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About the Student Handbook

Dear UoPeople Students—

I am delighted to share an updated version of the A-Z Handbook to use as an additional resource throughout your undergraduate studies at UoPeople. Our goal in preparing the handbook was to help you quickly find the answers to many of your questions about studying at UoPeople. Because regardless of where you are in your studies, you will likely have many questions, and the act of asking one question almost always leads to asking other questions; this is no doubt a very good thing!

Please utilize the UoPeople Catalog as a reference in conjunction with the Student Handbook and let us know if there are topics that you’d like to see covered in the next edition.

I wish you continued success throughout your studies at UoPeople.

L. Ariella Zeller, Ph.D.
Dean of Student Affairs
student.affairs@uopeople.edu
About the Student Handbook - Notes

1. This Student Handbook is permanently archived by the University.

2. The Student Handbook is a document that is revised and updated for UoPeople students throughout the year and the information contained in the Handbook is subject to change at any time.

3. All policies and procedures; rules and regulations; curricula, programs, and courses herein described are subject to change without prior notice. The information contained in this Catalog is subject to change at any time, and the University reserves the right to change the academic calendar according to its sole discretion.

4. University of the People takes reasonable care to provide the academic courses and facilities described in the Student Handbook. However, courses may be altered or withdrawn at any time, and University of the People shall not be liable in any manner if the academic courses and facilities described in the Student Handbook, or any other University of the People documents, are not offered.

5. University of the People does not participate in federal and state financial aid programs, and as an unaccredited institution, its students are not eligible for federal financial aid programs.

6. University of the People does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)

7. Any questions a student may have regarding this student handbook that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

Academic Advising

*UoPeople does not offer counseling services.*

UoPeople’s Academic Advising team is available to guide you through your academic studies at UoPeople, and you are encouraged to touch base with an Academic Advisor (advising@uopeople.edu) at least once a year to check on your academic progress.
Academic Advisors are also available to help you think through any sources of academic difficulties you may be having, with the goal of making a plan together with you to become more academically successful. Or you may just want to contact an Academic Advisor to touch base and say hello. Know that whatever the circumstances may be, your academic advising team at UoPeople looks forward to being in touch with you!
# Academic Calendar

<table>
<thead>
<tr>
<th>Academic Calendar 2014-2015</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
<th>Term 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of Term</td>
<td>Sep 4, 2014</td>
<td>Nov 13, 2014</td>
<td>Sep 9, 2015</td>
<td>Jun 18, 2015</td>
<td></td>
</tr>
</tbody>
</table>

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1. University of the People reserves the right to make changes to this calendar at any time.
2. Prospective students may apply for admission for any of the five terms throughout the school-year.
3. All accepted students are automatically registered into their first term course(s) by the Office of Student Services.
4. Academic Advisors are available during registration periods and throughout the academic year; Course Instructors are available by email throughout the academic year.
5. **Course availability during late registration is limited.** For proctored courses, students must complete all required steps to arrange a proctor in this four-day period.
6. Grades may be published earlier; students are advised to check Student Services updates in the Student Portal.
Academic Dismissal

Students who had been on Academic Probation or Probation Continued in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are dismissed from the institution for academic reasons.

Additional information about Academic Dismissal and the appeal process can be found in the University Catalog.

Academic Honors

UoPeople does not have an Honors Society. However, Academic Honors for overall achievement at UoPeople are noted on the official transcript and diploma to UoPeople graduates on the following basis:

- 3.85 – 4.0  *Summa Cum Laude* (highest honors)
- 3.70 – 3.84 *Magna Cum Laude* (high honors)
- 3.50 – 3.69 *Cum Laude* (honors)

Academic Integrity and the Disciplinary Process

University of the People fosters a spirit of honesty and integrity so fundamental to a university community. You are responsible for following all accepted standards of Academic Integrity which are described in depth in the Catalog.

Students found guilty of academic dishonesty or plagiarism may be faced with disciplinary sanctions including failure of an assignment or an entire course, disciplinary suspension, and ultimately dismissal from the University. All forms of academic dishonesty are grounds for disciplinary action and are permanently noted in a student’s academic record.

If you have any questions about when, how, whether, and where to cite sources and the words and ideas of others in your coursework, please do not hesitate to contact your Course Instructor and/or the Office of Academic Affairs at academic.affairs@uopeople.edu.
Academic Probation

If you had been on Academic Warning in the previous term and your minimum cumulative GPA continues to be below 2.00 at the end of the current term, you will be placed on Academic Probation. If you meet or exceed a 2.00 cumulative GPA during the subsequent term, you will return to good standing.

Please note that, if you are on Academic Probation and do not return to good standing the subsequent term, you will be dismissed from the University.

If you are on Academic Probation, please be in contact with an Academic Advisor in the Office of Student Affairs at advising@uopeople.edu with the goal of making an academic plan to return to good standing.

Academic Suspension

If you had been on Academic Probation or Probation Continued and would be subject to Academic Dismissal, you may instead be placed on Academic Suspension for up to three terms at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee.

If issued an academic suspension, you may not enroll in the next one-to-three term(s); Academic Suspension consists of a one to three term separation from the University and does not count toward the student’s time to degree.

No sooner than one term before the conclusion of the specified suspension period, students on Academic Suspension may apply for reinstatement by emailing student.services@uopeople.edu and will be required to sign a contract for Improved Academic Performance with the Office of Student Affairs.

Academic Warning

If you had been in good standing in the previous term but your minimum cumulative GPA drops to below 2.00 at the end of the current term, you will be placed on Academic Warning. If you meet or exceed a 2.00 cumulative GPA during the subsequent term, you will return to good standing.

If you are on Academic Warning, please be in contact with an Academic Advisor in the Office of Student Affairs at advising@uopeople.edu with the goal of making an academic plan to return to good standing.
Access to Previous Coursework

All UoPeople course readings are available to enrolled UoPeople students in the Online Reading Repository on the Moodle homepage. The repository may assist students in preparing for a prospective course, or referencing and reviewing course materials after completing a course.

UoPeople does not provide access to students’ own contributions to their courses beyond the current term. Immediately following the first week after unofficial grades are posted within Moodle, access to the previous terms courses is discontinued. You are therefore advised to save all your work on your computer so that you may access it at a later date.

Accreditation

Effective January 2014, University of the People is accredited by the Distance Education Accrediting Commission (DEAC), 1601 18th Street, N.W., Suite 2, Washington, D.C. 2009, (202) 234-5100. [www.deac.org](http://www.deac.org). The Accrediting Commission of the Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Activity and Inactivity at UoPeople

As a student at UoPeople, it is your responsibility to inform the University about your academic plans each term by either (1) registering for classes (2) applying for a leave of absence (LOA), or (3) withdrawing from the University.

At its discretion, UoPeople allows students to be inactive for up to three consecutive terms but not inactive for more than 3 terms in a given academic year (September to August). Under special circumstances such as military service, a student’s inactivity may be extended for a maximum of five years.

Students are considered inactive during a term in the following instances:

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7 Please note that the calculation and counting of consecutive terms will include terms of leave from one academic year to the next academic year. Examples of when a student will be administratively withdrawn on the 4th term of inactivity may include: Terms 1, 2, 3 & 4, Terms 2, 3, 4 & 5, Terms 3, 4, 5, & 1, Terms 4, 5, 1, & 2, and Terms 5, 1, 2, & 3. Also true is the following scenario involving 4 non-consecutive terms of leave in the same Academic Year: Terms 1, 2, 4, & 5, and Terms 1, 3, 4, & 5.
• with an approved leave of absence (LOA); you are required to apply for a leave of absence when planning to be away from your studies in an upcoming term.
• when dropping and/or withdrawing and/or being granted an administrative course withdrawal from all classes

The time granted for a student's inactivity will not count against the total time allowed to complete the degree. If you require an extended period of inactivity at UoPeople, you may wish to consider withdrawing from the University of the People.

