

Changes in academic policies made and announced during the school year have the same force as if they were published in this catalog. Policies may not be waived or amended except by petition to and approval by the Academic Standards and General Education Committee. If you wish to petition for an exception to an academic policy, complete a Special Request form (available at the Records Office), ask the appropriate department chair to endorse your request, and return it to the Records Office.

## Registration and Enrollment

You are expected to register online through Flashlight (accessible from the college website) for all your courses during the registration periods as announced in this catalog.

### Financial Clearance

A financial restriction is placed on each student's registration account 30 days prior to the start of each quarter. During this period, students are required to obtain financial clearance from the Student Financial Services Office. For further information, see the section entitled "Financial Information" in this catalog. *If, at the end of the fourth day of courses, you have not received financial clearance, your registration will be cancelled and your reserved spot in your courses will no longer be guaranteed.* After clearing finances, you may re-register for any available courses until the last day to add courses.

If complications delay your financial clearance until after the last day to add courses, you may submit a petition for "Late Registration due to Financial Reasons" to the Records Office during the second week of the quarter. You must obtain financial clearance and submit your petition no later than the end of the second week of the quarter. *You may not under any conditions continue attending any courses or living in campus housing after the second week of the quarter unless you have received financial clearance.*

### Changes in Registration

To avoid changes in registration, you should plan your program carefully. You may add courses or withdraw from them before the published deadlines. *You are responsible for checking your official schedule to make sure that it is correct.*

### Late Registration

You must complete registration for each quarter by the last day to add courses (Thursday of the first week of instruction).

You may not register for a course after the last day to add courses except by petition to and approval by the Academic Standards and General Education Committee. To petition for late registration for a course, you may complete a Late Add Request form (available at the Records Office). If approved, a late registration flat rate fee of \$100 will be charged to your account.

Even if emergency circumstances make it impossible to complete your registration for a particular course as described above, *you may not under any conditions continue attending a course after the fifth week of the quarter unless you are officially enrolled.* No grade is issued or recorded on the transcript, or credit awarded, for any course for which you are not officially enrolled by the midpoint of the course.

### Prerequisites and Corequisites

You must complete all prerequisites prior to taking a course. Exceptions may be made only by the permission of the instructor. Prerequisites are indicated in the course description. Unless otherwise noted, all prerequisites must be completed with a grade of C- or higher.

You must take all required corequisites concurrently with a course. Exceptions may be made only by the permission of the instructor. Corequisites are indicated in the course description.

## Academic Information and Policies

### Restriction on Lower-Level Courses

You may not take lower-level courses after you have earned credit in a more advanced course in the same area, as identified by the academic department.

### Cancellation of Scheduled Courses

The college administration, in consultation with the respective department chair, reserves the right to cancel any course listed in the course schedule if enrollment is five students or fewer or if a qualified instructor is not available because of unavoidable changes in personnel.

### Consortia

Pacific Union College is part of the CAREonline and Council of Independent Colleges (CIC) consortia, which allows students to take courses from our Adventist sister institutions and broadens our offerings to over 200 pre-approved courses.

These consortia are hosted on the Acadeum Course Share platform, of which PUC is also a member. The Acadeum platform hosts higher education institutions both offering and utilizing pre-approved, online courses through selected consortia that can be taken for credit at PUC.

Students may enroll in courses through Acadeum with the approval of their advisors and PUC's Acadeum representatives. In instances where equivalent courses are offered at PUC in the same term, students may not enroll in consortial courses. Appeals may be granted in exceptional circumstances.

### Audited Courses

If you wish to attend a course but do not wish to complete all regular assignments, you may, with the consent of the instructor, register on an audit basis. Applications to change registration from "Audit" to "Credit" or from "Credit" to "Audit" are not approved after the end of the first week of the quarter. Fees for audited courses are charged at half the regular tuition rate, except for private music lessons, ensembles, and other participation-type courses, which are charged at the full tuition rate. On the transcript, audited courses carry the notation "AU." Audited courses do not count for credit and cannot be used to meet graduation requirements.

### Academic Credit

Pacific Union College operates on the quarter system. The standard quarter is 11 weeks in length, with 10 weeks of course sessions and 1 week of final examinations. One quarter credit normally represents one fifty-minute class per week throughout an academic quarter and approximately two hours of preparation for each fifty-minute session. One laboratory period of

approximately three hours is considered equal in credit value to one lecture/discussion period and the expected preparation.

### Course Load

The academic course load is described in terms of quarter hours of credit. During the regular academic quarter, course loads are defined as follows:

| Enrollment Status   | Course Load                  |
|---------------------|------------------------------|
| Overload Status     | More than 17.5 quarter hours |
| Full Load           | 12 - 17.5 quarter hours      |
| Three-Quarter Load  | 9 - 11.9 quarter hours       |
| Half Load           | 6 - 8.9 quarter hours        |
| Less-than-Half Load | 0 - 5.9 quarter hours        |

To enroll for an overload, you must complete a Request for Overload form (available at the Records Office) and obtain the approval of your academic advisor and the registrar. There is an extra charge for overloads, as described in the section entitled "Financial Information" in this catalog.

If you are on Academic Probation, your maximum course load is reduced to 15 quarter hours.

### Study-Work Program

If you are employed either on- or off-campus, you are expected to adjust your course load in harmony with the following schedule to achieve a reasonable balance in study and work:

| Course Load      | Maximum Work Load |
|------------------|-------------------|
| 16 quarter hours | 16 hours per week |
| 14 quarter hours | 20 hours per week |
| 12 quarter hours | 26 hours per week |
| 10 quarter hours | 32 hours per week |

If you have a record of average scholastic achievement, you should plan a study-work program involving less than the maximum labor load suggested. It is recommended that you work with your academic advisor to determine an appropriate work load for your individual situation.

