

Be Known

#### **Academic Handbook**

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

### **Communications Statement**

**Official Communication** 

#### **Table of Contents**

ADVISING	4
Facult Advising	4
Academi@advising	4
Academi©ourseoad	4
DECLARATION OF AJOR INOR CONCENTRATION	4
ALTERNATIV@REDIT	5
Advanced Placement Coursework	5
CLEP Credit	
International Baccalaureate Coursework	
Advanced Standing	
Waiver of Required Courses	
TRANSER OF CREDITS	
INTERNATION A RANSFE EVALUATIONS	7
ACADEMIC RECORDS	8
Studen Records	8
FERPA	
REVIEW OSTUDEN RECORDS	
Studen Passwords	
DIRECTORINFORMATION	9
StudentDCards	9
StudenName	10
ACADEMICAPPEALS	
ENROLLMENT	12
ACADEMISESSIONS AN DEEDITS	
REGISTRATION	
REGISTRATIODHANGES	
Adding/Dropping Classes	
Withdrawal from Courses	
Responsibility for Schedule Changes	
Waitlisting Policy	
FIELDEDUCATION	
SPECIASTUDYCOURSES	
AUDITING ASSES.	
OAICUOROSSREGISTRATION	

### Advising

### Faculty Advising

### **Academic Records**

#### **Student Recore**

**Directory Information** 

Academic Appeals

### Enrollment

**Academic Sessions and Credits** 

#### **Registration Changes**

Adding/Dropping Classes

Withdrawal from Courses

**Responsibility for Schedule Changes** 

**Field Education** 

.

•

(Pass/No Pass is not a recommended option for students pursuing

further academic work)

•

.

•

\_\_\_\_\_

**Registration Procedures** 

#### **Enrollment Verification**

Verification of Enrollment

**Student Classification** 

\_\_\_\_\_

**Full-time Status** 

**Regular Students** 

**Special Students** 

**Probational and Provisional Students** 

Auditors

**VA Students** 

Change to Another Degree Program

Leave of Absence

**Return From Leave of Absence** 

**Medical Leave of Absence** 

Official Withdrawal from the University

**General Information** 

**Rescind Notification of Intent to Withdraw** 

**Unofficial Withdrawal** 

**Passive Withdrawal** 

## Grading

### Grading System

Extenuating Circumstance Criteria

**Appeal of Grades** 

### **Academic Standing**

\_\_\_\_\_ \_\_\_\_\_ • 

Academic Honesty

.

### Satisfactory Academic Progress and Eligibility

Undergraduate Student GPA Requirements

#### Commencement

### **Student Services**

Student Services

Academic Resource Center

**Event/Room Scheduling** 

Murdock Learning Resource Center

Services available at the University Mail Center:

•

Student Employment Program

**University Store** 

**Student Finance** 

#### Academic Calendar 2012-2013

Fall Semester		
Fall Semester	BeginsAugust 27,	2012

Last Day to Change Registration (Add/Drop)	September 9, 2012
Census Date	September 11, 2012
Degree Completion Portfolio Due Date (Fall Commencement Participation)	5:00 pm, September 15, 2012
Last Day to Exercise Pass/No Pass Option	September 21, 2012
Last Day to Submit Application for Degree (Fall Commencement Participation)	
Mid-Semester Holiday (Newberg only)	October 12, 2012
Registration for Spring Semester Opens for Graduate and ADP Students	
Mid-Semester Grade Entry	

	ation) 3:00 pm, November 30, 2012
Study Day (Traditional Undergraduate)	December 10, 2012
Final Exams (Traditional Undergraduate)	December 11-14, 2012
Fall Semester Ends	December 14, 2012
Mid-year Commencement	December 15, 2012
Christmas/New Year's Break	
Final Grade Entry Deadline	

Spring Semester

Spring Semester Begins	January 14, 2013
Last Date for Adding Classes Online (without Instructor Approval)	January 18, 2013

# $1 rt 2 rac{1}{2}$



Be Known