Administrative Withdrawals

Students exceeding the maximum number of inactive terms, either consecutively or in an academic year, will be administratively withdrawn from UoPeople. Those interested in returning to their studies will be required to either appeal the administrative withdrawal within 30 days by emailing student.services@uopeople.edu, or apply for re-enrollment, reinstatement or academic renewal depending on the number of terms separated from the University.

• Students who are administratively withdrawn on more than two occasions for failing to apply for a leave of absence (LOA) will not be allowed to request to return to their studies for a minimum of five (5) terms.
• Students who are administratively withdrawn on the second occasion for exceeding the maximum number of inactive terms, either consecutively or in an academic year, will not be allowed to request to return to their studies for a minimum of five (5) terms.

Admissions Deadlines and Notifications

The Office of Admissions (admissions@uopeople.edu) oversees the admissions process for prospective and current applicants to the University, including the processing of all applications for admission to UoPeople's degree programs.

University of the People accepts applications to the University throughout the calendar year and prospective students may apply for admissions to any of the five terms. All admissions materials must be received via post to the Office of Admissions by the following deadlines to be considered complete.

• June 25, 2015 for early admission to Term 1 of the 2015-16 academic year
• July 16, 2015 for regular admission to Term 1 of the 2015-16 academic year
• September 10, 2015 for early admission to Term 2 of the 2015-16 academic year
• October 1, 2015 for regular admission to Term 2 of the 2015-16 academic year
• November 19, 2015 for early admission to Term 3 of the 2015-16 academic year
• December 10, 2015 for regular admission to Term 3 of the 2015-16 academic year
• February 4, 2016 for early admission to Term 4 of the 2015-16 academic year
• February 25, 2016 for regular admission to Term 4 of the 2015-16 academic year
• April 14, 2016 for early admission to Term 5 of the 2015-16 academic year
• May 5, 2016 for regular admission to Term 5 of the 2015-16 academic year

UoPeople will announce its decisions on the Notice of Admissions Day.

• July 16, 2015 notification of early admission to Term 1 of the 2015-16 academic year
• August 6, 2015 notification of regular admission to Term 1 of the 2015-16 academic year
• October 1, 2015 notification of early admission to Term 2 of the 2015-16 academic year
• October 22, 2015 notification of regular admission to Term 2 of the 2015-16 academic year
• December 10, 2015 notification of early admission to Term 3 of the 2015-16 academic year
• December 31, 2015 notification of regular admission to Term 3 of the 2015-16 academic year
• February 25, 2016 notification of early admission to Term 4 of the 2015-16 academic year
• March 17, 2016 notification of regular admission to Term 4 of the 2015-16 academic year
• May 5, 2016 notification of early admission to Term 5 of the 2015-16 academic year
• May 26, 2016 notification of regular admission to Term 5 of the 2015-16 academic year

Each application is reviewed by the Admission's Office, assessing an applicant’s overall readiness to study and ability to successfully complete a degree program. Admittance of applicants is at the University's sole discretion, and meeting minimum admissions requirements does not guarantee placement; decisions are made on an individual basis. No specific grade point average, test score, or other qualifications by itself will assure admission. The Admissions Committee meets and reviews applications at least once a term in order to guarantee that all applications are processed equally, and that admissions compliance requirements are upheld. Applicants who are denied admission to UoPeople will be notified by the Office of Admissions.

Appeal Process for Dismissals and Suspensions

The appeal process is not available for all student dismissals from UoPeople; dismissals may be listed without further appeal.

Students with extenuating circumstances will have the opportunity to submit a written appeal to the Student Affairs Committee no later than thirty days from the suspension or dismissal notice. All appeals should be sent to the Office of Student Services at student.services@uopeople.edu and will be directed to the Student Affairs Committee. Once the appeal is submitted, students will receive a confirmation email within one week from the Office of Student Services.
The appeal should include a clear description of the basis of the appeal, students’ reflections about their own academic difficulties at the University, and should specify a plan to better support their own academic success in the future. Students should also submit any documentation of mitigating circumstances contributing to their poor academic performance.

Students will receive a final decision about the appeal within six weeks of their submission of the appeal. Decisions rendered by the Committee are final and binding.

**Associate of Science Degree**

The Associate of Science requires the completion of at least 60 semester credits, including general education courses and all courses listed for the course requirements in the major.

- Complete a minimum of 60 approved credits.
- Earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople.
- Earn an overall grade point average of at least 2.00 in all courses taken in the major area of study.
- Complete all requirements for the Associate’s degree in no more than 25 terms of active enrollment excluding any periods of separation from the University.
- Complete the 5 required proctored exams.

**Bachelor of Science Degree**

The Bachelor of Science requires the completion of at least 120 semester credits, including general education courses and all courses listed for the course requirements in the major.

- Complete a minimum of 120 approved credits.
- Earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople.
- Earn an overall grade point average of at least 2.00 in all courses taken in the major area of study.
- Complete all requirements for the Bachelor’s degree in no more than 50 terms of active enrollment excluding any periods of separation from the University.
• Complete the 11 required proctored exams.

**Business Administration Course Requirements – Associate’s Degree**

*Students must satisfy all requirements for the Associate’s Degree in Business Administration to be awarded the degree including General Education courses. See Division of Arts and Sciences – General Education Courses for a list of these requirements.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1101</td>
<td>Principles of Business Management</td>
<td>None</td>
</tr>
<tr>
<td>BUS 1102</td>
<td>Basic Accounting</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 1103</td>
<td>Microeconomics</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 1104</td>
<td>Macroeconomics</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 2201</td>
<td>Principles of Marketing (proctored course)</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 2202</td>
<td>E-Commerce (proctored course)</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 2203</td>
<td>Principles of Finance 1</td>
<td>BUS 1102</td>
</tr>
<tr>
<td>BUS 2204</td>
<td>Personal Finance</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 2207</td>
<td>Multinational Management</td>
<td>BUS 2201</td>
</tr>
<tr>
<td>ENGL 1103</td>
<td>Business English</td>
<td>None</td>
</tr>
</tbody>
</table>