### Class Standing

Class standing is calculated based on quarter hours of credit completed as follows:

| Class Standing | Credits Completed              |
|----------------|--------------------------------|
| Freshman       | Fewer than 45 quarter hours    |
| Sophomore      | 45 - 89.9 quarter hours        |
| Junior         | 90 - 134.9 quarter hours       |
| Senior         | 135 or more quarter hours      |
| Graduate       | Enrolled in a master's program |

### Reserving Courses for Post-Degree or Graduate Credit

If you have taken upper-division courses that were not needed to fulfill graduation requirements, you may reserve specific ones for post-baccalaureate or graduate credit for education by making arrangements with the Education Department and the Records Office.

### Directed Group Study

A course is offered as a Directed Group Study when a department chooses to

1. Experiment with a course before it is listed in the catalog,  
*or*
2. Offer the course, on a one-time basis, for enrichment purposes when sufficient student interest is indicated.

A specific title is assigned when the course is offered. Directed Group Studies are offered under the course number 296 or 496.

### Directed Study

You may take a catalog-listed course on an individual basis only under the most unusual circumstances and at the discretion of the instructor and department chair. Any such course will be offered only for the number of hours listed in the catalog and will adhere to the catalog description and standard course syllabus. In order to register for a directed study, you must complete and submit a Request for Directed Study form (available at the Records Office). Directed Studies are offered under the course number 297 or 497.

### Independent Study

Independent Study refers to advanced study or research you may do on an individual basis under the direction of a faculty member with regular appointment. You may earn up to twelve hours in Independent Study. Independent Study should not take the place of courses regularly available, and may not be used to meet general-education requirements.

To be eligible for Independent Study in any department, you must have reached junior or senior standing, have met all departmental prerequisites, and have earned a minimum GPA of 3.0 in the proposed area of study. In order to register for an independent study, you must complete and submit a Request for Independent Study form (available at the Records Office). In order to complete the form, you will negotiate a contract with the instructor and the chair of the supervising department specifying the number of hours of credit to be earned, the detailed requirements of the course, the grading criteria, and a schedule of meetings. Independent Studies are offered under the course number 495.

### Midterm Grades

Midterm grades of C- or below are posted at the mid-point of each term. These grades are used for advisory purposes and are not included on the official record.

### Withdrawal from Courses

You may withdraw from a course through Flashlight any time before the last day to withdraw. On the transcript, withdrawn courses carry the notation “W”. A course from which you withdraw before the last day to delete courses will not appear on your transcript.

If withdrawal from a course will result in a credit load of less than 12 credit hours, consult with your financial counselor prior to withdrawing in order to determine how your financial package will be affected. International students should not drop below 12 credit hours without consulting with the international student advisor in the Enrollment Services Office.

You may not withdraw from a course after the last day to withdraw except by petition to the Office of the Registrar. To petition for late withdrawal from a course, you must complete a Late Withdraw Request form (available at the Records Office).

### Withdrawal from the College

To withdraw from the college, request a Notice of Withdrawal form by email at records@puc.edu. The completed form must be signed by your academic advisor, your financial counselor, and the Student Success Center office. The date of official withdrawal from the college will appear on your transcript. *If you choose to withdraw after the eighth week of the quarter, a grade of “F” will be recorded for all courses in which you are registered.*

### Medical Withdrawal

A medical withdrawal from the college may be granted when a student is unable to complete academic requirements due to a documented medical or psychological condition.

Appropriate documentation from a licensed healthcare professional must be provided. The request and all supporting documentation must be received by either Records or Access Support Services and provided to the Records Office prior to the final exam week of the academic term in which the withdrawal is being requested. The student’s grades will be recorded as W.

Tuition refunds will follow the college’s published refund schedule unless otherwise stipulated. Requests for financial adjustments beyond the standard refund policy must be approved by the office of the Vice President for Finance.

A medical withdraw hold will be placed on the student record. Students seeking to return after a medical withdrawal must

## Academic Information and Policies

submit written clearance from a licensed healthcare professional to the Records office prior to registration.

### Pre-Examination Week

No off-campus field trips, major examinations, or extracurricular activities requiring student participation may be scheduled during the week prior to the first day of final examinations in order that you may devote full time to completing course projects and preparing for final examinations. Exceptions are made for laboratory courses and for those courses meeting once a week only and for which there is no contact during the normal final exam week. Additional exceptions include take-home exams, skills tests in activity courses, and quizzes.

### Final Examinations

You must take the final examination in each course in which you are enrolled at the time listed in the official examination schedule or you will receive the grade earned without the final examination. All travel, work, medical appointments and other plans must be arranged early to avoid an examination conflict. Exceptions to the schedule will be granted by the academic dean for the following circumstances:

1. A death in the immediate family;
2. A documented medical emergency demanding immediate attention; *or*
3. An examination schedule with four examinations in one day or three consecutive examinations in one day (a request for an examination schedule change must be filed with the academic dean before the end of the ninth week of the quarter).

*You should expect no other exceptions to the published schedule unless you can provide proof to the academic dean of an emergency situation beyond your control.* If exceptions are granted for other reasons, you will be charged a fee of \$100 for each rescheduled examination.

### Dean's List

When you complete a minimum of 12 college-level credits with a GPA of at least 3.85 during a term at Pacific Union College, you are honored as a member of the Dean's List for that term.

## Grading System

Final grades are posted at the end of the quarter. Once grades have been posted, grade changes are permitted only if it can be established that a clerical error was made, resulting in an inaccurate grade submission on your official record. If you believe that your final grade is inaccurate, contact your instructor. You may also contact the Records Office for any question regarding this process. If your grade may have been affected by prejudice based on race, ethnicity, gender, age, or disability, a claim must be made by filing a Title IX report at [www.puc.edu/titleix](http://www.puc.edu/titleix).

