



2009-2010 Degree Completion  
**Student Handbook**



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[fresno.edu](http://fresno.edu)



# Table of Contents

<b>Overview</b>	<b>2</b>
Degree Completion Programs	2
University Organization	2
University Policies	2
<b>Course Organization</b>	<b>2</b>
Cohort Model	2
Assignments	2
Class Representative	3
Campus Cruiser	3
Instructor Evaluations	4
<b>Attendance and Registration</b>	<b>5</b>
Attendance Policies	5
Tardiness	5
Emergencies	6
Registration	6
Course Withdrawal	7
<b>Course Credit</b>	<b>8</b>
Transfer and Credit Award Policies	8
Grading System	8
Quality Points and Grade Point Average	9
Passing Grades	9
Grade Appeals	12
<b>Academic Policies</b>	<b>13</b>
Satisfactory Academic Progress	13
Incomplete	15
General Education Requirements	16
Minors	17
Application for Degree & Commencement	17
Latin Honors	17
Academic Appeals	17
<b>Community Expectations</b>	<b>18</b>
Academic Integrity	18
Sexual Harassment Policy	18
Responsible Use of Technology	18
Student Grievance Resolution	19
<b>Student Support Services</b>	<b>19</b>
Campus Safety	19
Academic Counseling	19
Student Financial Services	19
Students with Disabilities	20
Tutoring Services	20
Textbooks	20
Library Resources	20
<b>Staff and Faculty Directory</b>	<b>21</b>
<b>Academic Calendar</b>	<b>23</b>

July 20, 2009

# Overview

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## Degree Completion Programs

Degree Completion Programs offer working adults the opportunity to complete a bachelor's degree in Business Management, Organizational Leadership, Christian Ministry & Leadership, Liberal Arts, Early Childhood Development, Criminology & Restorative Justice Studies, and Nursing. Students earn their bachelor's degree through a combination of transfer credits, elective courses, and an intensive course of instruction in the major. Check the university website for current elective course offerings.

## University Organization

Fresno Pacific University is organized into four academic schools. The schools are the School of Business, the School of Education, the School of Humanities, Religion & Social Sciences, and the School of Natural Sciences. The Business Management and Organization Leadership majors are in the School of Business. The Christian Ministry & Leadership and Criminology & Restorative Justice Studies programs are in the School of Humanities, Religion, and Social Sciences. Liberal Arts and Early Childhood Development are in the School of Education.

Three Grad/Degree Completion regional centers serve student needs in addition to the Main Campus (McDonald Hall room 150): the North Fresno Center, the Visalia Center, and the Bakersfield Center. Financial aid and student accounts are handled in Student Financial Services.

## University Policies

Students should familiarize themselves with the current university catalog, found on the university website ([www.fresno.edu](http://www.fresno.edu)) as they are subject to the catalog policies. Select *Quicklinks*, *Registrar's Office*, and then *Catalog*. Along with specific program descriptions, students should read the following sections:

- Admissions
- Costs & Financial Aid
- Academic Policies & Registration

It should be noted that while students are required to satisfy degree and course requirements as outlined in their matriculation catalog, university policies and procedures may change on a yearly basis. Students are held to the policies and procedures as outlined in the current catalog.

## Course Organization

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### Cohort Model

Fresno Pacific University is a community of learners and each cohort is a special group of students who will be learning together throughout their program. To help build this community students eat dinner together during class. Students organize the meals, with 20-30 minutes being allowed for dinner. Students, with faculty support, are also encouraged to lead a devotional/prayer time to begin each class. Ten minutes is allowed for devotions/prayer.

### Assignments

Assignments in a Degree Completion program may be different than other college courses. Many cohort courses require that an assignment be completed before the first class session. Be sure to check the CampusCruiser webpage for your next course syllabus at least a week in advance. In your first semester you will take BIB 300A Jesus' Life and World. This course has an unusual amount of homework which must be completed before the first class session; most students need about a month to complete it.

Because of the compressed nature of DC courses, students are expected to spend 15-20 or more hours each week preparing for class or working on assignments.

## **Class Representative**

A class representative is chosen by faculty in conjunction with the Program Director during the first course of a new cohort. (Short term and weekend courses do not have class representatives.) The student representative serves in a liaison capacity communicating and representing student-related interests or needs to the faculty and staff and representing institutional concerns to students. The representative receives a stipend each semester.

### **CLASS REPRESENTATIVE RESPONSIBILITIES**

1. Provide liaison between the GDC office and class by picking up materials, books, assignments and correspondence prior to class (**before 6 p.m.**), distributing them, and returning materials to the GDC office at the completion of the class. Check with the GDC Office at your center for specific instructions for your location.
2. Attend all scheduled classes or functions scheduled for the group.
3. Serve as assistant to the professor or other faculty members teaching the class (distribute materials, books, assignments; coordinate the schedule for refreshments; assist with announcements; give the attendance sheet to the faculty.) While assisting the professor/faculty member, the class representative will be handling confidential material. All attendance records, memos, grade reports, assignments completed by students, financial aid forms and business office material are to be distributed by the class representative. No other student should have access to the materials listed. It is the responsibility of the class representative to maintain the confidentiality of the material in the class folder and to return the class folder as soon as possible after class.
4. Collect assignments that are turned in, group the papers together, and make a note as to who needs to receive the assignment.
5. See that the meeting room is set up properly for the class (such as projectors, chairs and whiteboard pens).
6. Make sure the meeting room is in good condition after the class meets.
7. See that absentees get the materials or communications distributed during their absence.
8. Assist in monitoring the progress of the program by providing feedback and assisting with the formal evaluations.
9. Assist with announcements of important dates or events.
10. Help coordinate social activities or events scheduled for the group (informal gatherings, holiday festivities, birthdays, graduation)
11. Meet periodically with other student representatives and staff to consider plans, programs or needs. (Serve as a member of an Advisory Board.)
12. Assume leadership in calling members together following graduation (if the need arises).
13. Represent the group for the Alumni Office.
14. Provide feedback to the GDC Office for class-wide concerns.
15. Other similar responsibilities mutually developed by the faculty or staff.
16. A student representative receives a \$100 stipend per semester for serving as class rep in the group they are registered with while enrolled in the DC program. This amount will be credited to the student rep's account at the end of each semester.

## **Campus Cruiser**

### **UNIVERSITY USE OF PORTAL AND EMAIL**

Email via the Fresno Pacific University portal (Campus Cruiser) is the main mechanism for official communication within Fresno Pacific University. The university expects such communications will be

received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the university community. As stewards of this process, the Registrar's Office and Information Services are responsible for directing the use of the official student email and FPU portal.