**Business Administration Course Requirements – Bachelor’s Degree**

*Students must satisfy all requirements for the Bachelor’s Degree in Business Administration to be awarded the degree including General Education courses. See Division of Arts and Sciences – General Education Courses for a list of these requirements.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
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</thead>
<tbody>
<tr>
<td>BUS 1101</td>
<td>Principles of Business Management</td>
<td>None</td>
</tr>
<tr>
<td>BUS 1102</td>
<td>Basic Accounting</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 1103</td>
<td>Microeconomics</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 1104</td>
<td>Macroeconomics</td>
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<tr>
<td>BUS 2201</td>
<td>Principles of Marketing (proctored course)</td>
<td>BUS 1101</td>
</tr>
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<td>BUS 2202</td>
<td>E-Commerce (proctored course)</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 2203</td>
<td>Principles of Finance 1</td>
<td>BUS 1102</td>
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<tr>
<td>BUS 2204</td>
<td>Personal Finance</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 2207</td>
<td>Multinational Management</td>
<td>BUS 2201</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1103</td>
<td>Business English</td>
<td>None</td>
</tr>
<tr>
<td>BUS 3301</td>
<td>Financial Accounting (proctored course)</td>
<td>BUS 2203</td>
</tr>
<tr>
<td>BUS 3302</td>
<td>Consumer Behavior</td>
<td>BUS 2201</td>
</tr>
<tr>
<td>BUS 3303</td>
<td>Entrepreneurship 1 (proctored course)</td>
<td>BUS 2201</td>
</tr>
<tr>
<td>BUS 3304</td>
<td>Managerial Accounting</td>
<td>BUS 3301</td>
</tr>
<tr>
<td>BUS 3305</td>
<td>Business Law and Ethics (proctored course)</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 3306</td>
<td>Business and Society</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 4401</td>
<td>Entrepreneurship 2</td>
<td>BUS 3303</td>
</tr>
<tr>
<td>BUS 4402</td>
<td>Organizational Behavior (proctored course)</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 4403</td>
<td>Business Policy and Strategy (proctored course)</td>
<td>BUS 3306 and BUS 2207</td>
</tr>
<tr>
<td>BUS 4404</td>
<td>Principles of Finance 2</td>
<td>BUS 2203</td>
</tr>
<tr>
<td>BUS 4405</td>
<td>Leadership (proctored course)</td>
<td>BUS 1101</td>
</tr>
<tr>
<td>BUS 4406</td>
<td>Quality Management</td>
<td>BUS 4402</td>
</tr>
<tr>
<td>BUS 4407</td>
<td>Strategic Management</td>
<td>BUS 4402</td>
</tr>
</tbody>
</table>

### Canceling a Course

During or after the registration period but before the term begins, if you’ve registered but no longer want to take a certain course or set of courses, please cancel your course(s) in the Student Portal.

Please note that if you cancel all of your courses and do not plan to enroll in any courses during the upcoming term, you are required to request a leave of absence (LOA) in the Student Portal [https://students.uopeople.edu/login.aspx](https://students.uopeople.edu/login.aspx).

### Career Services Center

The University of the People Career Services Center (CSC) strategy builds on current trends and best practices at institutions of higher learning and takes into consideration the unique characteristics and challenges of UoPeople and our student body. Serving as the hub for students and graduates to develop essential skills in preparing for life after the degree, CSC offers not for academic credit mini-courses, workshops, and recommended resources and career counseling among other services. With additional focus in areas such as career planning, resume writing, interview and job searching skills, the University is committed to further developing the center.

For more information about the Career Services Center, please email career.services@uopeople.edu
Catalog

The UoPeople Catalog contains key information for your studies at UoPeople. The University Catalog can be found at http://uopeople.edu/groups/university_catalog

The Catalog is updated once a year and is available online; Catalog Addenda may be published with further updates throughout the year and are available on the UoPeople website and in the Student Portal.

Note that the 2009-2012 Catalog Addendum (past UoPeople Academic Requirements) for students who began their studies before Term 1, 2012 can be found at http://www.uopeople.edu/files/.upload/catalog_addendum_for_2009_to_2012.pdf

Changing Degree Programs

At any time, students are permitted to change the level of degree that they are pursuing from the Bachelor’s Degree to the Associate’s Degree; these requests may be made in the Student Portal.

Students may not change degree levels from the Associate’s to the Bachelor’s Degree until they are in good academic standing with a minimum CGPA of 2.00. Students with a CGPA of 2.00 or greater may request to switch from the Associate’s Degree to the Bachelor’s Degree in the Student Portal.

Changing Majors

Students who want to change majors may make this request in the Student Portal.

If it is your second or more request to change majors at UoPeople, your request must first be approved by an Academic Advisor in Student Affairs. Similarly, students with a CGPA below 2.00 who wish to change majors must first be granted approval by an Academic Advisor in the Office of Student Affairs. In both instances, students should email student.affairs@uopeople.edu before completing the change of major request form in the Student Portal.
Code of Conduct

University of the People strongly values freedom of expression, encourages diverse viewpoints, and values treating others with civility and respect. University of the People does not tolerate offensive or harassing behavior. All University students, faculty and staff are required to uphold these principles in all areas of academic life, including electronic and other communications.

Members of the UoPeople community must not behave in a way that may be perceived as offensive or hostile and are required to show students, instructional personnel, staff, volunteers and administrators respect at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be permitted and will be considered to be a violation of the Code of Conduct and grounds for disciplinary action or dismissal from the University at large.

Students are required to comply with the requests of UoPeople officials acting within the scope of their employment responsibilities, and failure to do so is a violation of the Code of Conduct and also grounds for disciplinary action.

Computer and Technology Requirements

As a student at UoPeople, you are required to have access to a computer with a reliable Internet connection in order to complete all requirements for a course.

Also, you must also have the ability to save documents and files. Typically, University of the People learning materials are provided to students in either Adobe PDF or Microsoft Office compatible formats. Therefore, you need to be able to open and save documents in these formats as well.

1. Although the latest version of IE, Safari, Opera, and Chrome can be used to access the UoPeople Online Learning Platform, the university recommends that students use the latest version of the Mozilla Firefox browser (http://www.mozilla.org/en-US/firefox/new/). Please note that students using mobile phones, especially older models, may have difficulty accessing and using the site.

2. The Adobe PDF Reader software is available for free at the following link: http://get.adobe.com/reader/

3. Microsoft Office is commercial software which is not available for free. If you do not already have or are unable to obtain a copy of Microsoft Office (Word, PowerPoint, and Excel) please use one of the following free options:

   • Download and install LibreOffice, a free and open source office suite that is mostly MS Office compatible (http://www.libreoffice.org/download/). When saving, please be sure to
save your documents in MS Office format, not the default format. This is the preferred free option.

- Create a Hotmail account. Using the online web apps (Word, PowerPoint, and Excel), students can view and edit basic Word, PowerPoint, and Excel files in a web browser. (http://www.hotmail.com).

4. Other Software: Note that certain courses, for example computer science courses, may require the installation and use of other specialized software. This information will be listed in the relevant course syllabus.

If you need any help navigating your technological needs at the University, please contact the Support Office at support@uopeople.edu.

Computer Science Course Requirements — Associate’s Degree

Students must satisfy all requirements for the Associate’s Degree in Computer Science to be awarded the degree including General Education courses. See Division of Arts and Sciences — General Education Courses for a list of these requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 1101</td>
<td>Programming Fundamentals</td>
<td>None</td>
</tr>
<tr>
<td>CS 1102</td>
<td>Programming 1</td>
<td>CS 1101</td>
</tr>
<tr>
<td>CS 1103</td>
<td>Programming 2</td>
<td>CS 1102</td>
</tr>
<tr>
<td>CS 1104</td>
<td>Computer Systems</td>
<td>CS 1103</td>
</tr>
<tr>
<td>CS 2203</td>
<td>Databases 1</td>
<td>CS 1102</td>
</tr>
<tr>
<td>CS 2204</td>
<td>Communications and Networking</td>
<td>CS 1104</td>
</tr>
<tr>
<td>CS 2205</td>
<td>Web Programming 1 (proctored course)</td>
<td>CS 1103</td>
</tr>
<tr>
<td>CS 2301</td>
<td>Operating Systems 1 (proctored course)</td>
<td>CS 1103</td>
</tr>
<tr>
<td>CS 2401</td>
<td>Software Engineering 1</td>
<td>CS 1103</td>
</tr>
</tbody>
</table>
Computer Science Course Requirements — Bachelor’s Degree

