful completion of the exam, be specified. Forms for credit by exam are available in the registrar's office and require approval of an instructor of the course, the department chair, and the registrar.

An administrative fee is required for credit to be posted to a student's academic record. Credit by exam coursework has no impact on GPA and the student is awarded credit for the equivalent course at the institution, as determined by the instructor and department chair.



# International Baccalaureate Coursework

College credit may be granted in several subject areas for successful completion of university-level work through the International Baccalaureate (IB) program. Students must request official test scores be sent to George Fox University. The registrar's office processes credit for sufficient scores as test credit on each student's academic transcript. Course equivalencies and credit hours awarded are maintained by the registrar's office.

# Waiver of Required Courses

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

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

# Course Numbering System

Courses are designed for levels of experience and difficulty, and the course numbering system reflects this.

- Courses numbered 000 to 099 are pre-college courses and carry no credit toward degree requirements.
- Courses numbered 100 to 299 are lower-division level.
- Courses numbered 300 to 499 are upper-division level.
- Courses numbered 500 to 700 are graduate level courses.
- Courses numbered 900 to 999 are graduate continuing education courses, the credit earned is not applicable to degree requirements, and the courses are repeatable for credit.
- Course numbers ending in 5 (e.g., COMM 305) designate courses that may be pursued for several semesters under the same number, with all credits applicable, within stipulated limits.
- Generally, course numbers ending in 1 and 2 (e.g., CHEM 211, 212) designate courses offered sequentially through the year. Generally, a continuing course may not be entered in the second semester without completing the previous semester or obtaining the permission of the instructor.
- Course numbers ending in 75 designate supervised teaching or field education courses for which application is necessary through the IDEA Center. See Field Education.
- Courses designated 285 and 485 are special classes that may be offered in any department to reflect single-time offerings of visiting professors or group seminars.
- Courses designated 295 and 495 are individualized special study programs not a part of the regular curriculum. Application forms are available from the registrar and, when completed, become a learning contract between the student and the instructor. A student may not be enrolled in more than 4 hours of 295/495 in any regular semester and may not accumulate more than 12 hours of 295/495 for graduation. Additional fee required.
- Course number 490 designates a senior seminar that is completed in one semester; numbers 491 and 492 designate a senior seminar completed in two semesters.
- Many 300- and 400-level courses are offered in alternate years. If a year of offering

# Declaring a Major

## Declaration of Major/Minor/Concentration

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

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

Degree-completion and graduate students' selection of major is completed during the

# Transfer of Credits

Students who have completed work at other educational institutions may be entitled to transfer credit by presenting official transcripts from those institutions to be evaluated by the Registrar's Office at George Fox University. Coursework may be applied to general education and/or major/minor requirements, or they may transfer as elective credit. Certain criteria must be met in the transfer credit evaluation:

## Traditional Undergraduate Policies

1. The granting institution must be regionally accredited or accredited by the Association for Biblical Higher Education (ABHE), formerly American Association of Bible Colleges (AABC).
2. Only coursework with a grade of C- or higher will be accepted for transfer.
3. Passing and Satisfactory grades are acceptable only if the granting institution explicitly indicates that a Passing or Satisfactory grade is equivalent to a C- or higher.
4. Incompletes, withdraws, and audits will not be accepted for transfer.
5. A maximum of 64 semester credits may be transferred from community colleges.
6. A maximum of 96 semester credits total, including alternative credit, will be accepted for transfer.
7. A maximum of 32 semester credits may be earned at George Fox University through alternative credit (AP, IB, CLEP, Oral Proficiency Interview, Credit by Examination).
8. The following transfer degrees will satisfy all general education requirements for the bachelor's degree except THEO 101 & 102 (or alternate option) and LIBA 400. A transfer degree may not necessarily meet school, department, or major requirements with regard to courses or GPA. A transfer degree does not guarantee junior class standing.
  - Associate of Arts Oregon Transfer (AAOT)

14. Each student must complete a minimum of 30 semester hours in residence at George Fox University. Twenty hours must be in the senior year.
15. Transfer students must complete at least 60 hours at George Fox University to be eligible for honors at graduation.

