

# ADDENDUM

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Addendum 1: November 1, 2014

# SCHOOL OF NATURAL SCIENCES

*Correct a typographical unit error on page 94.*

## UNDERGRADUATE PROGRAMS

### **B.S. in Pre-Health Sciences**

#### **REQUIRED COURSES**

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PHYS-121 General Physics II (~~3~~) (4)  
or PHYS-131 University Physics II (4)

# ADMISSIONS

*Change to admission documents required for Spring 2015, page 102. Underline indicates added text; strikethrough indicates deleted text.*

## DEGREE COMPLETION PROGRAM

### DOCUMENTS

To apply to a baccalaureate program, the following documents must be submitted:

1. An application for admission with the nonrefundable application fee.
2. Proof of high school graduation: official transcripts or verification of high school diploma.
3. Official transcripts from each college or university attended. (Veterans seeking benefits must submit a military transcript and DD214.)
4. Recommendation form.
5. ~~Writing sample.~~

\*Meeting admissions requirements does not guarantee admission.

# ADMISSIONS

*The underlined text was inadvertently left out of the catalog, pages 102-104.*

## INTERNATIONAL STUDENT APPLICANTS

### Traditional Undergraduate Students

#### **PATHWAY 2: BLENDED ESL PROGRAM: ESL AND REGULAR UNDERGRADUATE COURSES**

- Students who have not yet met the IELTS or TOEFL requirement necessary to engage in non-ESL coursework at FPU, but have received a score of over 500 and 50 or more in at least two subsections of the TOEFL may enroll in non-ESL coursework at FPU based on the following conditions. Take the Institutional TOEFL each time it is offered at Fresno Pacific University until meeting the TOEFL requirement.
- Pass LANG-171 and take ESL-005 each semester until able to completely pass the exam.
- If the Institutional TOEFL is not taken at least once during any given semester, the student's registration for the subsequent semester will be restricted until he or she meets with the director of the Intensive Language Program and either a) provides evidence of taking the TOEFL elsewhere or b) provides legitimate reasons to have missed the test. (i.e., medical or legal problems)

#### **PATHWAY 4: UNITED STATES CITIZENS**

The director of undergraduate admissions, together with the Admissions Selection Committee and the IELP director, may require U.S. citizens who have completed their education abroad or local residents to take the TOEFL test as a diagnostic exam, to see if the student needs to improve his or her English language ability. If it is determined by the IELP director based on the TOEFL exam that the student needs language improvement, the student will be required to enroll in English for Academic Purposes (LANG-171) or English as a second language courses. Students who enter the university as U.S. citizens are required to meet their foreign language requirement by taking foreign language classes different from their first or native language as required by the university.

### Degree Completion Students

#### **INTERNATIONAL DEGREE COMPLETION ADMISSIONS**

##### **English Proficiency Requirement**

Due to the nature of the accelerated courses in the Degree Completion program, students must have met the TOEFL/IELTS requirement prior to admission to any courses, including general education and elective courses. Students must show official proof of passing the TOEFL exam before final approval of admission will be granted. Only at that point will immigration documents be issued.

## COSTS AND FINANCIAL AID

*Energy fee added for Spring 2015, pages 105-106, 108.*

### STUDENT ACCOUNTS

#### PROGRAM COSTS

##### FEES: SPRING 2015

Traditional undergraduate resident student one-time energy fee	\$100
Traditional undergraduate commuter student one-time energy fee	\$50
Degree completion student one-time energy fee	\$25

# COSTS AND FINANCIAL AID

*Replace the entire SAP section that refers to graduate policies (pages 113-116) with this section, which refers to undergraduate policies.*

## FINANCIAL AID

### SATISFACTORY ACADEMIC PROGRESS

#### Background

Fresno Pacific University is required by federal law to establish specific standards for measuring Satisfactory Academic Progress (SAP). As part of the university standards for Continued Enrollment (see above), a student must meet the requirements of the SAP policy below to be eligible to receive federal, state and need-based institutional financial aid assistance and to register for classes. Scholarships and other awards may require students to meet higher standards. Veterans Affairs students have additional requirements.

SAP will be reviewed at the end of each semester for all active students, based on the criteria outlined below. It is the student's responsibility to monitor his or her academic progress through CampusCruiser and to be aware of the requirements of his or her program and SAP standards.