To raise a grade once it has been recorded, you must repeat the course at Pacific Union College. *Late work is not accepted after the end of the term.*

### Grades

Grades are recorded by letters and are assigned point values as follows:

|    |     |    |     |       |              |
|----|-----|----|-----|-------|--------------|
| A  | 4.0 | C  | 2.0 | AU    | Not computed |
| A- | 3.7 | C- | 1.7 | I, IP | Not computed |
| B+ | 3.3 | D+ | 1.3 | NR    | Not computed |
| B  | 3.0 | D  | 1.0 | S     | Not computed |
| B- | 2.7 | D- | 0.7 | U     | Not computed |
| C+ | 2.3 | F  | 0.0 | W     | Not computed |

### Grade Point Average (GPA)

The GPA is computed by dividing the total number of points earned by the total number of hours attempted. Grades earned for remedial coursework are not included in the GPA.

### Audit

The grade "AU" is assigned to a course taken on an audit basis. A course for which you register for audit but do not attend regularly is assigned a "W."

### Incomplete

A grade of "I" is given for circumstances beyond a student's control, and only if at least 60 percent of the coursework has been completed. A student requests an "I" grade from the instructor by completing a "Request for Incomplete Grade" form. It is the student's responsibility to ensure the form is complete and submitted to the Records Office for approval. The deadline for completion of the I grade is no later than the end of the following term (excluding the summer session for those not in attendance); a default grade will result if a final grade is not submitted within the time limit. Incomplete units are not calculated in the grade point average. An "I" may be changed to a grade

only by the instructor processing a “Change of Grade” form within the time limit.

Seniors must complete all outstanding Incompletes, In-progress, and PUC Credit by Exams prior to the spring quarter of their graduating year.

### **In Progress**

The “IP” grade is available at the end of the first quarter for courses indicated as IP eligible. These courses state “Qualifies for IP grading” in the course description. IP courses have a maximum duration of four quarters (three quarters following the quarter in which the student first registers for the course). Courses that involved continued research, extended capstone projects, clinical hours, fieldwork, and directed teaching illustrate the types of courses that merit IP grades. The student’s final grade is entered when the instructor submits a “Change of Grade” form to the Records Office. If a grade change is not issued within the designated time for the completion of the IP course, an “F” will be entered by the Records Office.

Seniors must complete all outstanding Incompletes, In-progress, and PUC Credit by Exams prior to the spring quarter of their graduating year.

Aviation majors/minors: please refer to the *Aviation Addendum* and *Flight Policies and Procedures Handbook* for more information on policies.

### **Not Reported**

The grade “NR” is temporarily assigned when the instructor does not report a grade. An “NR” not removed by the end of the second week of the following quarter becomes an “F.”

### **Satisfactory**

A grade of “S” signifies that you earned the equivalent of “C-” or higher for a course graded on a Satisfactory/Fail (S/F) basis. The “S” grade is used only when a course is “Graded S/F” or “Graded S/U” as specified in the course description or when situations necessitate a grading adjustment.

### **Unsatisfactory**

A grade of “U” signifies that you did not complete the requirements for the course. The “U” grade is used only for GNRL 100 Campus Community.

### **Withdrawal**

A grade of “W” is assigned to a course from which you officially withdraw after the published last day to delete a course and until the end of the eighth week. You may not withdraw from a course after the eighth week.

### **Repeating Courses to Improve the Grade**

The following regulations govern course repeats to improve the grade:

1. If you wish to repeat a course to improve the grade, *you must repeat the course in residence at Pacific Union College or Acadeum* in order for your GPA to be recomputed.
2. If you take a course at Pacific Union College and then repeat the course in residence in order to improve the grade, *both instances of the course with grades will still appear on your official Pacific Union College transcript*. However, the course with the lower grade will be marked clearly as a repeated course on the transcript, and only the course with the higher grade is included in the grade-point calculation and the total credits earned.
3. If you transfer a course and then repeat the course while in residence to improve the grade, the transfer course will no longer apply at Pacific Union College.
4. You may repeat a course only if you have not taken a more advanced course in the same subject.
5. If you earned an unsatisfactory grade in a course required for your program and you have taken a more advanced course in the same subject, you may, on the advice of your major advisor, take another course in the same general area to meet graduation requirements.

### **Repeating Courses for Duplicate Credit**

In general, courses may not be repeated for duplicate credit. However, some courses have been determined to be repeatable for credit due to the nature of the material covered. If a course is repeatable for credit, this information will be indicated within the course description, along with any special regulations governing the repeats for the particular course.

## Academic Advising

### **Advisory Services**

As a new student, you will work with an enrollment counselor, a departmental advisor, and/or a transfer credit analyst in order to plan your first quarter schedule and complete your initial registration.

Your academic advisor(s) will be assigned based on your declared academic program; assignment occurs directly prior to the start of your first quarter. Thereafter, you should plan to meet with your academic advisor(s) regularly for consultation and support. In April, an advising restriction is placed on each student’s registration account. You are required to clear this

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restriction prior to registration for the next academic year; clearance will be granted by your academic advisor(s) once you have met for a satisfactory advisory session.

In planning your studies, you should carefully follow the degree requirements outlined in this catalog. At any time during your enrollment at Pacific Union College you may run a Degree Audit in Flashlight as a tool to make sure all the degree requirements are being met. Such planning helps to ensure that you meet all graduation requirements in an orderly, logical, and timely sequence.

### Undeclared Students

Students who are not ready to declare a major are assigned to an advisor who will help them structure their course schedules in a way that provides an appropriate foundation for their future major course work. The advisor also assists students in looking at course options that will be helpful in making a decision about the major.