Students must satisfy all requirements for the Bachelor’s Degree in Computer Science to be awarded the degree including General Education courses. See Division of Arts and Sciences – General Education Courses for a list of these requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 1101</td>
<td>Programming Fundamentals</td>
<td>None</td>
</tr>
<tr>
<td>CS 1102</td>
<td>Programming 1</td>
<td>CS 1101</td>
</tr>
<tr>
<td>CS 1103</td>
<td>Programming 2</td>
<td>CS 1102</td>
</tr>
<tr>
<td>CS 1104</td>
<td>Computer Systems</td>
<td>CS 1103</td>
</tr>
<tr>
<td>CS 2203</td>
<td>Databases 1</td>
<td>CS 1102</td>
</tr>
<tr>
<td>CS 2204</td>
<td>Communications and Networking</td>
<td>CS 1104</td>
</tr>
<tr>
<td>CS 2205</td>
<td>Web Programming 1 (proctored course)</td>
<td>CS 1103</td>
</tr>
<tr>
<td>CS 2301</td>
<td>Operating Systems 1 (proctored course)</td>
<td>CS 1103</td>
</tr>
<tr>
<td>CS 2401</td>
<td>Software Engineering 1</td>
<td>CS 1103</td>
</tr>
<tr>
<td>CS 3303</td>
<td>Data Structures</td>
<td>CS 1103</td>
</tr>
<tr>
<td>CS 3304</td>
<td>Analysis of Algorithms</td>
<td>CS 3303</td>
</tr>
<tr>
<td>CS 3305</td>
<td>Web Programming 2 (proctored course)</td>
<td>CS 2205</td>
</tr>
<tr>
<td>CS 3306</td>
<td>Databases 2 (proctored course)</td>
<td>CS 2203</td>
</tr>
<tr>
<td>CS 3307</td>
<td>Operating Systems 2</td>
<td>CS 2301</td>
</tr>
<tr>
<td>CS 3308</td>
<td>Information Retrieval (proctored course)</td>
<td>CS 3303</td>
</tr>
<tr>
<td>CS 4402</td>
<td>Comparative Programming Languages</td>
<td>CS 1103</td>
</tr>
<tr>
<td>CS 4403</td>
<td>Software Engineering 2</td>
<td>CS 2401</td>
</tr>
<tr>
<td>CS 4404</td>
<td>Advanced Networking and Data Security</td>
<td>CS 2204</td>
</tr>
<tr>
<td>CS 4405</td>
<td>Mobile Applications</td>
<td>CS 2205</td>
</tr>
<tr>
<td>CS 4406</td>
<td>Computer Graphics (proctored course)</td>
<td>CS 3304</td>
</tr>
<tr>
<td>CS 4407</td>
<td>Data Mining and Machine Learning (proctored course)</td>
<td>CS 3304</td>
</tr>
<tr>
<td>CS 4408</td>
<td>Artificial Intelligence (proctored course)</td>
<td>CS 4407</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>Discrete Mathematics</td>
<td>None</td>
</tr>
<tr>
<td>MATH 1211</td>
<td>Calculus</td>
<td>MATH 1201</td>
</tr>
</tbody>
</table>

Contact Information Updates

The primary form of UoPeople’s official communication is e-mail. On occasion, UoPeople may need to contact you using your mailing address. In the event that you need to update any of your contact information, please send an email to the Office of Student Services at student.services@uopeople.edu and include your (1) first and last name (2) Student ID number, and (3) the information to be updated.
Please note that changing your contact information on Moodle https://my.uopeople.edu/ is not considered a formal change of your contact information; you must notify the Office of Student Services.

To be sure that you receive important announcements from the University, you are advised to make sure that your spam filters are set up to receive email from UoPeople.

Copyright

Following the copyright law of the United States which prohibits the making or reproduction of copyrighted material except under certain specified conditions: acts of copyright infringement include, but are not limited to, misusing copyrighted material in one’s coursework and misusing material for which the institution owns the copyright (i.e., website materials, course materials, publications, etc.)

Course Descriptions

Don’t judge a course by the course title!

For a complete list of UoPeople course descriptions, please refer to the course descriptions in the Catalog and/or the course descriptions in the Student Portal when you register. Here you will find a brief description of each course and any course prerequisites you will need to complete in order to enroll in a course. You will want to review this information before registering each term.

All UoPeople course readings are available to enrolled UoPeople students in the Online Reading Repository on the Moodle homepage. The repository may assist you in preparing for a prospective course, or referencing and reviewing course materials after completing a course.

Questions about the content of UoPeople courses should be addressed to the Office of Academic Affairs at academic.affairs@uopeople.edu.

Course Drop

You may drop a course during the first week of the term without academic penalty. This means that a “course drop” does not appear on your transcript and does not affect your grade point average (GPA). Please check UoPeople’s Academic Calendar to be sure you do not miss this deadline. The date in the Academic Calendar is labeled “Last day – course drop”.

To drop a course, go to the Online Form area in the Student Portal: https://students.uopeople.edu/login.aspx.

Course Overview

Students are advised to read the syllabi and learning guides very carefully to fully understand the components and requirements of every course. Course requirements include weekly readings, participation, peer assessment tasks, discussion forum responses, learning journal activities, and written assignments; there are also quizzes throughout the course and a final exam at the end of the term.

Course Repeats

Students earning a passing grade in a given course are not permitted to retake the course; only if a grade of F has been issued can a course be repeated. Students failing a required course must repeat the course in order to complete their program. All grades for repeated courses appear on the transcript, but only the highest grade earned is counted in the CGPA. The University, however, may deny a student’s request to retake a failed course.

If you are a Non-degree Special Student in the Division of Continuing Education and you are unsuccessful in passing ENGL 0101 English Composition 1 or MATH 0101 Developmental Algebra on the second try, you will be administratively withdrawn from the University and must be out of residence for a minimum of 5 terms. This pause will give Non-degree Special Students the opportunity to study independently during the period of separation from UoPeople before repeating the failed course for one final opportunity.

Degree Seeking Students unsuccessful in passing UNIV 1001 Online Education Strategies after two attempts may appeal to take UNIV 1001 a third and final time.

Course Withdrawal

If you need to withdraw from a course after the Course Drop Deadline, you may do so within the first four weeks of the term. Please check the UoPeople Academic Calendar to be sure you do not miss this deadline. The date in the Academic Calendar is labeled “Last day – course withdrawal”.

To withdraw from a course, go to the Online Form area in the Student Portal: https://students.uopeople.edu/login.aspx.

A course withdrawal differs from a course drop in that the course will be listed on your official transcript with the grade of “W”. While the "W" does not affect your GPA, you will not want to accumulate too many “W” grades on your academic record. Still, it is always preferable to withdraw from a course than receive a failing grade.

If you are unsure whether to continue with a course or withdraw from it, we strongly encourage you to email our Academic Advising team at advising@uopeople.edu as early in the term as possible.

**Credits for Graduation**

UoPeople students who began their studies at UoPeople prior to Term 1 of the 2012-13 academic year earn 5 quarter credits per course. They are required to complete at least 90 quarter credits to earn the Associate’s Degree and at least 180 quarter credits to earn the Bachelor’s Degree.

UoPeople students who began their studies at UoPeople as of Term 1 of the 2012-13 academic year earn 3 semester credits per course. Students are required to complete at least at least 60 semester credits to earn the Associate’s Degree and at least 120 semester credits to earn the Bachelor’s Degree.