#### Overview of SAP Standards

FPU students are expected to make reasonable and timely academic progress toward their declared program objective (degree, certificate, etc.) each semester. Reasonable progress is measured by the following standards:

**Standard 1: The GPA Standard**

Meet the minimum FPU cumulative grade point average required.

**Standard 2: The Pace Standard**

Satisfactorily complete at least 66% of cumulative credit hours attempted.

**Standard 3: The Maximum Time Frame Standard**

Complete a degree/certificate program within the maximum time frame based on total units attempted compared to the units required in the program.

Details of how each standard is measured are found below. However, it is important to understand that a student's entire academic history must be considered in these standards regardless of whether or not the student received financial aid for that course work. Eligibility to enroll for classes does not necessarily mean that Satisfactory Academic Progress standards for the receipt of financial aid have been met.

#### Standard 1: The GPA Standard

Standard 1 is a qualitative measure of progress as measured by the student's cumulative FPU grade point average (GPA). FPU academic policies determine how the GPA is calculated, including which grades count in the GPA calculation and the effect of course repeats on GPA. Each student can see his/her current cumulative GPA on the unofficial transcript in CampusCruiser. To meet Standard 1, students must have a minimum 2.0 cumulative FPU GPA.

#### Standard 2: The Pace Standard

Standard 2 is a quantitative measure which attempts to calculate the pace at which a student is progressing toward program completion. Pace is measured by the cumulative percentage of courses attempted that are successfully completed for credit. There are two steps in performing this calculation.

**STEP 1**

Not all credits posted to the student's academic record are a good indication of the pace at which they are completing their program. As a result, the various types of baccalaureate academic credit are evaluated based on the following:

**Types of Courses and Credit that Are Included in this Calculation:**

1. All FPU courses not exempted below
2. All transfer credits that have been officially accepted to complete program requirements
3. Repeated coursework
4. Coursework from Study Abroad programs

**Types of Courses and Credit that Are Not Included in this Calculation:**

1. Audited coursework
2. Credit for prior learning assessment
3. Military credit
4. Credit earned through examination (AP, IB and other test credit)
5. Courses dropped with no attendance or last day of attendance in the first week.
6. In progress courses--IP
7. Courses designated as enrichment

**STEP 2**

Based on the courses that are included above, pace is then calculated by dividing the total number of credit hours successfully completed (passed with units earned) by the total number of credit hours actually attempted.

- **Total Hours Earned/Completed** = all course work where credit is earned with a grade of CR, A, B, C, or D (including pluses and minuses).
- **Total Hours Attempted** = Total Hours Earned/Completed PLUS all course work with a grade of W, F, I, NR and NC.

To meet Standard 2, students must satisfactorily complete at least 66 percent of all cumulative credit hours attempted as calculated above.

**Standard 3: The Maximum Time Frame Standard or 150 Percent Rule**

Standard 3 is a quantitative measure to determine if the student is actually completing the academic program within a reasonable amount of time and with a limited, reasonable number of units attempted. This rule quantifies the number of units attempted vs. the number of units completed successfully. Students may not continue to receive financial aid once they have exceeded this standard. It is important to emphasize that once the maximum time frame is exceeded the student is considered ineligible for further financial aid and must complete their program without the benefit of these financial assistance programs. There are two steps in performing this calculation.

**Step 1**

First the maximum units allowed for the academic program must be determined. This is calculated by multiplying the minimum units required for the academic program by 150% to determine the maximum number of units a student can attempt and still receive financial aid. Most baccalaureate programs require 124 units, so the maximum time frame is 186 attempted units (124 times 150%). The time frame for higher unit majors, double majors, or added minors are adjusted based on the minimum units required.

**Step 2**

The total number of units attempted by the student in their undergraduate academic career is calculated and compared to the maximum allowed in Step 1. As not all credit posted to the student's academic record can count toward the degree program requirements, the following exclusions/adjustments are made:

1. Remedial course work is excluded as it does not carry baccalaureate credit.

2. A maximum of 70 units of transferable credit from a 2-year institution are counted based on FPU policy.
3. Test credit (AP, IB, etc.), military credit and prior learning assessment credit are excluded.
4. Transfer credits that have been officially accepted to complete program requirements are counted.
5. Units which apply solely to a major that was dropped will be excluded.

To meet Standard 3, students must have attempted less than 150 percent of units required for the academic program as calculated above.