## Adult Degree Program General Policies

1. The granting institution must be regionally accredited or alternatively or accredited by the Association for Biblical Higher Education (ABHE), formerly American Association of Bible Colleges (AABC).
2. Only coursework with a grade of C- or higher will be accepted for transfer.
3. Passing and Satisfactory grades are acceptable only if the granting institution explicitly indicates that a Passing or Satisfactory grade is equivalent to a C- or higher.
4. Incompletes, withdraws, and audits will not be accepted.
5. A maximum of 90 semester credits total, including alternative credit such as AP tests and CLEP exams, will be accepted in transfer.
6. A maximum of 32 semester credits may be earned at George Fox University through examination or other non-classroom credit procedures (AP, IB, CLEP, etc.).
7. The following transfer degrees will satisfy all general education requirements for the bachelor's degree. A transfer degree may not necessarily meet school, department, or major requirements with regard to courses or GPA. (A transfer degree may not necessarily meet school, department, or major requirements with regard to courses or GPA.)
  - Associate of Arts Oregon Transfer (AAOT)
  - Associate of Science Oregon Transfer - Business (ASOTB)
  - Direct Transfer Agreement Associate degree (DTA) from Washington
  - Associate in Arts for Transfer (AA-T) from California
  - Any Associate of Arts degree from California that includes either the IGETC certificate or the CSU General Education - Breadth requirements
8. Courses must be considered college level (typically 100-level) or higher to be transferred.
9. Computer keyboarding will not be transferred.
10. One quarter credit = 2/3 semester credit
11. Every undergraduate student is allowed 2 credits of waiver to be used when a transfer course is approved to meet a general education requirement but the credits don't fulfill the credit requirement in its entirety. No more than 1 waiver credit can be applied to a single general education requirement. Waiver credit will waive the remainder of the general education requirement but does not add credit to the student's record.
12. Students must complete at least 60 hours at George Fox University to be eligible for honors at graduation.

2. A maximum of 30 semester credits of coursework that is determined to be vocational/technical at the discretion of the enrollment manager may be transferred.
3. Lower division courses will not be transferred as upper division courses.
4. Each student must complete a minimum of 36 semester hours in residence as part of their major requirements.

### **Elementary Education Degree Completion Additional Transfer Credit Policies**

1. A maximum of 30 semester credits may be transferred from nationally accredited institutions.
2. A maximum of 30 semester credits of coursework that is determined to be vocational/technical at the discretion of the enrollment manager may be transferred.
3. Lower division courses will not be transferred as upper division courses.
4. Each student must complete a minimum of 36 semester hours in residence as part of their major requirements.

### **RN to BSN Degree Completion Additional Transfer Credit Policies**

1. An associate degree in nursing from a regionally accredited institution will satisfy all general education requirements for the bachelor of science degree in nursing. (A transfer degree may not necessarily meet program requirements with regard to GPA.)
2. 32 semester credits for prior licensure will be granted after successful completion of RBSN 310. These credits do not count toward the maximum of 90 semester credits that may be accepted in transfer.
3. Each student must complete a minimum of 24 semester hours in residence as part of their major requirements.

### **Graduate Program Policies**

1. Not all graduate programs allow transfer credit (see individual program pages in the catalog or program handbook for further details)
2. The granting institution must be regionally accredited
3. The grade required for transfer credit toward a graduate degree varies by program. The majority of graduate programs require a B or higher for credit to be considered for transfer (see individual program pages in the catalog or program handbook for further details).
4. Passing grades are acceptable only if the granting institution explicitly indicates that a Passing grade is equivalent to at least the minimum grade required by the graduate program to which credit is being transferred (typically a B or higher).
5. Incompletes, withdraws, and audits will not be accepted.
6. Courses must be considered graduate level (typically 500-level) or higher to be transferred toward a graduate degree.
7. One quarter credit = 2/3 semester credit

### **For all students**

Transfer credit will be evaluated and assigned a George Fox University discipline and

George Fox University course descriptions. A grade of "TR" will be assigned - the GPA will not transfer. A student's George Fox University GPA is computed using work done at George Fox University only.

Any evaluation of transfer credit (including non-accredited, military, and international credit) is to be considered tentative until the student has completed 12 hours in good standing at George Fox University.

Any veteran receiving GI Bill® benefits while attending George Fox University is required to obtain transcripts from all previously attended schools and submit them to the VA School Official for review of prior credit.

## **Military Credit**

JST (Joint Services Transcript), CCAF (Community College of the Air Force), and DLI (Defense Language Institute) transcripts are treated as transcripts from the following sources: transcsi1(a)-3 (S)



of coursework at George Fox University, following the previously earned bachelor's degree. A previous bachelor's degree fulfills all general education requirements at George Fox University, unless special general education requirements exist for the chosen major. All major requirements must be met before a second degree is awarded.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

# International Transfer Evaluations

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

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

# Academic Records

## Student Records

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

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

## FERPA

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

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

## Review of Student Records

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

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

**Please see the following policies for more information about Student Records.**

Academic Appeals

Directory Information

Student ID Cards

Student Name

Student Legal Sex Designation

Student Passwords

# Academic Appeals

## Academic Appeal Procedure

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

# Directory Information

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

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. The university construes the following information to be "directory information": parents' names and addresses; the student's name, permanent address, local address, temporary address, e-mail address, telephone number, date and place of birth, participation in officially recognized activities and sports, major, dates of attendance, full-time and part-

# Student ID Cards

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

- IT (Institutional Technology) Department, third floor of Stevens Center,





# **Student Name**

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

## **Diploma Name**

The university recognizes that a diploma is an official document signifying the



# Student Passwords

Upon acceptance to the university, each student is issued a password that must be used to gain access to MyGeorgeFox. It is recommended that each student change this password in order to increase security with respect to student information. The MyGeorgeFox password gives each student the ability to register for courses online, view grades, update biographical information, participate in course interactions online, etc.