**Dean’s List**

Degree Seeking Students will be named to the Dean's List for each active term in which they maintain a cumulative GPA of 3.50 — 3.84.

If you are placed on the Dean’s List, you will be notified by email and your name will be included on the Dean’s List announcement in Moodle the following term.

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Note that degree seeking students who began their studies prior to and including Term 1 of the 2012-13 academic year are required to complete ENGL 0101 English Composition 1 as a degree requirement for graduation, whereas degree seeking students who began their studies at UoPeople as of Term 2 of the 2012-13 academic year are not required to complete this course for graduation.
Degrees and Majors at UoPeople

UoPeople offers two degrees at UoPeople, an Associate of Science Degree and an Bachelor of Science Degree, and four majors: an Associate of Science Degree in Computer Science (AS-CS), an Associate of Science Degree in Business Administration (AS-BA), a Bachelor of Science Degree in Computer Science (BS-CS), and a Bachelor of Science Degree in Business Administration (BS-BA).

Students graduating with a Bachelor's Degree from UoPeople may not enroll in a second Bachelor's Degree at the University.

Students graduating with an Associate's Degree from UoPeople may not enroll in a second Associate's Degree at the University, but may request to complete the Bachelor's Degree in their major field of study.

Disability Policy

The University of the People recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 (as amended), and Section 504 of the Rehabilitation Act of 1973, as amended, requiring the University to provide reasonable accommodations to qualified disabled students in all University programs and activities.

If you have a disability requiring reasonable academic adjustments, please contact the Office of Student Affairs at student.affairs@uopeople.edu to request a Disability Accommodation application.

Dismissal from UoPeople

Academic Dismissal is a permanent separation from the University for failing to meet academic standards. A student who has been dismissed from UoPeople for academic reasons may apply for Academic Renewal after being away from UoPeople for a minimum of 15 terms.

The appeal process is not available for all student dismissals from UoPeople; dismissals may be listed without further appeal. Suspended and dismissed students eligible to appeal may submit a written appeal to the Student Affairs Committee no later than thirty days from the receipt of the suspension or dismissal notice. All appeals should be sent to the Office of Student Services at student.services@uopeople.edu and will be directed to the Student Affairs Committee.

Decisions rendered by the Committee are final and binding.
Division of Arts and Sciences – General Education Courses

General education courses are the core of a liberal arts education. These courses are offered in the Division of Arts and Sciences and include both required courses and electives.

A. English Preparedness
   1 course required for students who entered UoPeople before Term 2 of the 2012-13 academic year.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Title</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Preparedness</td>
<td>English Composition 1</td>
<td>ENGL 0101</td>
</tr>
</tbody>
</table>

B. Foundational Courses
   6 courses required for the Associate’s Degree and the Bachelor’s Degree

The Values and Ethical Reasoning Requirement and Civilization Studies, Culture, and Belief Requirement are only required for students who began their studies at UoPeople as of Term 1 of 2014-15 academic year.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Title</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning and Research Fundamentals</td>
<td>Introduction to Environmental Sciences</td>
<td>UNIV 1001</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>College Algebra</td>
<td>MATH 1201</td>
</tr>
<tr>
<td></td>
<td>Introduction to Statistics</td>
<td>MATH 1280</td>
</tr>
<tr>
<td>Writing</td>
<td>English Composition 2</td>
<td>ENGL 1102</td>
</tr>
<tr>
<td>Values and Ethical Reasoning</td>
<td>Ethics and Social Responsibility</td>
<td>PHIL 1404</td>
</tr>
<tr>
<td>Civilization Studies, Culture, and</td>
<td>Greek and Roman Civilization</td>
<td>HIST 1421</td>
</tr>
<tr>
<td>Belief</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. Social and Behavioral Sciences (SBS)
   1 course required for the Associate’s Degree
   2 courses required for the Bachelor’s Degree

   Students who began their studies before Term 1 of the 2014-15 academic year are required to complete 1 Social and Behavioral Science course in order to earn the Associate’s and/or Bachelor’s Degree.

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Title</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social and Behavioral Sciences</td>
<td>Introduction to Sociology</td>
<td>SOC 1502</td>
</tr>
<tr>
<td></td>
<td>Globalization</td>
<td>POLS 1503</td>
</tr>
<tr>
<td></td>
<td>Introduction to Psychology</td>
<td>PSYC 1504</td>
</tr>
<tr>
<td></td>
<td>Emotional Intelligence</td>
<td>PSYC 1205</td>
</tr>
<tr>
<td></td>
<td>Introduction to Economics</td>
<td>ECON 1580</td>
</tr>
</tbody>
</table>

D. Humanities
   1 course required for the Associate’s Degree
   2 courses required for the Bachelor’s Degree

   Students who began their studies before Term 1 of the 2014-15 academic year are required to complete 1 Humanities course in order to earn the Associate’s and/or Bachelor’s Degree and may use PHIL 1404 Ethics and Social Responsibility and HIST 1421 Greek and Roman Civilization to satisfy the Humanities requirement.

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Title</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>Art History</td>
<td>AHIST 1401</td>
</tr>
<tr>
<td></td>
<td>World Literature</td>
<td>ENGL 1405</td>
</tr>
<tr>
<td></td>
<td>Introduction to Philosophy</td>
<td>PHIL 1402</td>
</tr>
</tbody>
</table>

E. Natural Sciences and Technology
   1 course required for the Associate’s Degree and the Bachelor’s Degree

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Title</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Sciences and Technology</td>
<td>Introduction to Environmental Sciences</td>
<td>ENVS 1301</td>
</tr>
<tr>
<td></td>
<td>Introduction to Biology</td>
<td>BIOL 1301</td>
</tr>
<tr>
<td></td>
<td>Introduction to Philosophy</td>
<td>PHIL 1402</td>
</tr>
</tbody>
</table>
F. Electives

Additional electives credits are required for the Associate’s Degree and the Bachelor’s Degree. Electives enable students to select coursework tailored to personal interests and offer the opportunity to acquire breadth beyond that specified in the General Education requirements. Electives are not taken to satisfy either general education or major requirements and can include Arts and Sciences courses and select introductory courses in other majors. With the appropriate prerequisites and level of preparedness, and within the constraints of course limitations, students can shape this unstructured exploration to satisfy their intellectual curiosity and individual academic needs.

Division of Continuing Education – Non-Degree Special Students

Students who may not be interested in earning a degree, but wish to enroll in college credit bearing courses may apply to be admitted as Non-degree Special Students (NDSS). Applicants do not need to have earned a college degree, or even to have previously attended college in order to apply, but they must have earned at least a high school diploma.

University of the People welcomes applications to its Division of Continuing Education from qualified individuals who (1) seek to demonstrate preparedness for completing college level courses prior to applying for admission as a UoPeople Degree Seeking Student; (2) wish to take a single course on a topic of personal interest without pursuing a degree program; (3) would like to experience what taking a college-level course is like before making a commitment to apply to study for a degree; (4) have taken some college coursework but may not have not completed a degree or attended college recently, and wish to refresh their skills; (5) wish to take courses to transfer to their home institution; (6) need to complete certain courses as preparation for pursuing future educational or employment goals.

Additional information about Non-Degree Special Students can be found in the UoPeople Catalog.