### Teaching Credential Advising

Teacher education at Pacific Union College involves preparation in subject-matter areas as well as professional education courses required for Seventh-day Adventist and California State teaching credentials. Course selection and sequencing is crucial for students pursuing an education credential. If you have chosen a career in teaching, you should consult with the Education Department as early as possible in your curriculum planning.

## Student Success Center

The Student Success Center (SSC) provides various services to help students succeed and persist toward graduation. These services include collaborative mentoring and coaching relationships, free tutoring, skills development workshops, spiritual nurture opportunities, and connections to campus partners for holistic student support. Using a strengths-based approach, the SSC assists students in navigating barriers to achievement and aims to enhance their self-efficacy as they establish and pursue their personal, academic, and professional goals.

## Academic Attendance and Behavior

### Academic Integrity

Academic integrity is highly valued and is expected. Academic dishonesty is an extremely serious offense and is cause for disciplinary action. *Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials,*

*deception, misrepresentation, electronic dishonesty, and other types of academic dishonesty, including production of materials for other students, are ordinarily subject to dismissal from the course with a failing grade.*

Situations involving academic dishonesty are dealt with by the instructor of the course in consultation with the department chair. A record of any verified instance of dishonesty is forwarded to the academic dean and is kept in the student's personal file. Whenever such filing occurs, the student involved is notified. Established appeal and grievance procedures provide the student with the opportunity to respond to the situation. A pattern of serious or habitual dishonesty is dealt with by the academic dean and may result in failing grades or dismissal from the college. (For further details, see "Appendix A" in this catalog.)

### Ownership of Written Work

Written work you present in fulfillment of course requirements becomes the property of the college. The instructor or the college, however, may not publish the written work for any reason without your permission. The original copy is returned to you at the discretion of the instructor. When it is not returned, you have the right to request and be given a copy of work turned in. You should request a copy not later than the end of the quarter following that during which you took the course.

### Use of Classroom Materials

Federal and state privacy and intellectual property laws, including the Copyright Protection Act of 1976, prohibit students or other persons from publishing, publicizing, or selling classroom materials, including lecture notes or audio/visual recordings of lectures, without permission. This would include disseminating such materials over the internet.

Pacific Union College and its faculty reserve the right to take any available legal action under federal and state law against any person publishing, publicizing, or selling such materials without permission. In addition, Pacific Union College and its faculty reserve the right to take any available legal action under federal and state law against any person using such materials in a way that would be highly offensive to a reasonable person and gives a false impression about the college or its employees or constituents.

### Class Attendance

*Class attendance and active participation are essential to your education at PUC.* You are expected to maintain regular attendance and participation at all class sessions of each course in which you are enrolled. Excessive class absences and non-participation interfere with your learning experience as well as

diminish the quality of group interaction in class. However, the college recognizes that there may be times when you are unable to attend class due to illness, school trips, or other legitimate reasons. Therefore, the following general class attendance policy has been established:

Attendance in courses is expected to begin on the first day of the quarter. If you miss the first session of a course without providing notification to your instructor, even if you are pre-registered, your spot in that course may be given away to another student.

You are expected to inform your instructor in advance if you are going to be absent from a class session for any reason. Regardless of the circumstances for your absence, you are responsible for contacting your instructor as soon as possible.

### **Planned Absences:**

For any planned absences, you must contact your instructor in advance to discuss assignments, deadlines, and material to be covered in class. Opportunities to make up coursework for planned absences of a personal nature are provided at the instructor's discretion, and you may not place any undue burden on the instructor. For approved college activities, your instructor will work with you to provide class material and/or extended deadlines when you pre-arrange to be absent. A schedule of approved college activities is announced by Academic Administration. Examples include: required field trips, varsity athletics events, or music ensemble performances; note that varsity or music practice are not approved absences. If a student has a planned absence on the date due for assignments listed in the syllabus, students should submit those assignments prior to their planned absence. In the case of in-class assignments missed due to pre-approved college activity absences, instructors will provide, at minimum, one business day to make up classwork upon scheduled return. Some instructors may use academically related activities (such as assignments, group work, quizzes, and examinations) to determine attendance. Activities used to determine attendance may not negatively affect the grade of students with pre-approved absences due to college activities. Dropped grades will not be used for material missed due to pre-approved college activities. However, your instructor may consider you to be absent from the course if you are not excused and do not participate in these activities according to the established course schedule. Please note that the instructor is not under any obligation to provide opportunities to make up coursework due to either late registration, unexcused absences, or failure to meet extended deadlines.

Academic departments may identify courses that are incompatible with frequent excused absences. These courses

are identified in catalog descriptions and in syllabi. Students participating in pre-approved college activities such as touring groups are strongly encouraged to choose alternative courses. If alternatives are not available, students in touring groups should consult the course instructor before registering for an incompatible course.

### **Unplanned Absences:**

Unplanned absences do occur. In cases of illness or emergency, contact your instructor as soon as possible. Your instructor will work with you according to the attendance policy of the course. Absences that result from short-term suspensions due to violations of the principles outlined in the Student Life Agreement will be treated as unexcused absences and significant academic penalties may apply as a result of such unexpected absences.

Each instructor has the right to establish a specific attendance policy best suited to a given course and to publish it in the syllabus. You are responsible for reviewing, understanding, and adhering to the published attendance policies for all your courses. If you are absent for more than 20% of a course, your instructor may give you a failing grade for the course or may request that you withdraw from the course if the syllabus contains such a policy. This may apply regardless of the reason for your absences. Depending on the nature of the course, some instructors may necessarily have a course specific policy in regards to attendance. The College may address individual cases of excessive non-attendance at any time.