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

# Enrollment

Please see the following policies for more information about Enrollment:

Change to Another Degree Program

Class Attendance

Concurrent Enrollment in Other Institutions

Final Examinations

Leave of Absence

Official Withdrawal from the University

Off-Campus Study

Readmission Following Withdrawal

Registration

Sessions and Credits

Student Classification

Verification of Enrollment



# Class Attendance

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

## Attendance Policy

Each student has a responsibility to meet the university's standards in pursuing academic study. The university calendar provides instructional dates for teachers and students; students are expected to attend class regularly for the entire semester. Arrangements for any absence should be handled between you and your instructor. Students are never "excused" from their course work because of absences. Consult the course syllabus on the policies for making up work because of an illness or other absence. Students should not make travel plans that begin before the end of finals week.

## Absence Due to Illness

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

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

# Concurrent Enrollment in Other Institutions

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

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

# Final Examinations

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



# Leave of Absence

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

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

Completion of the official leave of absence process allows students continued access to their university email account and MyGeorgeFox. Students remain admitted to their original program of study and are not required to be readmitted through the admissions office (unless exceeding the allowable time limits for a leave of absence for their program).

## **Return From Leave of Absence**

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

## **Medical Leave of Absence**

# Official Withdrawal from the University

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

## **End-of-Semester Withdrawal**

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

## **Mid-Semester Withdrawal**

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

## **Unofficial Withdrawal**

If a student fails to follow the official withdrawal process during a semester and ceases to attend, he or s

# Off-Campus Study

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

## **Semesters Abroad**

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

## **Consortium Visitor Program**

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



# Registration

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

Please see the following policies for more information about registration practices:

- Adding/Dropping Classes
- Withdrawal from Courses
- Responsibility for Schedule Changes
- Waiting Lists
- Field Education
- Special Study Courses
- Irregular Credit Hour Course Registration
- Auditing Courses
- Pass/No Pass Registration Option
- OAICU Cross-Registration

# Registration Changes

## Adding/Dropping Classes

For traditional undergraduate students, adding a class during the second week of the semester requires the consent of the instructor. A registration change fee will be assessed for all class drops made in the second week of the semester. The last day to add or drop courses is established on the university calendar but is generally the end of the second week of the semester (a different period exists for classes meeting less than the entire semester).

# Withdrawal from Courses

A student wishing to withdraw from a course must complete the “drop classes” action available in the Manage Classes section in MyGeorgeFox. Without submission of the request, a failing grade will be recorded for all courses involved. 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 10/16ths 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 available



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

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

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

Applications for field experience should be requested through the IDEA Center. 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 and Independent Study Courses

## Individualized Study Courses

Courses designated as individualized studies (with course numbers typically ending in X95) are 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.

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

## Independent Study Courses

Required courses in a student's degree program are not routinely approved to be completed by independent 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 independent 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.

# 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. Reducing the number of credit hours for a course is not a possibility if the purpose is to prevent the student from going over block tuition. The professor must be agreeable to the reduction in credit hours. The professor has the option of requiring the student to complete all course requirements even when less credit is granted. The student's request must be submitted to the registrar's office by the end of the add/drop period for the semester. 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.

# Auditing Classes

Only students who have officially registered as such may audit a course. Audit

# Pass/No Pass Registration Option

An application form requesting that the grading basis for a course be changed from letter grade to pass/no pass must be filed with the Registrar's Office no later than the end of the fourth week of the semester.

An undergraduate student who has a cumulative GPA of 2.0 or better and who has completed 62 semester hours may choose to take one elective course per semester on a pass/no pass basis (courses applying to a student's minor are eligible for this option as well). Courses being used for a student's major or general education requirements are not eligible to be taken pass/no pass. For undergraduate courses, the class instructor submits a regular grade to the Registrar, who converts the regular grade of C- or better into a pass. A grade below C- becomes a no pass, and the course must be repeated at a satisfactory level to receive credit.