Enrollment Cancelation

Students have the right to cancel their enrollment agreement at any time and in any manner and are not charged any Examination Processing Fees during the first seven days of enrollment or prior to the first day of classes. Notice of cancellation is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement or continue his or her attendance at the University. The notice of cancellation is effective five days after the time the University receives notification of the cancellation. During this time, the student may notify the University that he or she no longer wishes to cancel his or her enrollment.
Loans

Students who obtain a loan from individuals or organizations outside of the University of the People to help pay for these fees are solely responsible for repaying the full amount of the loan plus interest, less the amount of any refund. Where refunds are provided, students receiving federal student financial aid funds are entitled to a refund of the money not paid from federal student financial aid program funds. Note that University of the People does not participate in any Federal Loan Programs.

The following information applies only to students who are residents of California.

California Student Tuition Recovery Fund Disclosure Statement

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply:

1. You are a student who is a California resident or are enrolled in a residency program and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer, unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

3. You are not a California resident or are not enrolled in a residency program.

4. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
• There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

• An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897

Payment of STRF to UoPeople

Although UoPeople is tuition-free, the fee is calculated based on “institutional charges” and thus applies to Examination Processing Fees. Note that the first Examination Processing Fee for students residing in California remains $100. A portion of that $100 will be counted toward the Student Tuition Recovery Fund and is not refundable.

Examination Processing Fees

All applicants who began their application to University of the People on or after August 27, 2012 are required to pay Examination Processing Fees of $100 for every end-of-course exam. Examination Processing Fees apply to both Degree Seeking Students and to Non-degree Special Students in the Division for Continuing Education.

All applicants and students applying for Academic Renewal, including students who began their application to University of the People before August 27, 2012, are required to pay Examination Processing Fees.

For additional information on payment of Examination Processing Fees, please consult the UoPeople Catalog.

Good Standing

If you maintain a minimum cumulative GPA of 2.00, you are in good standing.
Grade Appeals

Students who believe they have been graded unfairly may appeal their final course grades. Students appealing a grade should note that the burden of proof in challenging a grade rests with the student. For a change in grade to be recommended, a student must make a compelling case that the grade originally given was unjustly or unfairly awarded.

To appeal a grade, students must contact their Course Instructor online within fourteen days of the last day of the term. This discussion is intended to provide the Course Instructor an opportunity to explain the basis for the grade and to provide the student with an opportunity to indicate possible errors or misjudgments in the assignment of the grade. Frequently, a discussion with the Course Instructor resolves the issue.

Course Instructors who decide to change the student’s grade must inform the Office of Academic Affairs (academic.affairs@uopeople.edu) and submit the corrected grade. The Course Instructor has the discretion to increase, decrease, or leave the student’s final grade as is in response to a Grade Appeal. The Office of Student Services will update the student’s academic record and recalculate the student’s cumulative GPA.

If the student and the Course Instructor are unable to reach a resolution, the student may request a Grade Appeal form from the Office of Academic Affairs. The completed form must be submitted to the Office of Academic Affairs no later than 30 days after the last day of the term. Late appeals will not be accepted.

Next, the Office of Academic Affairs will send the completed form to the Course Instructor for comment. Upon completion, this form is then sent back to the Office of Academic Affairs.

Grade Appeals are reviewed by the Student Affairs Committee, and students are informed in writing of Committee’s decision by the Office of Student Services. Decisions rendered by the Committee are final and binding. A record of the final decision and all related materials will become part of the student’s official academic record.

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

At the end of each course, a letter grade will be issued based on your performance in each course. All course credits where a letter grade is issued are factored into a student’s term and cumulative GPA.

A student’s grade-point average (GPA) is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three 3-credit
If you need help understanding the GPA calculation or are concerned about your Cumulative GPA and academic status at UoPeople, please don’t hesitate to contact your Academic Advising team at advising@uopeople.edu.

## Grading System

The University has established the following grading scale; all instructional personnel are expected to comply with the scale.

- A passing grade for ENGL 0101 English Composition 1 and MATH 0101 Developmental Algebra is 73% or higher (C).
- The minimum passing grade for other courses is 60% or higher (D-).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Scale</th>
<th>Grade Points Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>93-97</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>83-87</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>68-69</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>63-67</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Under 60*</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>0.00</td>
</tr>
<tr>
<td>NF/NC</td>
<td>N/A</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Graduate Study

The University of the People is currently in the process of planning programming at the graduate level.

Graduation & Graduation Audit

*UoPeople does hold a graduation ceremony.*

1. Students complete a Progress Toward Degree (PTD) Checklist, which can be found in the Academic Advising Group in Yammer and the Student Portal, to verify that they are on track for graduation. Students needing assistance are welcome to contact the Office Academic Advising at advising@uopeople.edu.

2. Once students have successfully completed a minimum of 51 semester credits in the Associate’s program and a minimum of 111 semester credits in the Bachelor’s program, they may request to be audited for graduation by the Office of Student Services.

   Students who began their studies at UoPeople before Term 1 of the 2012-13 academic year may request to be audited for graduation by the Office of Student Services once they successfully have completed 75 quarter credits in the Associate’s program and a minimum of 160 quarter credits in the Bachelor’s program.

3. The Office of Student Services completes the graduation audit form, files it in the student’s record, and sends a copy to the student.

4. Once students complete all courses needed to graduate (as outlined in the graduation audit form), students may request a graduation application form from the Office of Student Services and send the completed form to student.services@uopeople.edu.

5. The Office of Student Services certifies whether students have completed all requirements needed to graduate.

6. Students are notified as to whether they have met graduation requirements. If not, the Office of Student Services informs students of any outstanding requirements needed to graduate. Once completed, students go back to step 4 listed above.

7. The Office of Enrollment Management prepares and sends the diploma and an official transcript via registered post. Students wishing to receive their official documentation via expedited mail may submit a request to the Office of Student Services and will incur an extra fee.

For questions regarding requirements for graduation, please consult the requirements listed in the UoPeople Catalog for the academic year that you began your studies at UoPeople.
Grievances

University of the People is committed to providing a learning and working environment that values all of its members and ensures freedom from discrimination and harassment. At the same time, no part of this policy abridges academic freedom or the University of the People’s educational mission.

Grade disputes, admissions decisions, graduation appeals and similar academic decisions are not issues for grievance, unless they are complaints of a civil rights nature, including complaints related to age, sex, race, religion, color, ethnic/national origin, disability, sexual orientation or veteran status. Student allegations of discrimination are grounds for initiating a grievance.

UoPeople encourages its students and instructional personnel to resolve any disagreements, complaints, misunderstandings and grievances by informal means, where possible, before filing a formal grievance.

The Grievance procedure is applicable to all students, administration, and instructional personnel of University of the People.

More information about grievance complaint policies and procedures can be found in the University Catalog; questions may be addressed to the Dean of Student Affairs at student.affairs@uopeople.edu.

Holidays

University of the People offices will be closed on the following holidays.

Note that classes will continue as scheduled.

<table>
<thead>
<tr>
<th>Administrative Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
</tr>
<tr>
<td>Veterans Day</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Christmas Day</td>
</tr>
<tr>
<td>New Year's Day</td>
</tr>
</tbody>
</table>
Administrative Holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King Day</td>
<td>Jan 19, 2015</td>
</tr>
<tr>
<td>Presidents Day</td>
<td>Feb 16, 2015</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 25, 2015</td>
</tr>
<tr>
<td>Independence Day observed</td>
<td>July 3, 2015</td>
</tr>
</tbody>
</table>

Honor’s List

Degree Seeking Students will be named to the Honor’s List for each active term in which they maintain a cumulative GPA of 3.00 — 3.49.

If you are placed on the Honor’s List, you will be notified by email and your name will be included on the Honor’s List announcement in Moodle the following term.