### **Guest Attendance and Auditing:**

At the discretion of the instructor, guests may be invited to attend individual class sessions. Otherwise, attendance at Pacific Union College courses is a privilege that is reserved for registered Pacific Union College students. If you wish to attend a course on a regular basis, you are expected to register for the course and pay any associated fees. If you wish to attend a course but do not wish to receive credit, you may request to register on an audit basis. Provided that the instructor approves, the college may grant exceptions to this policy for certain special circumstances (such as community-member participation in music ensembles or professional development opportunities for college-employed professors and tutors).

Students' children (of any age) are not to attend in-person classes or laboratories with their parents. Students' children may not disrupt online classes. In case of a childcare emergency, contact your instructor to discuss possible accommodations.

### **Disruptive Academic Behavior Policy**

Pacific Union College is committed to creating a positive

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Christian learning community characterized by respectful discourse and meaningful academic activities. *Consequently, you do not have the right to behave in a manner that disrupts the academic learning environment for other students.*

Disruptive academic behavior is any behavior that a professor determines to impair the academic functions of the course. This can include a variety of behaviors, including (but not limited to):

- Repeatedly distracting others, interrupting others, or speaking out of turn
- Monopolizing class discussions or professor attention
- Harassing, threatening, or insulting others (verbally or in writing)
- Using inappropriate language, cursing, swearing or vulgarity
- Behaving erratically or irrationally
- Refusing to follow the instructions of the professor

Please note that academic discussions often include multiple perspectives. The civil expression of disagreement with the professor or with other students is permitted and is not, in itself, considered to be disruptive behavior.

If you demonstrate disruptive academic behavior, your professor may request that you engage in a resolution plan. Various individuals are available to help you develop strategies for appropriate academic conduct, including your academic advisor, academic mentors, and Counseling Center professionals. You may not be allowed to return to class until the resolution plan has been developed.

If your disruptive behavior is excessive or if you fail to resolve your disruptive behavior according to plan, your professor may work with the department chair to file a report with the academic dean. The Student Services Office will also receive a copy of the report. In extreme circumstances, the academic dean may decide to administratively withdraw you from the class upon recommendation from your professor and the department chair. Occurrences of disruptive academic behavior in multiple classes may result in further actions by administration.

### Academic Standing

Academic standing is determined at the end of each quarter based on academic performance. When evaluating “consecutive” or “subsequent” quarters to determine academic standing, the quarters to be considered are your most recent quarters at Pacific Union College. This applies whether or not that period of quarters was interrupted for any reason by one or more breaks in enrollment.

*For the purposes of determining academic standing, the GPA is computed including grades earned for remedial coursework.*

Academic standing for a particular term is not retroactively changed if that term GPA is impacted by repeating a course for a better grade in a later term.

### First Quarter Academic Probation

You will be placed on *first quarter academic probation* at the end of any quarter when your GPA for that quarter or your Pacific Union College cumulative GPA falls below 2.0. Occasionally, a new student may be admitted on first quarter academic probation. PUC credit earned or attempted before High School graduation and/or during the summer term immediately following HS graduation will not be considered in the calculation of the student academic standing.

While on first quarter academic probation, you may enroll in a maximum of 15 quarter hours of course work. You will not be eligible for any office in student activities. You will be required to meet regularly with an assigned Academic Mentor in the Student Success Center. If you are placed on first quarter academic probation as a freshman, you will be required to register for and successfully complete the student seminar sequence (GNST 104-105).

At the end of the quarter, your academic performance will be evaluated. Your quarter GPA and your Pacific Union College cumulative GPA *each* must be at least 2.0 to achieve regular standing, otherwise you will be placed on second quarter academic probation.

### Second Quarter Academic Probation

You will be placed on *second quarter academic probation* at the end of the second consecutive quarter at PUC when either your GPA for that quarter or your Pacific Union College cumulative GPA is below 2.0.

While on second quarter academic probation, you are subject to the same guidelines for students on first quarter academic probation (as described above).

At the end of the quarter, your academic performance will be evaluated. Your quarter GPA and your Pacific Union College cumulative GPA *each* must be at least 2.0 to achieve regular standing, otherwise you will be placed on academic suspension.

### Academic Suspension

You will be placed on *academic suspension* at the end of the third consecutive quarter when either your GPA for that quarter or your Pacific Union College cumulative GPA is below 2.0. *Academic suspension is recorded on the transcript.*

While on academic suspension, you may not continue your studies at Pacific Union College. You may apply for readmission to PUC once you have completed at least 12 quarter hours of

transferrable coursework at another accredited college or university and you are able to demonstrate the following:

1. A minimum GPA of at least 2.3 on the most recent 12 quarter hours of coursework.
2. A minimum cumulative college transfer GPA of 2.0

If you are readmitted to Pacific Union College following academic suspension, you will be required to meet regularly with an assigned Academic Mentor and your academic performance will be evaluated after each successive quarter:

If you have a Pacific Union College cumulative GPA below 2.0 upon readmission after suspension, then you must achieve a minimum GPA of 2.3 for each successive quarter until you have completed at least 2 successful quarters *and* your Pacific Union College cumulative GPA has reached 2.0. You will achieve regular standing after at least two quarters have been successfully completed *and* your cumulative GPA has reached 2.0, otherwise you will be placed on Academic Dismissal.

If you have a Pacific Union College cumulative GPA of 2.0 or above upon readmission after suspension, then you must achieve a minimum GPA of 2.0 for each of your next two quarters. You will achieve regular standing after these two quarters have been successfully completed, otherwise you will be placed on Academic Dismissal.