Seminary masters students may elect to complete some courses, with permission from the dean, on a pass/no pass basis. In no case can more than 20 percent of the total degree units be taken for pass/no pass credit. Pursuing pass/no pass credit is not recommended for those planning to later pursue doctoral-level work. 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). Neither a pass nor a no pass grade impacts GPA.

# OAICU Cross-Registration

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

## Cross-Registration Policies

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

## Registration Procedures

1. Student consults with home campus academic advisor and registrar to determine potential course's appropriateness and applicability to his/her academic program, and to verify course availability and host campus registration deadlines.
2. Student obtains cross-registration form and secures signature from home campus registrar and is responsible for completing all items. Student then carries form



Questions about OAICU cross-registration can be directed to the Registrar's Office (503-554-2218 or registrar@georgefox.edu). Financial questions about OAICU cross-registration can be directed to Jenny Getsinger.

# Sessions and Credits

## Academic Sessions and Credits

The academic year at George Fox University is divided into two semesters of 16 weeks. In addition, the university operates a summer session that is required for some programs and optional for others.

The unit of credit is the semester hour, represented by 50 minutes of instruction each week for 16 weeks plus 2 hours of work outside of class each week. One credit unit for prior learning or for courses or classes offered in different formats (hybrid and online courses, intensives, labs, dissertation, etc.) represents the equivalent learning of that of the traditional semester hour (approximately 45 hours of engagement).

# 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 admitted students or provisional students when entrance requirements have been met and official transcripts have been received and evaluated.

Please see the following policies for more information about student classification:

Enrollment Status

Admitted Students

Special Students

Probational and Provisional Students

VA Students

ROTC Program

Auditors

# Enrollment 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 for their program and of the impact of enrollment status on possible financial aid.

HalfHalf

Levels of enrollment for undergraduate degree programs are:

- Full-time = 12 or more credit hours
- Three-quarter-time = 9-11 credit hours
- Half-time = 6-

# Admitted Students

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

**Freshmen:** students who have earned fewer than 31 semester hours

**Sophomores:** students who have earned 31 semester hours

**Juniors:** students who have earned 62 semester hours

**Seniors:** students who have earned 93 semester hours

**Graduate:** students enrolled in a master or doctoral program who generally have a bachelor's 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.



# **Probational and Provisional Students**

# VA Students



# ROTC Program

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

# Auditors

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

# Verification of Enrollment

Enrollment verifications serve as proof of student status at George

# Grading System

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

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

<b>Letter Grade</b>	<b>Meaning</b>	<b>Points Per Semester Hour</b>	
A	Superior	4.0	
A-		3.7	
B+		3.3	
B	Good	3.0	
B-		2.7	
C+		2.3	
C	Average	2.0	
C-		1.7	
D+		1.3	
D	Passing but inferior	1.0	
F		Failing	0.0
WF		Withdraw Failing	0.0

## **Not computed in GPA**

P	Pass
NP	No Pass
I	Incomplete
W	Withdraw
X	No grade reported by instructor
AU	Audit, no credit
WAU	Withdrawn Audit
NAU	Not Attended Audit

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

## **Undergraduate Grading Criteria**

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

## **Graduate Grading Criteria**

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

## **Incomplete and Missing Grades**

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

## **Repeated Courses**

With the exception of classes that are designed as repeatable for credit, students may receive credit only once for a class. Students may retake classes not repeatable for credit if they wish the credits and grade earned in the subsequent attempt to be counted instead of those originally earned. When a class is repeated, both grades will appear on the student's transcript but only the most recent grade will be applied to term and cumulative statistics.

Students will be prevented from self-registering for a third attempt of a non-repeatable class and should contact the registrar's office tq tC

# Appeal of Grades

# 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 successfully 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 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 is initiated with the course instructor. Application for an incomplete must be made prior to the end of the session in which the course was offered. Failure to apply for an incomplete prior to the end of the session will result in denial of the incomplete.



# Graduation

Specific policies pertain to graduation from programs at George Fox University including participation in commencement. Those policies include:

- Application for Graduation
- Degree/Certificate Conferral
- Commencement Participation

# Application for Graduation

Students must apply for graduation as they near the completion of their programs (degree, certificate, or otherwise). Application can be made by completing an online form available through the registrar's office. Among the required information is the specified diploma or certificate name (see Student Name requirements for additional information). Failure to apply for graduation in a timely manner may result in delayed degree conferral, inability to participate in a commencement ceremony, or a late graduation fee. The registrar's office posts application deadlines for each program.

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

## **Conferral of Degree without Application for Graduation**

Once all graduation requirements are verified the normal processing timeline of four to six weeks for degree conferral and production and mailing of the diploma will apply. Any student wishing to rush the conferral of their degree and production of their diploma must request, and pay for, an Expedited Degree Conferral. The student account must be in good standing in order for the transcript and diploma to be released.