#### **ASSIGNMENT OF STUDENT EMAIL**

Portal access and official university email accounts will be distributed to all enrolled students via your current email address. To use your FPU email account, go to <http://my.fpu.edu>.

#### **EXPECTATIONS ABOUT STUDENT USE OF PORTAL AND EMAIL**

Students are expected to check their FPU email on a frequent and consistent basis (at least weekly) in order to stay current with university-related communications. Students have the responsibility to recognize certain communications may be time-critical. "I didn't check my email" or email returned to the university with error messages such as "Mailbox Full" are not acceptable excuses for missing official university communications via email.

#### **EDUCATIONAL USES OF PORTAL: SYLLABI AND GRADES**

Faculty will determine how electronic forms of communication (e.g., email, message board, etc.) will be used in their classes. This "Official Student Portal and Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official fpu.edu accounts are being accessed and faculty can use email for their classes accordingly. It is Degree Completion policy to post syllabi and grades on Campus Cruiser.

#### **AUTHENTICATION FOR CONFIDENTIAL INFORMATION**

It is a violation of university policy for any user of official email addresses to impersonate a university office, faculty/staff member or student.

#### **PRIVACY**

Users should exercise extreme caution in using email and other portal resources to communicate confidential or sensitive matters, and should not assume email is private and confidential. It is especially important users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the *reply* command during email correspondence.

#### **EMAIL ADDRESS AS DIRECTORY INFORMATION**

Email addresses will not be given to outside vendors or used for solicitation. Student email addresses will only be available to members of the university for educational purposes. For this reason and in accordance with FERPA, official email addresses will be directory information unless a student requests otherwise.

#### **RESPONSIBLE USE**

Do not send mass emails. For issues relating to sending mass emails, contact the Registrar's Office at [registrar@fresno.edu](mailto:registrar@fresno.edu). For all other questions related to responsible use, refer to the "Terms of Usage" on the Campus Cruiser website.

## **Instructor Evaluations**

Students are asked to evaluate each course and instructor at the end of the term or session. A form is administered in the classroom and each student is asked to complete an evaluation form for each course completed. Students are encouraged to provide appropriate feedback and comments. Instructors are encouraged to incorporate feedback into their work. Comments on these forms are taken very seriously by the university and constitute one part of the faculty evaluation process. The following questions are

asked of students on the course evaluation inventories. Students rate each numbered question as strongly agree, agree, neutral, disagree, or strongly disagree.

1. The instructor seemed enthusiastic about the subject matter of the course.
2. The instructor appeared to have a thorough knowledge of the subject.
3. The instructor seemed well prepared for class sessions.
4. The instructor gave clear directions for assignments and activities.
5. The instructor presented material clearly.
6. The instructor led class discussion well.
7. The instructor encouraged students to express themselves freely.
8. The instructor was sensitive to the academic needs of students.
9. The instructor makes effective, clear comments on written work.
10. The instructor is prompt in returning and evaluating student work.
11. The instructor encourages independent thinking and exchange of ideas.
12. The instructor respects students' opinions.
13. The instructors' personal faith was evident.
14. The instructor gave attention to concerns of the Christian faith when relevant.
15. The instructor assigned grades fairly.
16. The objectives were clearly stated.
17. The textbooks were a valuable component of the course.
18. The assignments were valuable in achieving the objectives of the course.
19. The class sessions provided information that was useful in the course.
20. I was inspired to think about things in new ways.

Students also write their answers to the question: What were your most/least satisfactory learning or program experiences?

## Attendance and Registration

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### Attendance Policies

In an accelerated, nontraditional degree program, attendance is mandatory, so there are no "excused" absences. An absence is defined as non-attendance for all or a portion of the class session exceeding twenty minutes. In the course of a year, however, there may be a few unavoidable absences due to illness or unexpected, extenuating circumstances. If an absence is unavoidable, the student must inform the instructor and complete make-up work at the instructor's discretion. Following are the DC attendance policies.

The instructor will take attendance at each class session. The Program Director will monitor attendance for each cohort.

When a student has missed two class sessions during a OL or CM program, three class sessions in BUS or CRIM, or four class sessions in BSN, LA or CD, the Program Director must send written communication to the student to describe the consequences of the student missing one more session.

After the student has missed three class sessions in OL or CM, missed four class sessions in BUS or CRIM, or five class sessions in BSN, LA or CD, the Program Director will arrange to meet with the student, to discuss whether or not the student must withdraw from the program.

If a student misses two class sessions in a course in OL, they will be administratively withdrawn from the program. If a student misses two class sessions in a BSN, BUS, CD, CRIM, CM, LA, or short term course, they will be administratively withdrawn from the course.

### TARDINESS

Students who miss twenty minutes or more from any portion of a class session will be marked absent. Students who are 1-19 minutes late will be marked tardy. Being tardy three times equals one absence.

## Emergencies

In the event that a class cannot meet due to extreme weather or safety issues at a regional center, the center director will do the following:

1. Center director assesses situation and determines class cancellation by 3:00pm on the day of class.
2. Center director notifies the faculty of record if classes are cancelled.
3. The regional center staff will access the class roster and proceed to call the class representative in each cohort. It is then the responsibility of the class representative to call the students in the class.
4. The regional center staff will leave a message to inform the students on the door of the class by 5:00pm.
5. The instructor will contact the students by way of CampusCruiser by 4:00p.m., giving students the make-up instructions. The make-up work should be equivalent to the missed class work.

In the event that an instructor cannot teach due to an emergency situation, the follow should take place.

1. Faculty member reports pending absence to the program director.
2. Program director gets a substitute, if possible, otherwise the following should take place.
3. Program director notifies the center that the class is cancelled.
4. The regional center staff will access the class roster and proceed to call the class representative in each cohort. It is then the responsibility of the class representative to call the students in the class.
5. The regional center staff will leave a message to inform the students on the door of the class by 5:00pm.
6. The instructor will contact the students by way of CampusCruiser by 4:00p.m., giving the make-up instructions. The make-up work should be equivalent to the missed class work.

## Registration

Degree completion students must be registered to receive cohort textbooks, turn in homework, receive grades and have access to the syllabi in Campus Cruiser. Students who block register cohort classes must also respond to an email check-in request each semester. Students who miss registration for the first class of the semester must petition and pay the late fee if they wish to join later classes in the cohort.

**DC students may register for a maximum of 28 units per semester.**

Students should register online for short term and weekend courses. The deadline is 7 days in advance of the class start. Students who do not meet the deadline will be accessed a \$50 late registration fee and may need to petition. See chart which follows for details.