### Academic Dismissal

You will be placed on *academic dismissal* if you are readmitted to Pacific Union College following academic suspension and then fail to earn a satisfactory GPA (as described above) during any subsequent quarter. *Academic dismissal is recorded on the transcript.*

While on academic dismissal, you may not continue your studies at Pacific Union College. You may apply for readmission to PUC once you have completed at least 45 quarter hours of transferrable coursework at another accredited college or university and are able to demonstrate the following:

1. A minimum GPA of at least 2.3 on the most recent 45 quarter hours of coursework.
2. A minimum cumulative college transfer GPA of 2.0

If you are readmitted to Pacific Union College following academic dismissal, you will be required to meet regularly with an assigned Academic Mentor and your academic performance will be evaluated after each subsequent quarter. You must earn a GPA of at least 2.0 each quarter of your enrollment at Pacific Union College, otherwise you will be placed on permanent academic dismissal.

### Permanent Academic Dismissal

You will be placed on *permanent academic dismissal* if you are readmitted to Pacific Union College following academic dismissal and then your GPA falls below 2.0 in any quarter. *Permanent academic dismissal is recorded on the transcript.*

Students on permanent academic dismissal are ineligible for readmission to Pacific Union College.

### Academic Renewal

If you have previous substandard performance at Pacific Union College, academic renewal offers you a one-time opportunity to renew your academic record. When academic renewal is granted, the substandard Pacific Union College terms are disregarded from the GPA and from all considerations associated with degree requirements.

Under academic renewal, your permanent Pacific Union College transcript is annotated so that it is readily evident to all users of the record that no work taken during the disregarded terms, even if satisfactory, may apply toward degree requirements. All work will remain legible on the record, ensuring a true and complete academic history. Academic renewal does not change academic standing.

You may petition for up to three quarters of Pacific Union College coursework to be disregarded when at least one year has elapsed since the most recent work to be disregarded was completed. Alternately, you may petition for up to nine quarters of previous Pacific Union College coursework to be disregarded when at least three years have elapsed since the most recent work to be disregarded was completed.

To petition for academic renewal, you need to demonstrate that the work completed in the selected terms is not representative of your current academic ability and level of performance. The GPA for the terms under consideration should be significantly lower than your GPA for recent terms. Additionally, you must demonstrate your current academic performance through one of the following:

1. at least a 3.0 GPA on the most recent 15 quarter units at Pacific Union College.
2. at least a 3.0 GPA on the most recent 45 quarter units of transferrable coursework at another accredited college or university.

The petition should be submitted to the Records Office. The evaluation of criteria and the final decision regarding academic renewal is made by the registrar and/or the Academic Standards and General Education Committee.

## Academic Information and Policies

### Transfer Credit

#### Submission of Official Transcripts

Even though you may be accepted based on unofficial transcripts, all official copies of transcripts must be submitted for evaluation by the Records Office.

Once you have graduated from secondary school, an official copy of your secondary school transcript must be submitted.

If you attend other institutions of higher education either before or during your time as a Pacific Union College student, you must provide complete official transcripts from each college or university attended. Official transcripts should be submitted within one quarter of completing the transfer work.

In order for your transcript to be considered official, it must:

1. Bear all the indicated authentication features from the issuing institution (i.e. authorized signature, official seal, electronic link for authentication); and
2. Come directly from the issuing institution in either a sealed, unopened envelope or via an accepted secure electronic delivery method.

Any transcript that does not meet these criteria will be considered unofficial. Faxed transcripts and unsecured emailed transcripts are always considered unofficial.

Documents (including transcripts) from other institutions which have been presented for admission and evaluation of credit become the property of the college and are not reissued or copied for release.

#### Evaluation for Transfer Credit and Course Waivers

Pacific Union College reserves the right to accept or reject credit earned at other institutions. The following general regulations are used in evaluating transfer credit:

- *Transfer credit and course waivers are applied only for courses with a grade of C- or higher.*
- 1 semester credit is considered to be equivalent to 1.5 quarter credits.
- A maximum of 18 semester credits per semester or 18 quarter credits per quarter are accepted.
- There is no limit on the number of credits that you may transfer from a recognized junior (two-year) college. However, to earn the baccalaureate degree, you must complete a minimum of 84 credits total (including 60 upper-division credits) through recognized senior (four-year) colleges or universities.
- Upper-division credit is not allowed for junior (two-year) college courses or for courses numbered as lower-division credit at another college.

- You should not expect to receive transfer credit for technical/vocational courses, remedial courses, or courses that are designated by the originating institution as non-transferable.
- You may waive certain course requirements if you present credit in courses substantially equivalent in purpose, scope, context, and credit value to the required course from which you request exemption.
- Transfer credit and course waivers are not applied based on unofficial transcripts; official transcripts must be submitted.
- The college reserves the right to require repetition of courses that have become outdated.

Prior to taking courses at other institutions, you should obtain approval from the Records Office at Pacific Union College in order to ensure that the credit will be accepted.

#### Associate Degree for Transfer (ADT)

Pacific Union College participates in the Associate Degree for Transfer (ADT) initiative within the state of California. Qualified students who have completed an approved ADT program from a California Community College may enroll at PUC to complete a baccalaureate degree within an approved similar program.

If you have completed an approved ADT program prior to transfer, you are eligible to graduate from PUC with the “similar” baccalaureate program in no more than 102 additional quarter units. The exact pathway to complete the specific major will depend on the specific ADT curriculum. The 102 quarter unit graduation option is not guaranteed if you change majors or elect to add any additional degree objective, such as a second major or minor.

If you have completed an approved ADT program prior to transfer, you will be accepted with junior-level standing. Your coursework completed for the ADT major (grade of C- or higher) will be transferred and applied to aligned baccalaureate major requirements. Non-aligned major coursework will be applied as elective credit. The coursework you completed for the ADT general education will be accepted to meet the requirements of General Education sections I, III, IV, and V.

Please contact the Records Office to obtain more information, including the list of currently-approved ADT majors that align with similar baccalaureate programs at PUC.