# Commencement

Students who complete degree programs at George Fox University are encouraged to participate in one of the commencement ceremonies held each year. The university holds ceremonies at the end of the fall and spring semesters. Students are only eligible to participate in one commencement ceremony per degree program.

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

Participation in a commencement ceremony does not constitute conferral of a degree, nor does it imply an obligat (g)6 (a)-385d(t )-3 (c)10 3 (ch)5dot t5ramcut (g)6 (a)-d[u]-3 (n)-3 (iv)12 (8)-

In cases involving exceptional circumstances, graduate students may be allowed to participate subject to department and registrar approval. Graduate students must be registered for and able to complete the remaining requirements during the following semester. Graduate students wanting to petition to participate need to complete this form.

### **Failure to Complete Incomplete Program Requirements**

Commencement participation is based on students meeting degree requirements at the time of the ceremony. In some circumstances, students may participate in the ceremony, but later receive a failing grade for a course taken in the final semester. In such circumstances, students must successfully pass a course that completes their degree requirements 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.

# Academic Standing

Academic standing pertains to student status with the institution. All students at George Fox have specific academic expectations for which they are responsible. Eligibility for certain activities, financial aid, and continuation as a student at the university is dependent on student standing.

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

- Academic Honesty
- Good Standing
- Dean's List
- Satisfactory Academic Progress and Eligibility
- Academic Warning, Probation and Dismissal - Undergraduate Students
- Academic Warning, Probation and Dismissal - Graduate Students

# Academic Honesty

It is assumed that all students at George Fox University will endeavor to be honest and of high



which may include allowing the penalty to stand, modifying the penalty, or granting the appeal and revoking the penalty.

6. The student or faculty member may request a hearing with the Appeals Board. The student or faculty member must submit a written appeal within five working days after receipt of the written decision from the College Dean. The Academic Appeals Board meets to hear the appeal and determines whether it is more likely than not that an academic dishonesty violation occurred and whether the penalty originally assessed or modified by the Dean (if applicable) is reasonable. The Board will communicate its determination in writing to the College Dean, Department Chair, faculty member, and student. The Board's decision is final.

# Good Standing Policy

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

# Dean's List

Traditional undergraduate students who achieve and maintain a 3.5 grade point average or above on 12 or more hours of graded work completed by the end of the semester are



MATS	3.0	4.5	3.00
MDiv	4.0	6.0	3.00
MEd	3.0	4.5	3.00
MAT	1.5	2.25	3.00
MAT (with SPED endorsement)	2.5	3.75	3.00
MAT (with oth6 Td[			



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





## **Provisional Admission**

A student who is admitted under the George Fox University Academic Success Program will enter with an academic standing of Provisional Admission. The standing will be in effect for the duration of the student's first semester after admission.

## **Probational Admission**

A student who is readmitted after a suspension will enter with a probationary academic standing of Probational Admission. The probation will be in effect for the duration of the student's first semester after readmission.

## **Probation and Academic Standing Appeals**

Academic actions can be appealed to the Undergraduate Academic Standing Committee or appropriate university authorities. This committee may repeal suspensions of students not making satisfactory academic progress when it deems the failure to be due to exceptional circumstances and judges the student has a reasonable chance to meet graduation requirements. Appeals are taken to be good faith actions that request reexamination of academic decisions. Appeals must be submitted to the Undergraduate Academic Standing Committee.

# **Academic Warning, Probation, Suspension, and Dismissal for Graduate Students**

## **Academic Warning**

Whenever the GPA for a given semester is below 3.0, 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.

## **Academic Probation**

A student is placed on academic probation when his or her cumulative GPA falls below a 3.0. The standing of probation will be in effect for the subsequent semester with enrollment. The student is given one semester of probation to achieve the above standard, after which a student may be suspended.

For example, a student whose cumulative GPA at the end of spring semester falls below the defined standard would be assigned a standing of academic probation. If the studee

for the duration of the student's first semester after admission. If, after their first semester of enrollment, the student does not meet admission standards they may be administratively withdrawn from the university.

## **Probational Admission**

A student who is readmitted after a suspension will enter with a probationary academic standing of Probational Admission. The probation will be in effect for the duration of the student's first semester after readmission.

## **Probation and Academic Standing Appeals**

Academic actions can be appealed to the Academic Standing Committee or appropriate university authorities. This committee may repeal suspensions of students not making satisfactory academic progress when it deems the failure to be due to exceptional circumstances and judges the student has a reasonable chance to meet graduation requirements. Appeals are taken to be good faith actions that request reexamination of academic decisions. Submissions must be in writing delivered to the Office of Academic Affairs. All appeals must be made within limited time frames depending upon the action being appealed. A successful academic appeal does not necessarily result in a reinstatement of financial aid eligibility. A student who has lost aid eligibility due to insufficient satisfactory academic progress and who is wishing to appeal to have his or her financial aid reinstated must do so through the Student Financial Services office.