It is the responsibility of students to make changes in registration, such as dropping courses, withdrawal from programs, etc. within the appropriate deadlines.

Students may verify registered courses by viewing their official class schedule through CampusCruiser. Problems should be reported to the Registrar's Office. Specific registration deadlines are given in the charts that follow.

### REGISTRATION DEADLINES

<i>DC Cohort Courses</i>	
Online registration opens	Eight weeks prior to semester
Deadline to register without fees	Seven days before first day of semester
Register with late fees	Six days before first day of semester through first day of class.
Register with petition and fees	Day after first class through day of third class

<b>DC Cohort Courses</b>	
No further registration. No petitions	Fourth week of semester
<b>DC Short Term Courses &amp; DSE Courses</b>	
Online registration opens	Eight weeks prior to semester
Deadline to register without late fees	Seven days before first day of class
Register with late fees	Six days before first day of class through first day of class.
Register with petition and fees	Day after first class through day of second class
No further registration or petition	After second day of class
<b>DC Weekend Courses</b>	
Online registration opens	Eight weeks prior to semester
Deadline to register without late fees	Seven days before first day of class
Register with late fees	Six days before first day of class through first day of class.
No further registration or petition	After first day of class

## Course Withdrawal

A student may voluntarily drop a Degree Completion course and be issued a grade of W for the course if the student completes and submits a drop form when up to 50% of the allotted time for the course has expired. If the voluntary drop occurs after the deadline, the student will receive a letter grade from the instructor of that course.

### EXAMPLES

<b>Sessions in Course</b>	<b>To receive a W, student must drop before:</b>
2-3	Second session
4-5	Third session
6-7	Fourth session
8-9	Fifth session

A weekend course is considered a 2-session course. Each week of an online course is considered one session.

### PROJECT/PRACTICUM COURSES

<b>Course</b>	<b>To receive a W, student must drop before</b>
BUS 499A	Week 13
BUS 499B	Week 29
BUS 499C	Week 49
ECD 482	Week 24

Course	To receive a W, student must drop before
ECD 483	Week 42
LA 361	Week 32
MGT 441	Week 11
MGT 442	Week 50
MIN 397A	Week 15
MIN 397B	Week 35
MIN 397C	Week 55
MIN 483A	Week 15
MIN 483B	Week 35
MIN 483C	Week 55

## Course Credit

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### Transfer and Credit Award Policies

Students may transfer up to 70 units from other sources such as

- Accredited institutions
- Unaccredited institutions
- Traditional undergraduate courses
- Course challenge exams
- Advanced placement
- CLEP tests
- Military credit
- Professional learning credit

Check the university catalog or your program advisor for complete policy information.

### Grading System

The alpha grading system with plus and minus is used. The alpha grades are given numerical weighting for the purpose of determining grade point averages. Each letter is defined as follows:

<b>A</b>	<b>Superior</b> The student has demonstrated a quality of work and accomplishment far beyond the formal requirements and shown originality of thought and mastery of material. The A+ grade is not recognized as a valid grade in grade point average calculations and are not recorded on the student's transcript.
<b>B</b>	<b>Above Average</b> The student's achievement exceeds the usual accomplishment, showing a clear indication of initiative and grasp of subject.
<b>C</b>	<b>Average</b> The student has met the formal requirements and has demonstrated good comprehension of the subject and reasonable ability to handle ideas.
<b>D</b>	<b>Below Average</b> The student's accomplishment leaves much to be desired. Minimum requirements have been met but were inadequate.
<b>F</b>	<b>Failure</b> The student has not met the minimum requirements.
<b>CR</b>	<b>Credit</b> Used upon completion of thesis, internship and for other specified courses.
<b>NC</b>	<b>No Credit</b> The student has not achieved the minimum expectations of scholarship or credit in terms of the course objectives. The NC is not to be used in situations in which a grade of F is justified. It is not used in computing grade point averages.
<b>I</b>	<b>Incomplete</b> Given only in extenuating circumstances. Work must be completed by the end of the succeeding term for traditional undergraduate and graduate students. For degree completion students, work must be completed within 30 days from the end of the class.

<b>IP</b>	<b>In Progress</b>	To be used for certain theses, practica and internships.
<b>W</b>	<b>Withdrawal</b>	Grade given to those who drop classes during the scheduled drop period.
<b>UW</b>	<b>Unauthorized Withdrawal</b>	This symbol indicates that an enrolled student attended up to two class sessions and did not officially withdraw from the course (i.e., the student did not submit an official drop form). For purposes of grade-point average computation this symbol is equivalent to an F.
<b>NR</b>	<b>No Report</b>	Indication (to be used only by Registrar) that as of the deadline for submitting grades, none had been received. See "Grade Reporting."

Faculty may use pluses and minuses when grades fall between two categories. Note: a plus may not be used with a grade of A.

## Quality Points and Grade Point Average (GPA)

For each unit in which the student is enrolled, he or she will receive quality points as follows:

Grade	Quality Points
A	4.0
A -	3.7
B+	3.3
B	3.0
B -	2.7
C+	2.3
C	2.0
C -	1.7
D+	1.3
D	1.0
D -	0.7
F	0.0
UW	0.0

A student's grade point average is obtained by dividing the total number of quality points earned by the total number of units undertaken, excluding courses in which the grades CR, I, IP, NC, NR, W and AU. Transfer units are not counted in calculating the GPA on the Fresno Pacific University transcript. Only FPU credits counted toward a degree are used in calculating the cumulative GPA.

## Passing Grades

Generally, DC students must earn a C- or higher to receive credit for a course. (See charts which follow for your program requirements.) OL students who earn less than a credit-earning grade in program courses will be administratively withdrawn from the program. BSN, BUS, CD, CML, CRIM, and LA students who earn less than a credit-earning grade in a program course must retake the course.