#### Transfer Credit from Regionally-Accredited Institutions

Official transcripts from institutions accredited by regional accrediting associations are evaluated to allow equivalent courses from the transfer institution to satisfy specific course requirements at Pacific Union College. Credit is allowed for college course work completed during high school, provided that it is documented as college-level credit on a transcript from a

regionally-accredited institution of higher education.

### **Credit from Institutions without Regional Accreditation**

If you have transcripts from an institution without regional accreditation, you may request a transcript evaluation after you have completed a minimum of 16 quarter hours in residence at Pacific Union College with a GPA of at least 2.0. The transcript from the unaccredited institution will be analyzed on a course-by-course basis; occasionally credit is established for those courses that appropriately apply to your program at Pacific Union College. *In most instances you will be asked to validate courses taken at an institution without regional accreditation by passing challenge examinations before credit will be granted.*

### **Transcripts from International Institutions**

If you are seeking to obtain transfer credit based on transcripts from an international institution of higher education, you may be asked to provide an official evaluation through an approved provider. Approved providers include AACRAO's IES, WES, ECE, and IERF. You are responsible for requesting the evaluation and paying any associated costs. Contact the Records Office for additional information.

The College English sequence (ENGL 101-102) can only be fulfilled by equivalent English courses taken at institutions where all instruction is in English.

### **Armed Forces Credit**

Although “blanket” credit is not awarded for military service, some training courses provided by the armed forces may be the equivalent of college courses. Pacific Union College awards credit for military training in accordance with the American Council on Education's *Guide to the Evaluation of Education Experiences in the Armed Services*.

### **Credit by Life-Learning Portfolio Assessment**

You may earn up to 18 hours of credit through assessment of documentation provided in a Life-Learning Portfolio. The Academic Standards and General Education Committee administers this program in harmony with established Pacific Union College guidelines and standards. Additional information is available at the Records Office.

## **Credit by Examination**

### **Regulations Governing Credit by Examination**

You may earn academic credit by successfully writing certain AP (Advanced Placement), IB (International Baccalaureate),

CLEP (College Level Examination Program), DSST (DANTES Subject Standardized Tests), Excelsior, and college-prepared examinations. The following regulations apply to all credit earned through examinations:

1. No credit by examination is available for remedial courses.
2. The maximum credit applicable to a four-year degree is 45 hours of external examination credit and 18 hours of college-prepared examination credit.
3. The maximum credit applicable to a two-year degree is 24 hours of external examination credit and 9 hours of college-prepared examination credit.
4. Pacific Union College awards credit for selected examinations only. You may get further information at the Records Office regarding which examinations are accepted for credit by Pacific Union College.
5. Credit earned by examination will be placed on your transcript with the credit hours earned and a grade of “S”.
6. You may not earn credit by examination if the course in question is a prerequisite to one in which you have already earned credit.
7. If you have taken or attempted a course, you may not raise the grade for that course through credit by examination.

### **AP and IB Examinations**

AP and IB examinations are taken in secondary school after completion of an AP or IB course in a particular subject.

Credit is granted based on a satisfactory scores on examinations. The minimum satisfactory score for AP examinations is a 3. The minimum satisfactory score for IB Higher Level examinations is a 4. No credit is awarded for IB Standard Level Examination.

You will be granted 4 or 8 quarter hours of General Education or elective credit for each passed AP examination based on PUC exam guidelines. You will be granted 8 quarter hours of General Education or elective credit for each passed IB Higher Level examination. Information regarding exact credit amounts and equivalencies for each test may be obtained from the Records Office.

GE and elective credits granted for AP and IB examinations do not necessarily apply to major requirements. Some professional or graduate schools may not accept AP and IB credit. Check with your advisor to determine the applicability of AP and IB credit to your major or pre-professional program.

### **CLEP, DSST, and Excelsior Examinations**

CLEP, DSST, and Excelsior examinations are intended as a means of establishing academic credit for persons who, through extensive independent study, specialized training, etc., have gained knowledge equivalent to that gained by regular study

## Academic Information and Policies

in formal college courses. The CLEP, DSST, and Excelsior examinations are open to all classifications of students, but are directed toward freshmen and sophomores.

CLEP, DSST, and Excelsior examinations are prepared and administered by outside testing agencies. The Pacific Union College Counseling Center is an official testing site and can provide further information regarding examination procedures. To earn credit for a CLEP, DSST, or Excelsior examination, you must achieve the credit granting score recommended by the American Council on Education.

### College-Prepared Examinations

College-prepared examinations are prepared and administered by Pacific Union College faculty members. A course for which credit may be earned by examination is normally a lower-division course. Its content is such that it can be measured by a written, oral, or manipulative test.

To be eligible for credit by examination, you must demonstrate superior competence, such as a GPA of at least 3.0 in similar courses or work experience sufficient to develop competencies.

No college-prepared examination may be taken until a completed Request for Credit Examination form is on file at the Records Office. The form can be obtained from the Records Office and requires the signatures of the course instructor, the department chair, and the registrar as well as proof of payment for examination fees. For fees, see the section entitled “Financial Information” in this catalog.

To earn credit for a college-prepared examination, you must score a C+ or better on the graded examination. If you have audited a course, you may earn credit by examination for the course by paying one half of regular tuition. Examinations for credit cannot be repeated.

### Waiver Examinations

You may waive certain course requirements by passing a proficiency examination. The examination is administered by the department concerned and approved by the Records Office.

Qualifying for course exemption through waiver examination does not involve the awarding of credit, nor does it reduce the total number of hours to be earned for a degree. Its only effect is to increase the number of elective hours available as part of your degree program. For examination fees, see the section entitled “Financial Information” in this catalog.