## **Record of Academic Standing on Transcripts**

Academic standings of Probation, Suspension, and Dismissal will be recorded permanently on a student's official and unofficial transcripts, noted after the semester in which the standing was earned. Provisional Admission will appear on a student's official and unofficial transcripts upon admission or readmission but will be removed from the transcript after the completion of one semester.

## **Program Specific Requirements**

Each graduate program has Academic Standing requirements specific to their program to may be more stringent than what is outlined above. Please see specific program details for more information.

College of Behavioral Science and Health Professions - Psychology

College of Business

College of Education

Portland Seminary

# Student Services

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

- Academic Resource Center
- Bruin Store
- Campus Security
- Career Services
- Disability Services
- Event/Room Scheduling
- Institutional Technology Service Desk
- Instructional Media
- Mail Services
- Plant Services Work Requests
- Student Employment Program
- University Libraries

# Student Finance

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

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

## Student Financial Services

Student Financial Services at George Fox refers to two distinct departments. Financial Aid and Student Accounts. The Financial Aid department awards scholarships, grants, loans, and other forms of financial assistance and they assist students as they manage their educational debt or when facing challenges due to satisfactory academic progress impacting financial aid eligibility. Student Accounts assists students with the balance of their accounts, other expenses related to attending college, offer deferred payment plans to eligible students, manage payments and assist with financial problem-solving. The Student Accounts office also manages financial appeals and

# Financial Aid

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

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

# Account Payment

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

Students and their families may choose one of the payment options available on the Student Financial Services website.

# Satisfactory Academic Progress

Students on financial aid are expected to maintain satisfactory academic progress to continue their eligibility for financial aid.

# 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.

## Veterans Benefits

The University is listed with the U.S. government as a recognized institution of higher learning for the training of veterans and their dependents. All prospective students eligible for educational benefits should review the information provided by Student Accounts and follow procedures required by Veterans Affairs for utilizing benefits at George Fox University. To be certified for VA educational benefits, the student must continue as a bona fide registrant throughout the semester. Those receiving VA educational benefits must meet the minimum academic standards of the university for enrollment and progress toward degree completion. Prior to enrollment, a student must provide an approved VA benefits Certificate of Eligibility.

Please contact [veterans@goergefox.edu](mailto:veterans@goergefox.edu) for additional information.





# Students with Disabilities

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

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

**Drug**



# Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. A student's FERPA rights go into effect once they are enrolled and have attended at least one class at George Fox University.

These rights include:


## 1 Written Consent for Disclosure, Request for Non-Disclosure

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

### Exceptions to 1 (Disclosures without Consent)

#### Disclosure of Directory Information

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

The university defines the following information as "directory infor(u)-3 (o:3 (ct)433.3p)10 ( m) Tu-() 

# weight

# position played

Students may restrict the release of their directory information to third parties by annually completing a signed and dated form available from the Registrar's office.

### **Disclosure to School Officials**

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is:

- A person employed by George Fox in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel, health staff, student employees, and graduate assistants)
- A person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee
- A volunteer, consultant, contractor, or other party to whom George Fox has outsourced instructional services or functions for which the school would otherwise use its own employees, and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from

## **Disclosure for Lawful Compliance**

Disclosure to comply with a judicial order or lawfully issued subpoena.

Disclosure to a parent or legal guardian of a student, information regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the university has determined that the student has committed a disciplinary violation with respect to the use or possession, and the student is under the age of 21 at the time of the disclosure to the parent/guardian.

Disclosure to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

Disclosure to the general public the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

Disclosure concerning sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

Disclosure to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities that are responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal-supported or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

## **2 Inspect and Review Education Record**

An eligible student has the right to inspect and review the student's education records within 45 days after the day George Fox University receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will arrange for access and notify the student of the time and place where the records may be inspected.