Incomplete (I)

An Incomplete "I" is a type of deferred grade that appears on a student's transcript when a course has not been completed during the normal time of instruction. It is not computed in the GPA. An Incomplete is given at the Course Instructor’s discretion to a student who has not completed all course requirements, but who has attended, been active, and is passing the course at the time of the request.

Students must request an incomplete grade prior to the term end date. All course incompletes must be completed within the first three weeks of the following term; however, other time arrangements are possible depending on the circumstances. When a student completes all outstanding requirements for an incomplete course, the permanent grade replaces the "I" on the transcript.

If a student does not complete the work within the allowed period, the "I" grade will lapse to an "F", and a student's cumulative GPA and student status are recalculated at that time.

Questions about Incompletes should be directed to the Office of Academic Affairs at academic.affairs@uopeople.edu.
Instructors

A list of Course Instructors can be found in the University Catalog, and includes the Instructor’s field of study and educational credentials. UoPeople Course Instructors in the Office of Academic Affairs are available to students via email throughout the academic year.

Intellectual Property

In keeping with its mission, UoPeople provides all reading materials without charge to its students. UoPeople abides by all copyright conditions and applicable law governing the use of these materials. It has adopted a comprehensive Intellectual Property policy to guide its course developers in preparing UoPeople courses (Guidelines on Development of Course Materials).

All members of the UoPeople community are encouraged to review the University’s Intellectual Property policy (Guidelines on Development of Course Materials), for further information concerning the proper use and attribution of Third-Party materials.

UoPeople respects the intellectual property rights of others who seek to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large.

In the event that UoPeople’s Intellectual Property Policy (Guidelines on Development of Course Materials) requires interpretation and review, a standing committee will be formed, appointed by the Provost, to settle such disputes.

Internships

University of the People helps students make connections with companies providing internship opportunities to top qualified UoPeople students. Internships are announced by email to UoPeople students, and include a description of the internship, internship qualifications, and a description of the application process and timeline.

Internships opportunities are competitive: the higher your cumulative GPA, the more competitive your application will be. Typically, there is a minimum cumulative GPA requirement for an internship and this will be listed in the details of the internship application.

For more information about internship opportunities, contact the Internship Office at internships@uopeople.edu.
Late Assignments

If you miss a deadline for an assignment, you always have the option of contacting your Course Instructor, but UoPeople’s official policy is that we do not accept late assignments. Missing a submission deadline precludes the possibility of participating in the peer assessment process which is a central part of studying at UoPeople.

If you know in advance and can anticipate a circumstance which will prevent you from submitting an assignment on time, please contact your Course Instructor prior to the due date.

Late Registration

A few days before each academic term begins, UoPeople opens a late registration period in the Student Portal with the same guidelines and procedures as during the regular registration period. Course availability during late registration is limited, and for proctored courses, students must complete all required steps to arrange a proctor in this four-day period which makes it challenging, but certainly possible, to complete all the steps required.

As a general rule, it’s best not to rely on the late registration period to register for courses.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for a 2nd or 3rd course for the next term, will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5th week of the following term to register for the additional number of courses.

Learning Week

Courses take place over a nine-week term, and each term has eight weekly learning units plus a four-day period for preparing and taking the end of course final exam. All work for a particular unit must be completed within the Learning Week. However, within the Learning Week students can decide when to complete their work.

The Learning Week starts at midnight between Wednesday and Thursday (more precisely, on Thursday at 12:05 am UoPeople Time GMT-5 time zone) and ends on the following Wednesday at 11:55 pm UoPeople Time (GMT-5 time zone).

Weekly study units are made available one week at a time at the start of the new Learning Week, but students always have access to the completed units within a given term.
Leave Of Absence (LOA)

If you are not planning to register for classes during an upcoming term, you must request a leave of absence (LOA) via the Student Portal (https://students.uopeople.edu/login.aspx) using the online forms. You have until one week before the term begins to make this request.

If you register for courses and begin a term, but drop and/or withdraw and/or are granted an administrative course withdrawal from all your courses, you do not need to apply for a leave of absence. Note that it will be counted as an inactive term for you.

You are encouraged to learn and comply with all LOA procedures; failure to comply with the LOA policy is grounds for University administrative actions including administrative withdrawal from UoPeople.

Library Services and Library Information Resource Network (LIRN)

University of the People is a member of the Library and Information Resource Network (LIRN). LIRN enhances UoPeople's academic programs with a rich and powerful collection of resources including over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. All University of the People faculty and enrolled students may use these resources free of charge.

If you have questions about using LIRN, you are encouraged to contact the Director of Library Services, Ilene Frank, at library@uopeople.edu for further assistance.

Moodle

UoPeople coursework and classes all take place in our Virtual Learning Environment, Moodle. Moodle can be found at http://my.uopeople.edu/.

Although Moodle and Class Forums are not open to public access, students should note that these online spaces are neither private nor confidential. Therefore neither students nor instructional personnel should assume privacy when communicating on the Virtual Learning Environment. The University may access and observe communications conducted on the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the Code of Conduct, including investigating allegations of misconduct, suspected misconduct or other complaints. Additionally, the University of the People may provide limited access to learning resources to individuals other than students, alumni, instructional personnel, and staff.
If you need additional instructions to navigate your way around inside Moodle, please contact the Support Office at support@uopeople.edu.

**Non-Discrimination Policy**

University of the People is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973.

University of the People does not discriminate on any basis and is committed to equality of opportunity. Discrimination is defined as (1) treating members of a protected class less favorably because of their membership in that class or (2) having a policy or practice that has a disproportionately adverse impact on protected class members. University of the People will not engage in discrimination and prohibits all forms of harassment in its educational and employment programs, policies, practices, or procedures on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation including gender identity, and veteran status. The University will comply with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations. This non-discrimination policy applies to admissions, employment, access to and treatment in University programs and activities.

**Objectives and Learning Goals**

Within the context of the liberal arts tradition, the University of the People has defined the following institutional learning goals. The goals cover three main areas: academic competencies, knowledge and intellectual abilities, and personal and civic responsibility.

A. Academic Competencies

**Objective 1**: Communication Fluency

Students’ communications and their academic writing will demonstrate the use of clear, well-organized arguments and credible supporting evidence.

**Objective 2**: Quantitative Fluency

Students will use mathematical methods to solve sophisticated problems.

**Objective 3**: Technological Fluency

Students will acquire the skills to function in today’s highly technical society and to perform in their chosen field.

B. Knowledge and Intellectual Abilities
Objective 4: Integrative Knowledge
Students will synthesize a broad understanding of the arts and humanities and the social and natural sciences.

Objective 5: Specialized Knowledge
Students will master the fundamental concepts, principle terminology, historical foundations, and future implications of a specific field or discipline.

C. Personal and Civic Responsibility

Objective 6: Intercultural and Historical Consciousness
Students will understand and critically reflect on how the geographies, histories, and cultures of the world have shaped contemporary global experience.

Office of Academic Affairs

The Office of Academic Affairs oversees all aspects of the curriculum with a primary commitment to creating a dynamic atmosphere for student learning and success. In assisting students with advice pertaining to their academic studies and information regarding academic policies and procedures including incomplete grades, late withdrawals, administrative course withdrawals, the Office of Academic Affairs provides guidance and leadership to assist students in solving academic-related problems within their courses, peer assessment issues, communication with Course Instructors, and other general course-related issues.