## Veteran Student Enrollment and Satisfactory Progress

The veterans certifying official in the Records Office submits official certifications of enrollment to the Veterans Administration so that educational benefits can be awarded.

If you are a veteran or the spouse or dependent of a veteran, you must apply for certification by contacting the certifying official at the Records Office. The certifying official will supply the necessary forms and advise you of the procedures you must complete in order to receive the benefits to which you are entitled. It is recommended that you submit your paperwork at least two months prior to the date you expect to enroll.

The Department of Veterans Affairs (VA) determines eligibility for benefits. Monthly payments are made by the VA directly to you or to the school, depending on the type of benefits you are receiving. If the payments for tuition and fees are received by the school, these payments will be placed directly on your student accounts.

To qualify for maximum benefits, you must enroll for a full course load (See “Course Load”). If you enroll for less than a full course load, your benefit payments will be adjusted accordingly by the VA.

According to VA policy, veterans’ educational benefits are discontinued for a veteran (or eligible person) who remains on academic probation for more than three quarters. If you should come into this category, the VA will be notified that your certification has been terminated for “Unsatisfactory Attendance, Conduct, Or Progress”. There will be no further certification for benefits until your academic standing reflects improvement to a cumulative 2.0 GPA.

## Varsity Athletic Academic Policies

In order to support the success of student athletes, the following policies will apply:

1. Student athletes may have a maximum of one midterm grade in the D range (D+, D, or D-) and no midterm grades of F. Students who do not meet these criteria may continue to practice with the team, play home and away games (but no games requiring an overnight stay). The student may travel with the team and play in away games requiring overnight stay after improving grades so that no current F grades remain and no more than one midterm grade in the D range (D+, D, D-) remains, as evidenced by an email from each professor to the Records Office. Coaches will not contact professors directly regarding grade adjustments;

any necessary communication with the professors will be handled by the Athletics Director or the Faculty Athletic Representative (FAR).

2. Student-athletes on first quarter academic probation (not second quarter academic probation) will be allowed to practice with their team and participate in home games, contingent on meeting the following conditions: they meet every week during the quarter with a mentor in the Student Success Center (SSC). If they miss a meeting, they will lose their privilege of practice/play for that week. If they miss more than two sessions during the quarter with their mentor in the SSC, they may lose the privilege altogether.
3. Any student athlete who is not cleared as an NAIA-eligible member of a varsity athletic team may not travel with the team or miss classes to attend home contests.

In order to support the success of new student athletes, the following policies will apply to a student athlete's first athletic season at PUC:

1. All new transfer student athletes are required to register for and regularly attend GNST 110: Pioneering Success (offered during the fall term).
2. All new freshman student athletes with a high school GPA below 2.75 and all new transfer student athletes with a transfer GPA below 2.75 will be required to meet weekly with an academic mentor provided by the Student Success Center throughout the first athletic season (fall quarter for Soccer, Volleyball, & Cross Country; fall & winter quarters for Basketball). The mentor will provide weekly non-attendance reports to the Athletics Department. If a student athlete misses one mentoring session, then the athlete will not be allowed to practice, travel, or compete until the mentor reports that regular attendance has been resumed. Returning student athletes identified as at-risk by the SSC or the Athletics Director will be required to adhere to the same mentorship guidelines.
3. All new freshman student athletes with a high school GPA below 2.75 and all new transfer student athletes with a transfer GPA below 2.75 may register for a maximum of 14 units during the athletic season (12 core units plus 1 unit of GNST 110 plus 1 unit of ESAC Varsity). All other new student athletes may register for a maximum of 17 units during the athletic season (15 core units plus 1 unit of GNST 110 plus 1 unit of ESAC Varsity).

## Degree and Enrollment Verifications

Students can order official degree and enrollment verifications through Parchment.com in either electronic or paper format. There are processing fees for each type of document. Please see the Financial Information for published fees. For more details on how to order, please visit [puc.edu/records](http://puc.edu/records).

## Transcripts and Diplomas

### Transcripts

Official transcripts can be ordered online through Parchment.com in either electronic or paper format, priced \$10 for digital documents and \$12 for paper documents (including postage). Ordering legacy transcripts through the Records Office directly is \$20 per transcript. It is recommended that students place all orders through Parchment.com. For more details on how to order transcripts, please visit [puc.edu/transcripts](http://puc.edu/transcripts). Any costs for rush mailing will be added. Please see the Financial Information published rates.

### Transfer of Coursework to Other Institutions

Pacific Union College is regionally accredited. However, other institutions reserve the right to accept or reject credit earned at Pacific Union College. Prior to taking courses at Pacific Union College for the purpose of transferring credit to another institution, you should obtain approval from the other institution in order to ensure that the credit will be accepted.

### Diplomas

Diplomas for graduates will be mailed approximately one month after:

1. The commencement ceremony has been completed;
2. Final grades have been recorded;
3. Final academic evaluations have been completed; and
4. Financial clearance has been obtained.

One diploma is provided free of charge for each degree earned. If a replacement diploma is requested, a fee of \$35 per diploma is assessed. A notation of "Reissued" is recorded on the replacement diploma. Reissued graduate diplomas will be provided with a \$45 replacement fee. Any costs incurred for rush mailing of diplomas will be added.

*No diplomas are issued until all of your financial obligations have been met.* This means that your student account is paid in full, any Perkins or Collegiate loans are in current status,

and you completed an exit interview with PUC's Student Loan department. The college reserves the right to withhold your diploma if you are in arrears in payment of accounts or other charges, including student loans.

### **Academic Notary Services**

To obtain a notarized academic record, students or alumni must visit the Records Office with their original PUC academic records or request to have duplicates printed. This service will require a fee, which may vary depending on the type of record and the number of copies needed. Please contact the Records Office for more details.