Students may not inspect and review the following as outlined by the Act:

- Financial information submitted by their parents
- Confidential letters and recommendations associated with admission, employment, or job placement
- Honors to which they have waived their rights of inspection and review



# Academic Personnel



# Board of Trustees

David Andersen  
Larry Bailey, Jr.  
Ken Beebe  
Carrie Lamm Bishop  
Dan Cammack  
Don G. Carter  
Raymond Cheung  
Curtis Climer Mike  
Delk  
Frank Engle, Jr.  
Keith G. Galitz  
Scott Gratsinger  
Stephen Gulley  
Eric Hagen Estle  
Harlan Andrea  
Herling Brent  
Kimberly Heather  
Lewis  
Stanley D. Morse  
Barbara D. Palmer  
Brent Peterson Vic  
A. Peterson  
Carolyn Rayback  
Ken Redford  
Truman Stone  
Stephen M. Tatone  
Kent L. Thornburg  
Lana Thurston  
Dave VandeLinde  
Scott Winter David  
Woolsey

## **Ex Officio**

Robin Baker

Jim Le Shana

Deborah A. Martin

## **Honorary Trustees**

Patricia Anderson

Gloria L. Attrell

Dealous L. Cox

Richard D. Evans

Paul L. Hathaway Jr.

Andre Iseli

John R. Lemmons

Robert G. Monroe

Charles E. Mylander

Floyd H. Watson

William B. Wilson

Norman D. Winters

# Executive Leadership

## Resources

- University Organizational Chart

## Faculty Directory

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

- Faculty Emeriti

### A

Abernathy, Andrea, Research and Instruction Librarian, Assistant Professor. BA, University of Montevallo; MLIS, University of Alabama. George Fox University 2017-

Alexander, Andrea, Assistant Professor of Nursing. BA, University of California Los Angeles; BSN, Rush University; MS, Sonoma State University. George Fox University 2018 -

Allen, Greg, Associate Professor of Organizational Leadership. BS, MBA, George Fox University; PhD, Walden University. George Fox University 2005-

Anderegg, Courtney, Assistant Professor of Communication. PhD, Ohio State University; MA, Ohio State University; BA, University of Pittsburgh. George Fox University 2017-

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

Andrews, Glenna, Professor of Clinical Psychology & Director of Clinical Training. BA, Northwest Nazarene University; MA, University of Colorado-Colorado Springs; MA, PhD, Fuller Theological Seminary. George Fox University 2014

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

Berardi, Anna Anita, Professor of Counseling, Director of Trauma Response Institute. BA, Millersville State University; MA, Azusa Pacific University; MA, PhD, Fuller Theological Seminary. George Fox University 1996-

Berger, Cliff, Associate Director, Doctor of Ministry Program. BA, Northwest Christian University; MDiv, Emanuel Christian Seminary; DMin, Emmanuel Christian Seminary. George Fox University 2008-

Berho, Deborah, Professor of Spanish; Chair, World Languages and Applied Linguistics. BA, Northwest Nazarene University; MA, The University of New Mexico; PhD, The University of New Mexico. George Fox University 1997-2016, 2019-

Birch, Christine, Visiting Assistant Professor of Education. BA, Northwest Nazarene University; MA, Mid America Nazarene University. George Fox University 2018-

Blount, Keleigh, Assistant Professor of Counseling; Director, Clinical Mental Health Counseling. BA, The University of North Carolina at Greensboro; MS, North Carolina A&T State University; PhD, North Carolina A&T State University. George Fox University 2019-

Bogert, Marcia, Assistant Professor of Nursing. BS, George Fox University; MSN, Pace University. George Fox University 2015-

Bohall, Robert, Senior Librarian, Research and Instruction Librarian, Assistant Professor. BA, Virginia Polytechnic Institute and State University; MA, University of North Carolina, Greensboro. George Fox University 2011-

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

Brazo, Carol, Professor of Education; Co-Chair, School of Education; Co-Director, MAT. BA, California Baptist University; MEd, EdD, George Fox University. George Fox University 2004-

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

Brumitt, Jason, Associate Professor of Physical Therapy. BA, Southern Oregon State College; MSPT, Pacific University; PhD, Rocky Mountain University of Health Professions. George Fox University 2014-

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

Bruxvoort, Jennifer, Research and Instruction Librarian, Assistant Professor. BA, Calvin College; MS, University of Illinois Urbana-Champaign. George Fox University 2019-

Buchanan, Karen, Professor of Education, Chair, Doctor of Education. BA, Columbia Christian College; MA, Lewis & Clark College; EdD, Seattle Pacific University. George Fox University 2004-

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

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

# C

Cage, Tiona, Associate Director of Seminary Masters Programs . MSW,Florida State University. George Fox University 2017-

Cameron, Jeff, Assistant Professor of Graphic Design. BFA, Oregon State University. George Fox University 2013-

Casey, Chris, Head Football Coach. BA, Linfield College; MEd, Linfield College. George Fox University 2013-

Casey, Rae, Associate Professor of Organizational Leadership. BS, -6 (inaETQq0 0 6a)-5 (o)-3 (rg)9 (

College; MEd, Western Washington University; PhD, Oregon State University. George Fox University 2002-