### ***Business Management***

		<b>Credit-Earning Grade</b>
ACCT 301	Accounting for Management	C -
BIB 300A	Jesus Life and World	D -
BIB 300B	Jesus, Church & Society	D -
BIB 451	Biblical Perspectives on Leadership	D -
BUS 441	Ethics and Values	C -
BUS 471	Business Policy and Strategy	C -

BUS 476	Business Law	C -
ECON 301	Economics in Business	D -
FIN 460	Business Finance	C -
MGT 441	Community Project Proposal	C -
MGT 442	Community Project	C -
MGT 450	Management & Organizational Behavior	C -
MGT 460	Human Resources	C -
MKT 320	The World of Marketing	C -
	Short Term and Weekend Courses	D -

***Christian Ministry and Leadership***

		<b>Credit-Earning Grade</b>
BIB 300A	Jesus' Life and World	D -
BIB 300B	Jesus, Church and Society	D -
BIB 436	Biblical Perspectives	D -
MIN-310	Introduction to CML/Internship Orientation	C -
MIN-356	Church and the Mission of God	C -
MIN-376	Current Practices in Evangelism and Discipleship	C -
MIN-392	Biblical Interpretation and Teaching	C -
MIN-397A	Ministry Discernment & Spiritual Formation I	C -
MIN-397B	Ministry Discernment & Spiritual Formation II	C -
MIN-397C	Ministry Discernment & Spiritual Formation III	C -
MIN-420	Ministry Across Cultures	C -
MIN-430	Urban Ministry	C -
MIN-440	Conflict Transformation in Ministry	C -
MIN-450	Leadership in Ministry	C -
MIN-471	Pastoral Ministries	C -
MIN-483A	CML Internship I	C -
MIN-483B	CML Internship II	C -
MIN-483C	CML Internship III	C -
	Short Term and Weekend Courses	D -

***Criminology and Restorative Justice Studies***

		<b>Credit-Earning Grades</b>
BIB 300A	Jesus' Life and World	D-
BIB 300B	Jesus, Church, and Society	D-
BIB 436	Biblical Perspectives	D-
CRIM 350	Theories of Criminology	C-
CRIM 360	Criminal Procedure	C-
CRIM 370	Diversity and Crime	C-
CRIM 410	Criminal Evidence	C-
CRIM 420	Criminology Statistics	D-
CRIM 440	Advanced Criminal Law	C-
CRIM 496A	CRJS Project I	C-
CRIM 496B	CRJS Project II	C-
CRIM 496C	CRJS Project III	C-
PACS 410	Restorative Justice	C-
PACS 440	Conflict Transformation	C-
VICT 351	Victim Recovery	C-
VICT 420	Victimology	C-

Short Term and Weekend Courses

D-

**Early Childhood Development**

		<b>Credit-Earning Grade</b>
BIB 300A	Jesus' Life and World	D -
BIB 300B	Jesus, Church and Society	D -
BIB 436	Biblical Perspectives	C -
ECD 300	Child, Family, & Community	C -
ECD 310	Human Diversity and Relations	C -
ECD 320	Parenting for Early Childhood Educators	C -
ECD 400	Children's Play and Learning Theory	C -
ECD 420	Guidance in Social and Emotional Behavior	C -
ECD 430	Early Childhood Physical Education Methods	C -
ECD 440	Students with Exceptionalities in School and Community	C -
ECD 450	Children's Art and Literature	C -
ECD 460	Math and Science for Young Children	C -
ECD 470	Curriculum Development for Early Childhood Education	C -
ECD 482	Child Observation Practicum	C -
ECD 483	Child Observation Practicum	C -
PSY 352	Advanced Child, Growth & Development	D -
	Short Term and Weekend Courses	D -

**Liberal Arts**

		<b>Credit-Earning Grade</b>
BIB 300A	Jesus' Life and World	D -
BIB 300B	Jesus, Church and Society	D -
BIB 436	Biblical Perspectives	D -
DRA 357	Creative Drama	C -
GEOG 321	Cultural Geography of Central Valley	C -
HIST 421	American Ethnicity & Pluralism	C -
HIST 441	California History & Politics	C -
LA 381	Learning Communities	C -
LA 415	Senior Research Seminar	C -
LANG 311	Principles of Language Acquisition	C -
LANG331	Linguistics & Modern Grammar	C -
LIT 467	Literature for Children & Young Adults	C -
MATH 136	Math Concepts I	C -
MATH 137	Math Concepts II	C -
KIN 321	Elementary PE Methods	C -
	Short Term and Weekend Courses	D -

**Nursing**

		<b>Credit-Earning Grade</b>
BIB 300A	Jesus' Life and World	C
BIB 300B	Jesus, Church and Society	C
BIB 436	Biblical Perspectives	C

BUS 440	Leadership in Organizations	C
NURS 310	Professional Role Development & Nursing Theory	C
NURS 320	Principles of Patho-physiology	C
NURS 330	Health Assessment	C
NURS 340	Globalization, Cultural Diversity & Health Care Environment	C
NURS 410	Intermediate Pharmacology	C
NURS 420	Nursing Research	C
NURS 430	Training for Disease Prevention & Health Promotion	C
NURS 440	Community Health Nursing	C
NURS 442	Community Health Nursing Practicum	C
NURS 450	Information Technology & Health Care Economics	C
NURS 460	Leadership in Clinical Management	C
NURS 462	Leadership in Clinical Management Practicum	C
NURS 480	Senior Project	C
PACS 440	Conflict Transformation	C
	Short Term and Weekend Courses	C

### ***Organizational Leadership***

		<b>Credit-Earning Grade</b>
BIB 300A	Jesus' Life and World	D -
BIB 300B	Jesus, Church and Society	D -
BIB 436	Biblical Perspectives	D -
BUS 431	Organizations and Environments	C -
BUS 432	Group & Organizational Behavior	C -
BUS 434	Individual in the Organization	C -
BUS 435	Statistical Methods	D -
BUS 438	Human Resources Management	C -
BUS 440	Leadership & Organizations	C -
BUS 499A	Baccalaureate Thesis I	C -
BUS 499B	Baccalaureate Thesis II	C -
BUS 499C	Baccalaureate Thesis III	C -
PHIL 443	Values Formation	C -
PSY 431	Adult Development & Identity Formation	C -
	Short Term and Weekend Courses	D -

## **Grade Appeals Process**

In general, grades represent the faculty member's professional judgment of a student's performance in a course, and as such, are final. However, students have the right to ask a faculty member for an explanation of any grade received and may appeal a grade when they perceive that a final grade was biased, arbitrary, or capricious. In those instances, students must follow the Grade Appeal Process outlined below.

### **GENERAL PRINCIPLES**

1. Students are encouraged to seek advice in matters of concern about grades from their faculty or academic advisor.

2. Grade appeals can be made only in instances where procedural issues or biased, arbitrary, or capricious grading are in question, specifically any one of the following:
  - a. An obvious error in calculation.
  - b. The instructor has applied more exacting standards to the particular student.
  - c. The grade was given on some other basis than performance in the course.
  - d. The grade represents a substantial departure from the instructor's announced standards.

## **PROCESS**

Grade appeals may not be made more than two terms after course completion.