## **How Satisfactory Academic Progress Standards Are Monitored**

Satisfactory Academic Progress is monitored at the end of each academic term (Fall, Spring and Summer). Students who fully meet all three standards above are considered in GOOD standing for SAP. Students who are not meeting the standards will be notified via CampusCruiser email of the results and the impact on their financial aid and academic eligibility.

### **WARNING STATUS**

Students who are not meeting Standard 1 (GPA) or Standard 2 (Pace) are first placed on financial aid and academic WARNING status if they were in GOOD status the prior term. A student on warning status will continue to receive financial aid for one term despite a determination that the student is not making Satisfactory Academic Progress. Students are required to meet with academic advisors and develop an academic plan.

At the end of the next enrolled term, students on WARNING must meet all three standards to be deemed eligible for continued assistance. Students who remedy their deficiency and are fully meeting the SAP Standards will be considered in good standing for SAP again.

### **DISQUALIFIED STATUS**

Students who on warning status at the end of the term and who do not remedy their deficiency are DISQUALIFIED. If the GPA or Pace standard is still deficient, the student becomes ineligible for financial aid and for registration. This student may appeal his/her disqualified status (see Appeal Guidelines below).

Students who have exceeded the Maximum Time Frame (Standard 3) are immediately ineligible to receive additional financial aid assistance. Students may appeal this ineligible status (see Appeal Guidelines below). In addition, students who have been academically disqualified are also not eligible to receive financial aid assistance until formally reinstated to the university.

### **PROBATION STATUS**

A student whose appeal is approved will be defined as on probation and may receive aid for one additional term. Students on probation must meet with their mentor/advisor and develop an academic plan. Students will be monitored each semester based on the details of the plan, including the time frame for compliance.

At the end of the next enrolled term, students on PROBATION must meet all three standards to be deemed eligible for continued assistance and be in good standing. Students who fail to meet the three standards, but meet all the terms of their academic contract, may continue on probation for the length of their academic contract. Students who fail to fully satisfy their academic plan will be disqualified for financial aid and for enrollment. Once students have failed to maintain satisfactory progress based on an academic plan that includes a timeline longer than one semester, they may not appeal and they become disqualified for financial aid. Students, however, may appeal to remain enrolled and find other means to pay tuition and expenses. Students whose appeal is successful are placed on probation for one or more semesters, based on their academic contract. Students whose appeal is denied will be administratively placed on a mandatory leave of absence or terminated.

## **Impact on the Disbursement of Financial Aid**

Financial Aid regulations do not allow for the disbursement of any financial assistance for future semesters until it can be ensured that the student will be eligible to receive the financial aid under these SAP standards. As a result, a hold will be placed on the future disbursement of financial aid for those students who are at risk of becoming ineligible. This includes:

1. Students who are on WARNING.



2. Students who are on PROBATION.
3. Students who are being monitored based on an approved academic plan.
4. Students who are approaching the Maximum Time Frame Standard.

Once grades are posted and SAP Standards can be monitored, the hold will be released for those deemed eligible. The hold will not be released for those deemed disqualified until such time as an appeal is approved.

### **Request to Have Satisfactory Academic Progress Recalculated**

If adjustments have been made to the student's academic record after their SAP status has been calculated, students may request that their SAP status be reviewed again, by contacting the Registrar's Office. This may be necessary when:

- Grades for the term were posted after SAP was calculated.
- Grade changes occur, including the resolution of an incomplete.
- Transfer credit has been posted.
- An academic objective has changed.

### **Appeal Guidelines**

Students who fail to meet these standards and lose eligibility for financial aid can appeal the decision. As part of all appeals, the student is required to provide all of the following:

1. The appropriate SAP Appeal form or letter as requested, including a personal statement explaining:
  - a. Extenuating circumstances that led to the student not meeting the SAP standards.
  - b. What actions the student is taking to ensure future academic progress.
2. Documentation to support extenuating circumstance(s). Examples of extenuating circumstances include (but are not limited to):
  - a. A period of illness or injury for the student.
  - b. A period of illness or injury for an immediate family member requiring the student's assistance.
  - c. Death of a family member.
  - d. Family difficulties (financial, divorce, etc.).
  - e. Military s.
3. A detailed plan showing how the student will meet remaining program requirements, showing how the student will address the SAP standard deficiencies and make reasonable academic progress toward degree.