Dempsey, Keith, Associate Professor of Counseling, Chair of Graduate School of Counseling. BS, MS, PhD, Oregon State University. George Fox University, 2007-

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

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

Done, Dominic, Professor of Applied Theology. BS, Liberty University; MA, Liberty Baptist









University 2016-

Lehman, Jennifer, Assistant Professor of Financial Planning. BS, Texas Christian University; MPA, University of North Carolina; PhD, Texas Tech University. George Fox University 2019-

Lin, Muh Bi, Professor of Social Work. BS, Soochow University; MSW, Soochow University; PhD, University of Denver. George Fox University 2015-

Lippard, Ashley, Lecturer in Art & Design. BA, Art Institute of Chicago. George Fox University 2018-

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

LoFaro, Keelan, Assistant Professor of Education, Graduate Teaching and Leading. BS, Oregon State University; MEd, Pace University, EdD, Portland State University. George Fox University 2015-

Logan, Kenneth, Professor of Clinical Psychology. BA, California State University; MA, California State University; PhD, California School of Professional Psychology. George Fox University 2019-

Lomperis, Ekaterina, Assistant professor of Theology. BA, Moscow Pedagogical State University; MD, Harvard University; PhD, University of Chicago. George Fox University 2019-

Long, Adam, Assistant Professor of Art & Design. BA, Azusa Pacific University; MA, University of Sunderland; MFA, University of Hartford. George Fox University 2018-

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

## M

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

Martinez, Dakag... 12 7 (E)-2 -2 (rt &)-3 ( De)-3 (s)10 (ig)8 (n)-3 ourg (Gre12 7 (E)-2 -2 (rt &)-3 ( De)-3









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

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

Tupamahu, Ekaputra, Assistant Professor of New Testament. BTh, Sekolah Tinggi Theology Styabhakti; MA, Asis Pacific Theological Seminary; MA, Claremont School of Theology; PhD, Vanderbilt University. George Fox University 2019-

Turner, Maranda, Assistant Professor of Education. MA, Portland State University; MEd, University of Portland; BS, Concordia University. George Fox University 2017 -

Turpen, Katy, Assistant Professor of Education. BA, MA, EdD George Fox University. George Fox University 2010-

## U

## V

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

## W

Walkley, Vanessa, Assistant Professor of Nursing. BSN, Linfield Good Samaritan School of Nursing; MSN, Lamar University. George Fox University 2019-

Walters, Jeff, Assistant Professor of Civil Engineering. BS, MS, University of Washington; MS, PhD, University of Colorado, Boulder. George Fox University 2018-

Warberg, Linda, Assistant Professor of Education. BS, Oregon State University; MS, Lewis and Clark College. George Fox University 2013-

Warner, Danielle, Associate Professor of Music; Director of Choral Activities. BA, Whitman College; MM, Western Washington University, DMA, University of Missouri, Kansas City. George Fox University 2015-

Waybright, Brandon, Associate Professor of Art & Design. George Fox University 2017 -

Webb, Donna, Assistant Professor of Education. BA, University of Dallas; MA, Portland State University; EdD, Portland State University. George Fox University 2015-

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

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

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

Portland; DA, University of Northern Colorado. George Fox University 1987-90; 1992-  
Wilson, Brent, Professor of Computer Science. BA, Western Oregon State University;  
MAT, Oregon State University. George Fox University 1994-  
Woodley, Randy, Distinguished Professor of Faith and Culture. BA, Colorado Christian



1969-2002

Barram, Dirk, Professor Emeritus of Business. BA, Gordon College; MEd, Kent State University; PhD, Michigan State University. George Fox University 1986 - 2017

Birky, Ginny, Professor Emeritus of Education. BS, Goshen College; MS, The Ohio State University; PhD, Oregon State university. George Fox University 2000-2017

Boehr, Teresa, Associate Professor Emeritus of Family and Consumer Sciences. BS, Oregon State University; MA, Linfield College. George Fox University 1985-2015

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

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

Buhler, Gary, Associate Professor Emeritus of Art. BS, Western Oregon State College; MFA University of Arizona. George Fox University 1989-1990, 2000-2019

Byrtek, George, Professor Emeritus of Organizational Leadership. BS, University of Wisconsin, Stevens Point; MS, National

2020

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

Fuller Theological Seminary; PhD, University of Aberdeen. George Fox University 1997-2017

Ocker, Mark, Assistant Professor Emeritus of Organizational Leadership. BA, George

Academic Calendar 2020-2021  
Fall semester dates modified due to COVID-19

Fall Semester

Spring Semester

Academic Calendar 2020-2021  
Fall semester dates modified due to COVID-19

Summer Semester

Be Known