1. The student should attempt informal resolution of grade concerns with the instructor. Typically, this step is all that is necessary to resolve any disagreements. This step is only to be waived if the student believes she or he cannot meet with the instructor.
2. In the event that informal resolution is not satisfactory to the student, the student has the burden of proof to show that the grade was based on factors listed in General Principles (2) above. The student submits a written request for a grade appeal to the program director or other appropriate campus administrator within six weeks of the official posting of the grades by the Registrar's Office. The student must include evidence pertinent to the General Principles (2) above in support of the grade appeal request. If there is no program director or if the program director is the instructor, the student submits the appeal to the school dean.
3. The program director or school dean provides the instructor with a copy of the appeal request. Within 15 days, the instructor responds in writing to the program director or school dean, explaining the basis for the grade. Please note that days during the faculty off-contract periods (e.g. summer) are not counted.
4. Within three weeks of the grade appeal request, the program director or school dean appoints a grade appeals panel consisting of three faculty members. The panel will reach a decision to either uphold the grade or change it. This decision is sent to the program director or school dean who informs the instructor, student, and Registrar's Office if necessary. The panel's decision is binding.

# **Academic Policies**

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## **Satisfactory Academic Progress**

The Higher Education Act of 1965, as amended by the U.S. Congress in 1980, mandates institutions of higher education to establish minimum standards of satisfactory progress for students receiving financial aid. Fresno Pacific University applies these standards to all institutionally awarded programs, Title IV Funds and any other funding programs requiring a demonstration of good academic standing and satisfactory progress.

Enrolled students and applicants with particular questions concerning satisfactory progress should contact the university registrar. The following policy statements describe the general parameters for satisfactory academic progress in the Fresno Pacific University system.

## **ACADEMIC STANDING**

Students are expected to make satisfactory academic and professional progress throughout their academic programs. Satisfactory academic and professional progress is generally defined as earning a GPA of 3.0 or higher at the graduate level (2.0 or higher at the undergraduate level), behaving consistently with the academic and non-academic codes of conduct and behaving in a manner consistent with professional and ethical standards and expectations and completing educational programs within a reasonable and specified time. The following are potential grounds for determining that satisfactory progress is not being made.

## PROGRAM LENGTH

DC students must complete their educational program within six years. Financial aid eligibility is limited to the maximum timeframe allowed for each degree program the university offers. Students who do not complete the program successfully within the specified time must reapply for admission.

## UNSATISFACTORY ACADEMIC PROGRESS

Any one of the following conditions may indicate unsatisfactory progress.

1. An undergraduate FPU GPA as follows:
  - 1.0 or less in any term
  - Below 2.0 for two consecutive terms
  - Below 2.0 for a term in which the student is already on academic probation
2. Violation of professional or ethical conduct
3. Failure to comply with university rules or procedures
4. Evidence of personal factors (personality, interpersonal or intrapersonal functioning) that may hinder the student's professional competence
5. Failure to meet academic program standards
6. A failed course in the OL program

## Failure to Meet Standards

When one or more of the above conditions are present, the following procedures will be used to determine whether the student is failing to make satisfactory progress and/or whether an ethical/behavioral problem exists. These procedures are further elaborated in the university's Student Evaluation and Review Committee ("SERC") Rules and Procedures. The program director (or equivalent) will receive all concerns (as listed above) relevant to a student's satisfactory progress in an academic program.

Failure to meet university standards will result in the invalidation of the four-year guarantee.

The following actions may be recommended:

1. **Warning** Warning status, with or without a remediation plan, can be recommended when a student's academic work or professional development falls below the university or program standards but the nature of the difficulty or infraction does not require more serious or more immediate action.
2. **Probation** Probationary status is recommended when a student's academic progress or professional development has been inconsistent with university requirements. A student is given a specific amount of time (usually one term) in which to remediate the cause(s) of probation or will otherwise face dismissal from the program. A failing grade in some of the cohort-type programs (for example, the degree completion organizational leadership program) will result in the student withdrawing from the cohort and repeating the course with a later cohort.
3. **Mandatory Leave of Absence** A student is recommended for mandatory leave of absence in those cases in which the academic work or professional development, in the opinion of the relevant administrative authority, requires serious remediation that necessitates withdrawal from the university in order to complete the required remediation. In all cases, the required leave of absence causes student loans to go into a repayment status, with no recourse for loan deferment.
4. **Termination** A student may be terminated from the academic program when conditions are judged to be of a serious nature and are not judged to be remediable; for example, insufficient grade-point average, a serious violation of university or school standards of conduct and ethics or failure to remediate previously identified deficiencies within the specified time.

## Appeals Process

A student has the right to appeal a decision to the relevant university official. Appeals will only be considered when they are received in writing within fourteen (14) business days of the date of the decision letter.

Appeals may be made only on the basis that one or more of the following factors have contributed to an unfair or unsupported decision: 1) the process deviated from applicable policy/procedures; b) serious violation(s) of other university policies, rules or procedures; c) preponderance of facts or other evidence not consistent with the final decision; d) new information is available that was not available at the time the matter was originally considered; and/or e) bias or discrimination in the review process.

When an appeal is made, all relevant university officials will cooperate fully in presenting and discussing the recommendations and actions. The original university official decides the appropriate process for consideration of the appeal.

Absent unusual circumstances, the appeals processes should normally be completed within twenty (20) business days of receipt of the appeal. Appeal decisions made under this section are final.

## Reinstatement

Associate/baccalaureate students who have been academically disqualified from continued enrollment may at some future point seek readmission. Satisfactory achievement may need to be shown at another institution prior to applying for readmission. Satisfactory achievement is defined as 12 transferable units of coursework during one semester with a 3.0 GPA at another institution. Online courses are not acceptable. Students must submit official transcripts and course syllabi for the 12 units. Students will be readmitted on probation so that adequate counseling may be provided. Academic readmission does not guarantee continued financial aid. Refer to the financial aid satisfactory academic progress requirements.

## Incomplete

Incomplete grades are to be issued only in the case of absence from classes due to unexpected and unavoidable circumstances, such as serious illness, accident, or death in the immediate family, which have made it impossible for the student to complete all course requirements as scheduled.

A grade of incomplete is not to be issued for unsatisfactory work or failure to submit work through negligence. Requests for a grade of incomplete are not approved in cases where students have not completed work due to lack of time. Students are eligible to receive a grade of incomplete only when they have demonstrated effort toward meeting course requirements, and when completion of the course work appears reasonably attainable.