The complete appeal packet must be submitted to the Registrar's Office for degree completion students and to the Associate Dean for Student Success and Retention for traditional undergraduate students. Current students should check the ineligibility notification for the submission deadline. Appeals will be evaluated by the appropriate academic committee. Students will be notified of the results by email. If a student wishes to challenge the denial of an appeal, they must provide to the Registrar's Office a clear written rationale for this challenge within two weeks of receipt of the appeal denial. The r will submit the appeal to the appropriate academic committee, who will make a determination.

# COMMUNITY & ACADEMIC STANDARDS

*Deadline statement was modified. Strikethrough indicates deleted text, while underline indicates added text. Page 132.*

## CONTINUED ENROLLMENT

### **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~~ calendar days of the date of the decision letter.

## REGISTRATION & ACADEMIC POLICIES

*Enrollment limit for non-matriculated students modified. Added text is underlined; deleted text is indicated with strikethrough. Page 154.*

### NON-MATRICULATED ENROLLMENT STATUS

Students attending on a non-matriculated basis may not earn a degree and must register for courses on a space-available basis (enrollment in such courses is not guaranteed) with a ~~limit of~~ maximum enrollment option of either a) two courses or b) six units per semester. If students later apply and become accepted to an FPU program, they may not apply more than 9 units of this academic work toward the degree. Students on a non-matriculated status are not eligible for federal, state or institutional financial aid.

# REGISTRATION & ACADEMIC POLICIES

*Attendance policy for online and blended courses modified. Deletions are marked with strikethrough; Additions are underlined. Page 155-157.*

## ATTENDANCE

### ATTENDANCE FOR ONLINE AND BLENDED COURSES

Attendance in blended and online courses is taken by an automated system, but may be amended by faculty. For online courses, regular attendance is defined as academically engaging with the online course material once a week at a minimum. For blended courses, regular attendance is defined as ~~attending face-to-face instruction and academically engaging with online course material once a week at a minimum~~ a combination of weekly face-to-face instructional sessions and weekly sessions of engagement with online course material. (Faculty may adopt stricter requirements.)

~~Non-attendance during the first week of classes causes administrative withdrawal. Failure to attend both the online and the onsite portions of a course during a one-week period will result in an absence for the week in blended courses. Online students~~ For online courses, students who do not academically engage with the online course material during the first week will be marked absent and administratively dropped from the course. ~~For blended courses, students registered for blended courses~~ who do not either attend the face-to-face instruction ~~and~~ or academically engage with the online course material during the first week will be marked absent and administratively dropped from the course.

Academic engagement is tracked by certain types of online activities. Academic engagement in the Moodle online environment is defined as submitting assignments and/or interacting with Moodle activities. Examples of Moodle activities are assignments, blogs, chat, choice, databases, discussion forums, glossary, journal, questionnaires, quizzes, surveys, wikis, or workshops. Logging into Moodle and/or looking at resources such as videos, websites, articles, or books are not output-type activities and will not be considered online attendance.

Automated attendance is recorded every Sunday at midnight for the previous week. Assignments done in a week other than the one when the assignment is due will not count towards attendance for any future or previous week. Students who do not participate in online activities weekly are at risk for failing the course, which may affect their academic or financial standing.

### Degree Completion Students

In an accelerated, nontraditional degree program attendance is mandatory, so there are no "excused" absences. For blended courses, an absence is defined as nonattendance for all or a portion of the class session exceeding 20 minutes or failure to engage in an online activity. For online courses, failure to academically engage with the online course material at least once during a 7-day period is counted as an absence. Students who do not attend the first week of class (onsite or online) will be administratively dropped from the course, unless the instructor grants a notified absence. A notified absence at the first class session is still counted as an absence for course purposes.

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. Two options are available at the discretion of the instructor.

1. Complete make-up work. Doing make-up work is expected, but does not remove the absence from the student's record.
2. Attend another cohort that is covering the missed material. A maximum of one class per course may be made up by attending another cohort. (This option may not always be available.) Attending another cohort will erase the absence from the student's record.

~~Multiple absences cause a student to fail a course. For blended courses, a student who is marked absent (either in the face-to-face or online portion) within one course for two or more weeks fails that course.~~ For an online course, a student who is marked absent within a course for two or more than one week fails that course. For a blended course, a student who is marked absent for more than one face-to-face class session OR marked absent for more than two online portions within the course fails that course.

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Students who miss 20 minutes or more from any portion of a face-to-face class session will be marked absent. Students who are up to 19 minutes late will be marked tardy. Being tardy three times equals one absence.