1. Students may request a grade of incomplete by obtaining an *Incomplete Grade Request* form from the FPU website, completing the form, and turning it in to the instructor *prior to the completion of the course*. If the instructor agrees to give the student a grade of incomplete, the instructor will inform the student of the work to be completed and the scheduled completion date for a grade to be posted for the incomplete. The maximum allowable time is 30 days.
2. Both the student and the instructor must complete and sign the *Incomplete Grade Request* form. The instructor is responsible for returning the form to the Registrar's Office.
3. On the *Incomplete Grade Request* form, the instructor will be asked to report a grade (in addition to the grade of incomplete) which has been earned on the basis of work completed by the last day of the course. This is the grade which will be posted to the transcript should the course work not be completed by the end of the time extension identified on the form.
4. When the student completes the contracted set of remaining requirements approved by the instructor, the instructor is responsible for authorizing the Registrar to replace the grade of

incomplete with the final grade earned. The instructor of record must sign the Incomplete *Grade Request* form to authorize the removal of the grade of incomplete.

## General Education Requirements

General education requirements for Degree Completion students, except BSN students, follow the IGETC pattern. The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses students may complete at community colleges in California and at Fresno Pacific University to satisfy lower division breadth and general education requirements for Degree Completion programs. IGETC is not an admission requirement; it does not guarantee admission to the university or a program. However, to complete degree requirements, the IGETC pattern of courses must be used.

BSN students block transfer 60-70 units, along with acceptable classes in advanced critical writing, statistics and general chemistry. BSN students must also possess an associate degree in nursing and a current nursing license or proof of application for licensure.

<b>SUBJECT AREA</b>		<b>REQUIRED COURSES</b>	<b>FPU COURSES* THAT MEET REQUIREMENT</b>	<b>UNITS</b>	<b>UNITS REQUIRED</b>
<b>1</b>	<b>English Communication</b>				6 semester units or 8-10 quarter units
	Written Communication	1	COM-111	3	
	Critical Thinking	1	LIT-181	3	
			PHIL-104	3	
	Oral communication	1	COM-121	3	
<b>2</b>	<b>Mathematical Concepts and Quantitative Reasoning</b>	1	BUS-435**	3	3 semester units or 4-5 quarter units
			CRIM-420**	3	
			MATH-121	3	
<b>3</b>	<b>Arts and Humanities</b>				9 semester units or 12-15 quarter units
	Arts	1	ART-111	3	
			MUS-104	3	
	Humanities	1	HIST-122	3	
			HIST-142	3	
			HIST-151	3	
			HIST-152	3	
	Arts or Humanities	1	<i>See above</i>		
<b>4</b>	<b>Social and Behavioral Sciences</b>				9 semester units or 12-15 quarter units
	<i>Choose 3 courses from at least two disciplines, or an interdisciplinary sequence.</i>		HIST-122	3	
			HIST-142	3	
			HIST-151	3	
			HIST-152	3	
			PS-121	3	
			PSY-121	3	
			PSY-351	3	
<b>5</b>	<b>Physical and Biological Sciences</b>			3	6-9 semester units or 9-12 quarter units
	Physical Science	1	CHEM-100	3	
			PHYS-151	3	
	Biological Science	1	BIOL-125	3	
			ENV-151	3	

\*Individual courses may not be used to meet more than one requirement.

\*\*Taken as part of a cohort program.

## Minors

Degree completion students may select a minor (or minors) from the traditional undergraduate programs. Students should select a minor in the first semester of their cohorts. Students are not required to complete a minor to meet degree requirements. Of units required for a minor, at least one half must be completed at Fresno Pacific University. Minors are open to students upon approval from the program director of the minor and completion of a minor contract and are subject to traditional undergraduate tuition rates. Degree completion students are not eligible for personalized minors.

## Application for Degree & Commencement

All graduating students must make a formal application for the degree with the Registrar's Office no later than the deadline listed in the annually issued Academic Calendar. Graduation ceremonies are held twice per year on the main campus in May and December. Applications for Degree are obtained from the Registrar's Office or online through the university website.

All students are required to submit a Degree Application and Commencement Participation form in to the Registrar's Office by September 30 for the fall ceremony and January 31 for the spring ceremony. Degree Completion students must submit clearance documentation for transfer units by October 1 for the fall ceremony and March 1 for the spring ceremony.

## COMMENCEMENT ELIGIBILITY

Degree Completion students are eligible for participation in the commencement ceremony provided FPU financial obligations are not delinquent and they:

1. Have completed their degree.
- or
1. Carry a minimum 2.0 Fresno Pacific baccalaureate course GPA, and
2. Are registered in Fresno Pacific University courses with the intent to complete their degree requirements within the semester in which they plan to participate in commencement.
3. Transfer coursework must be completed and documentation submitted by the official deadline cited above.

## LATIN HONORS

Students who have earned at least 45 units at Fresno Pacific University are eligible for degree honors, posted to the student's transcript and noted on the diploma. Degree honors, based on FPU work attempted, are determined according to the following.

Honor	FPU GPA
Summa Cum Laude	3.90 – 4.00
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.55 – 3.69

Since the requirement for honors could change, students are requested to check the current catalog for the criteria in effect at the time of graduation. Honors listed in the printed commencement program are provisional, since in most cases they are based on coursework completed only through the previous term. (Current semester grades are not available by commencement.)

## Academic Appeals

Students who are enrolled in a Baccalaureate Degree Completion Program or course may petition the DC Academic Committee to waive or modify the enforcement of DC Academic Policies, particularly governing the withdrawal from and readmission to the program.

# Community Expectations

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Each baccalaureate degree completion program intentionally develops students' ability to understand and to articulate increasingly complex ideas and feelings. Consequently, both oral and written communication should reflect and demonstrate precision and accuracy. Accordingly, the language used by students during class sessions should not include vulgarity, profanity, or obscenity. Student behaviors disruptive to the educational process may result in the student being dismissed from a class or a program. In addition, at Fresno Pacific University, the historic and current commitment to the ideal of intellectual, spiritual and physical wellness precludes the use of tobacco, alcohol, or other harmful substances on campus or during university activities.

## Academic Integrity

Degree Completion programs require all students to pursue honesty and integrity in all aspects of their academic work, and follows Fresno Pacific University Academic Integrity/Honesty policies and procedures as presented in the FPU Catalog.

## FPU Sexual Harassment Policy

Harassment of a student or an employee of the university by other students, employees, supervisors, or agents of Fresno Pacific University will not be tolerated. All reports of harassment will be taken seriously, promptly investigated and addressed by the DC in accordance with university policies and procedures.

The university defines sexual harassment as unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status, (2) submission to or rejection of such conduct by an individual is used as a basis for an employment decision or performance evaluation affecting an individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating, or offensive working/learning/living environment, (4) or when submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through Fresno Pacific University.

Examples of harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwelcome sexual advances, invitations, flirtations, propositions, or comments whether spoken or written, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, suggestive or obscene comments, letters or notes;
- Display of derogatory and/or sexually-oriented objects, photography, cartoons, drawings or posters;
- Physical conduct such as sexually-oriented gestures, assault, inappropriate touching, blocking normal movement, or interfering with work;
- Threats, demands or subtle pressure to submit to sexual requests as a condition of continued employment or academic advancement, or to avoid some other loss, making or threatening reprisals after a negative response to sexual advances, and offers of preferential treatment in return for sexual favors;
- Retaliation for having reported or threatened to report sexual harassment

## Responsible Use of Technology

In accordance with university policy, the use of campus computing resources at Fresno Pacific University is a privilege, not a right. Violations of university guidelines on computer use will result in disciplinary action, which may include any of the following: warnings, loss of computer privileges, suspension, or legal prosecution.

## **Student Grievance Resolution**

To resolve student grievances about an instructor's action related to teaching effectiveness, course requirements, or general conduct, Fresno Pacific University encourages students to discuss their concerns first with the instructor. If the student and the instructor are unable to resolve the issue satisfactorily, or the student does not feel comfortable speaking directly with the instructor, the student should contact the Program Director and submit the grievance in writing, preferably within three weeks of the incident in question.

The Program Director will attempt to resolve the issue. If the Program Director is unable to resolve the issue to the satisfaction of the student, the student will be referred to the Dean for a final resolution.

Questions regarding a grade received by a student are handled according to the grade change policy listed in the Fresno Pacific University Catalog.

Student grievances about a staff member's actions should be submitted in writing to the Program Director within three weeks of the incident in question. If the Program Director is unable to resolve the issue to the satisfaction of the student, the student will be referred to the Dean for a final resolution.

## **Student Support Services**

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### **Campus Safety**

The FPU Department of Campus Safety is located at 1719 S. Winery Avenue (on Winery Avenue south of Hamilton Avenue) in the Facilities Management Building of the Main Campus. The department is staffed and operational 24 hours a day, seven days a week, year round.

The Department of Campus Safety's goal is to ensure the safety and security of students, staff, faculty and visitors. This goal is carried out via vehicle patrols, foot patrols, bicycle patrols, escorts, preparing written reports of crimes and incidents, observation and reporting concerns. Campus Safety Officers are not sworn peace officers and may not intervene in violent confrontations or pursue offenders; however we do report all serious felony crimes and cooperate fully with law enforcement agencies.

The Clery Act of 1990 requires that institution of higher learning publicly disclose three years of campus crime statistics and basic security policies. This information is posted on the university web site.

### **Academic Counseling/Registrar's Office**

The DC program advisors provide academic counseling to current students. In particular, the program advisor advises students about the number of units they need to complete their degree, as well as recommends options for students to satisfy their elective requirements. They are also available to help you navigate the university system and make sure you have a positive experience at Fresno Pacific University.

### **Student Financial Services**

The Student Financial Services Office is devoted to efficiently servicing the financial needs of the students at Fresno Pacific University. The Student Financial Services Office offers resources that will guide students through the processes of financing an education, applying for financial aid and maintaining their student account, equipping them with helpful resources and encouraging Christian stewardship.

Over 95 percent of Fresno Pacific University students receive financial aid. All students are encouraged to apply for assistance. Financial aid is awarded without discrimination as to race, color, nationality, handicap or sex, in compliance with all applicable federal regulations.

FPU offers three basic types of financial aid:

- Scholarships and grants, which do not have to be repaid.

- Loans, which must be repaid.
- Employment, which must be earned.

Read the “Costs and Financial Aid” section of the Academic Catalog for further information on financial policies.

## **Students with Disabilities**

FPU makes every effort to arrange services and accommodations for any student with a documented disability. Students should contact the Academic Support Center in order to arrange accommodations in the classroom. The director may be reached at 453-2247 or [mgunning@fresno.edu](mailto:mgunning@fresno.edu).

## **Tutoring Services**

The Center for Writing and Learning is a place where undergraduate students can grow in their ability to perform in their academic work. It is the desire of the CWL to raise the standards of academic achievement at FPU and help undergraduate students reach a new level of excellence inside and outside of the classroom. All consultants in the CWL are professionally trained and are prepared to provide assistance in mathematics and writing. The services of the Center for Writing and Learning are available free of charge for all undergraduate students.

Beginning in Fall 2009 evening tutorial service to Degree Completion students will be offered via phone and online.

## **Textbooks**

As a service to cohort students, textbooks are supplied in the classroom, normally one week in advance so that students may begin working on syllabus assignments. Textbook prices are set before a cohort begins and will not rise during the three semesters of the cohort. Students are not charged extra for books which are added to the normal textbook list. Credit will not be issued if a student already owns a particular textbook.

Students taking additional short term courses outside the cohort will need to purchase their own textbooks from the FPU Bookshop. Please allow enough time to purchase the needed textbooks so that they are in hand by the first class session.

Students who re-take courses will receive textbook vouchers for the current textbook. Students who withdraw from a cohort and later join another cohort may be given textbook vouchers if the books for their new cohort have already been ordered.

## **Library Resources**

All students have access to the Hiebert Library on the Main Campus as well as to its many online resources.

## **VISALIA CENTER AND NORTH FRESNO CENTER**

In addition students at the Visalia Center and North Fresno Center may request books via email ([aguenthe@fresno.edu](mailto:aguenthe@fresno.edu).) Books will be delivered to your center.

To request a book or article which the library owns, identify yourself as a student of Fresno Pacific University, including your full name, address, and student ID number. Books will be sent the center the next day. Articles are scanned and sent via email attachment. Requests should be made via email to [aguenthe@fresno.edu](mailto:aguenthe@fresno.edu).

To request a book or an article which the library does not own, identify yourself as a student of Fresno Pacific University, including your full name, address, and student ID number. Allow 7-10 working days for material to reach the Hiebert Library and a day or two to reach the Center. Plan your research

accordingly. When you request an article, authorize payment of at least \$5.00. You will be billed only if the sending library charges for copies.

Books may be returned to the Visalia Center or North Fresno Center to be forwarded to the Hiebert Library.

## BAKERSFIELD CENTER

Students at the Bakersfield center should use the library at Cal State Bakersfield for books.

# Staff and Faculty Directory

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## Schools

<b>School of Business (BUS, OL)</b>	<b>(559)-453-3671</b>	<b>East Hall, Second Floor</b>
<i>Interim Dean &amp; Program Director</i>	Dennis Langhofer	(559) 453-2284, dlanghof@fresno.edu
<i>Assistant to the Dean</i>	Laura Beth Ramirez	laurabeth.ramirez@fresno.edu
<b>School of Education (CD &amp; LA)</b>	<b>(559) 453-5551</b>	<b>Wiebe Education Center</b>
<i>Dean</i>	Gary Gramenz	(559) 453-5574 gary.gramenz@fresno.edu
<i>Administrative Assistant</i>	Alice Harsh	(559) 453-2024 alice.harsh@fresno.edu
<i>CD Program Director</i>	Carol Gossett	(559) 453-7101, csgosset@fresno.edu
<i>LA Program Director</i>	Allen Carden	(559) 453-3402, allen.carden@fresno.edu
<b>School of HRSS (CML &amp; CRIM)</b>	<b>(559) 453-4610</b>	<b>McDonald Hall</b>
<i>Dean</i>	Stacy Hammons	(559) 453-5556 shammons@fresno.edu
<i>Assistant to the Dean</i>	Becky Field	becky.field@fresno.edu
<i>CRIM Program Director</i>	Jill Schellenberg	(559) 453-3419, jschelle@fresno.edu
<i>CML Program Director</i>	Quentin Kinnison	(559) 453-2099 quentin.kinnison@fresno.edu
<i>BIB Courses Coordinator</i>	Laura Schmidt Roberts	(559) 453-2062 lroberts@fresno.edu
<b>BSN Program</b>		<b>North Fresno Center</b>
<i>BSN Program Director</i>	Mariamamma Mathai	(559) 453-3478 mariamamma.mathai@fresno.edu
<b>Shared Program</b>		<b>North Fresno Center</b>
<i>Academic Coordinator (for short term and weekend courses)</i>	Allen Carden	(559) 453-3402, allen.carden@fresno.edu

## Regional Centers

<b>Toll Free Number to any Center</b>	<b>(888)-328-0378</b>	GDC Office answers and will transfer to any campus
<b>Main Campus GDC Office</b>	<b>(559) 453-2016</b>	<b>1717 S. Chestnut Ave., McDonald Hall 150</b>
<i>Administrative Assistant</i>	Brenda Prieb	bprieb@fresno.edu

<b>Bakersfield Center</b>	<b>(661) 617-3217</b>	<b>11000 River Run Hwy, Suite 200</b>
<i>Director</i>	Angela Paquette	angela.paquette@fresno.edu
<i>Program Advisor for CD, CRIM, &amp; OL</i>	Denise Baronian	(559) 453-7197 denise.baronian@fresno.edu
<i>Program Advisor for BUS, CML, &amp; LA</i>	Tina Gutierrez	(559) 453-2234 tina.gutierrez@fresno.edu
<b>North Fresno Center</b>	<b>(559) 453-3440</b>	<b>5 River Park Place West, Suite 201</b>
<i>Executive Director</i>	Cindy Steele	csteele@fresno.edu
<i>Administrative Assistant</i>	Paulette Matsubara	paulette.matsubara@fresno.edu
<i>Program Advisor</i>	Denise Baronian	559) 453-7197 denise.baronian@fresno.edu
<b>Visalia Center</b>	<b>(559) 622-9958</b>	<b>245 N. Plaza Dr.</b>
<i>Director</i>	Vyacheslav Tsvirinko	vtsvirin@fresno.edu
<i>Administrative Assistant</i>	Kimberly Luna	kimberly.luna@fresno.edu
<i>Program Advisor</i>	Tina Gutierrez	(559) 453-2234 tina.gutierrez@fresno.edu

## DC Staff

<b>DC Academic Coordinator</b>		
Allen Carden	(559) 453-3402	allen.carden@fresno.edu
<b>Director of Operations</b>		
Shirley Warkentin	(559) 453-5573	shirley.warkentin@fresno.edu

## Services

<b>Student Accounts</b>	<b>(559) 453-2041</b>	<b>McDonald Hall</b>
<b>Financial Aid</b>	<b>(559) 453-2041</b>	<b>McDonald Hall</b>
<b>FPU Bookshop</b>	<b>(559) 453-2078</b>	<b>Alumni Hall</b>
<b>Helpdesk IT Services</b>	<b>(559) 453-3410</b>	<b>Kriegbaum Hall</b>
<b>Registrar's Office</b>	<b>(559) 453-2037</b>	<b>McDonald Hall</b>
<b>Campus Safety (Main Campus)</b>	<b>(559) 453-2298</b>	<b>Facilities Administration Building</b>
<b>Hiebert Library</b>	<b>(559) 453-2090</b>	<b>aguenthe@fresno.edu</b>
<b>Academic Support Center</b>	<b>(559) 453-2247</b>	<b>mgunning@fresno.edu</b>

# Academic Calendar

Degree Completion programs operate on a two semester system. The fall semester runs from August through January. The spring semester runs from February through July. Groups of students begin in February and August and occasionally at other times of the year.

	Fall 2009	Spring 2010
<b>Cohort Registration</b>		
First day	June 6	December 7, 2009
Last day (without late fee)	July 25	January 25
Last day (without late fee) OL	Seven days prior to cohort semester	Seven days prior to cohort semester
Last day (with late fee)	First day of class	First day of class
Last day to petition registration	Third class session	Third class session
<b>Short Term &amp; DSE Course Registration</b>		
First day	June 6	December 7, 2009
Last day (without late fee)	Seven days prior to first day of class	Seven days prior to first day of class
Last day (with late fee)	First day of class	First day of class
Last day to petition registration	Second class session	Second class session
<b>Weekend Course Registration</b>		
First day	June 6	December 7, 2008
Last day (without late fee)	Seven days prior to first day of class	Seven days prior to first day of class
Last day (with late fee)	First class session	First class session
<b>Term begins</b>	August 1	February 1
<b>Term ends</b>	January 31, 2009	July 31
<b>Short Term Courses</b>		
Session 1 begins	August 1	February 1
Session 2 begins	mid-September	mid-March
Session 3 begins	November 1	May 1
Session 4 begins	n/a	mid-June
<b>Commencement</b>		
Last day to apply for participation	September 30	January 31
Eligibility documentation due	October 1	March 1
Ceremony	December 11	May 8
<b>University holidays</b>		
Offices closed; no classes	September 7	February 15
	November 26-27	April 2
	December 24-31	May 31
	January 1, 2010	July 5
	January 18, 2010	