If you have an academic related question, please contact your Course Instructor first via email; if you do not hear a response back from your Course Instructor after 48 hours, please contact academic.affairs@uopeople.edu for additional assistance.

Office of Admissions

You may have relatives and friends interested in studying at UoPeople. They are advised to review the UoPeople Catalog and send questions about applying and the admissions process to the Office of Admissions at admissions@uopeople.edu.
Office of Student Affairs

The Office of Student Affairs helps students navigate their way through the University with the support of UoPeople’s Academic Advising team (advising@uopeople.edu). Academic Advisors work with enrolled students with the goal of helping them achieve and maintain academic success throughout their studies.

Student Affairs also works with students who may not be achieving the academic success, or may need special assistance with a particular difficulty that they may be facing. Students are welcome to email the Office of Student Affairs (student.affairs@uopeople.edu) at any point.

Office of Student Services

The Office of Student Services provides a range of support, information, and special services to enhance student experiences at UoPeople. Students are welcome to email the Office of Student Services at student.services@uopeople.edu regarding:

• Course registration
• Proctor information
• Appeals
• Updates to student records
• Leave of absence questions
• Forms for various processes and procedures (i.e. official transcript order forms.)
• Graduation audits, deadlines, and logistics

All student records are permanently and confidentially maintained by the Office of Student Services. Information regarding enrollment data and the date of degrees conferred is considered public record.

Orientation

Selected Degree Seeking Students may have the opportunity to participate in UNIV 0001 UoPeople Preview in the weeks before they begin their studies; participation in New Student Orientation is not required to start your studies at UoPeople.
Pass/Fail (P/F)

Pass/Fail (P/F) graded courses are not included in the calculation of your GPA.

- Pass (P) indicates completion of a course with a D- or above.
- Fail (F) indicates completion of a course below a D-.

Password and Login Problems

If you experience technical issues with your assigned username and password in the Student Portal, please email the Office of Student Services at student.services@uopeople.edu.

For technical issues with your assigned username and password in Moodle, please include the following information in your e-mail to our Technical Support team at support@uopeople.edu: your ID number, first and last name, the course number and course name, and what happened when the error occurred including the content of the error message.

In order to help them troubleshoot the problem, you might also press the ‘print screen’ button (located on the upper right corner of most keyboards) and copy and paste the image into the body of the email.

Payments Office

Students pay for their Examination Processing Fees when the drop/withdrawal period is over. All outstanding balances for Examination Processing Fees must be paid by the end of the final exam period. Payments methods for any of the fees include online payment using a PayPal account or as a guest for payments via credit card, and offline payments such as Western Union, Money Gram, or cashier’s check.

If a student takes the final exam and the Examination Processing Fee is not paid by the end of the final exam period, a financial hold will be placed on the student’s file. In this event, course registrations for the upcoming term will be cancelled and the student will not be permitted to register for or to continue taking courses until all outstanding payments are made. If all outstanding balances for Examination Processing Fees are paid during late registration, students will be able to register themselves for courses during late registration and continue with their studies.
UoPeople’s Payments Office will work with you to help clarify questions and address issues regarding payments including payment methods, amounts payable, and payment deadlines. All questions regarding payment options should be directed to payments@uopeople.edu.

Peer Assessment

University of the People offers a unique learning experience as a component of its course requirements where students participate in peer-based collaborative learning, engaging students from diverse perspectives in an encouraging learning environment. Peer-based learning or Peer-to-Peer learning is an important part of the University of the People classroom.

Each week, you will be required to submit your assignments by the required deadlines described in the Learning Guide and Course Syllabus. In addition, you are required to peer assess three (3) classmates’ assignments according to the instructions found in the Assessment Form which is provided during the following week.

During this peer assessment period, you are expected to provide details in the feedback section of the Assessment Form, indicating why you awarded a grade. Your comments should offer depth of thought to the discussion, where you ask for clarifying questions and you encourage further discussion.

Failure to submit written assignments and/or Assessment Forms may result in failure of the course. All questions about peer assessment may be directed to your Course Instructor, to the Office of Academic Affairs, and to the Peer Assessment Office (PAO) in Moodle, although students should always start by contacting their Course Instructor first if they feel that there is a specific issue that they’d like to discuss regarding a peer assessment grade.

Petition for Late Withdrawal

Late withdrawals are not commonly granted by the University. However, in the event of a documented emergency after the Course Withdrawal deadline, you may petition the Student Affairs Committee for a late withdrawal.

To petition, you must first contact the Office of Academic Affairs at academic.affairs@uopeople.edu to discuss the circumstances requiring a late withdrawal. Afterwards, students choosing to continue with the process of applying for a late withdrawal are required to send in all supporting documentation with the petition for the late withdrawal to the Office of Student Services at student.services@uopeople.edu only up until and including the last day of a term.
Late petitions will be considered only in the case of extraordinary circumstances and late withdrawals are rarely granted by the University. Students should understand that petitioning for a late withdrawal indicates that a non-academic, extraordinary event (like a serious illness or a severe personal disruption, but not including internet problems) occurred after the course withdrawal deadline (during the last five weeks of the term) to make completion of a course or courses very difficult if not impossible. The Student Affairs Committee assumes that the student’s academic performance has been satisfactory up until to the point of the disruptive event.

In the event that a late withdrawal petition is approved, a grade of “W” will be issued for the course(s) and updated on the student’s transcript.

**Prerequisite Courses**

A prerequisite is required coursework that must be completed prior to enrolling in another class. If a prerequisite is listed for a course, this means that you have to take that class (the prerequisite) before you are permitted to register and enroll in the desired course.

In you are currently enrolled in a course that is the prerequisite for a class you’d like to take next term, you may still register for the course. However, your registration status will be “Registration Pending” for two reasons: (1) the University needs to confirm that you have successfully completed the prerequisite course before confirming your registration and (2) the University also must confirm that in fact the course will be offered the next term and this will depend on the number of enrolled students.

Questions about prerequisites may be directed to advising@uopeople.edu.

**President’s List**

Degree Seeking Students will be named to the President’s List for each active term in which they maintain a cumulative GPA of 3.86 — 4.00.

If you are placed on the President’s List, you will be notified by email and your name will be included on the President’s List announcement in Moodle the following term.
Privacy of Student Records (FERPA)

Under the provisions of the federal law known as the Family and Education Rights and Privacy Act of 1974 (FERPA), eligible students, or where applicable, the parents of the students, are afforded certain rights pertaining to University records and personally identifiable information on file with the institution. An eligible student is defined as any person who is currently enrolled or has been enrolled in the institution’s programs. It is the policy of the institution to treat all student information, both personal and academic, as strictly confidential. Student information will only be released after appropriate written permission has been obtained.

More information about FERPA can be found in the University Catalog.

Probation Continued

If you had been on Academic Probation in the previous term and your term achievements show substantial improvement even though your cumulative GPA is below a 2.00, you may be placed on Probation Continued at the sole discretion of Dean of Student Affairs and the Student Affairs Committee. If you are placed on Probation Continued, you are granted another term to achieve good standing.

However, students on Probation Continued status that fail to achieve good standing within one term will face Academic Dismissal. In highly specialized cases, Probation Continued may be extended for more than one term.

If you are on Probation Continued, you are advised to be in regular contact with an Academic Advisor in Office of Student Affairs at advising@uopeople.edu.

Processing Fees

The University of the People is a tuition-free, non-profit institution, meaning students are not charged for their educational instruction, course materials or annual enrollment. It is dedicated to opening access to higher education worldwide and strives to see that no qualified student is denied the opportunity to study at UoPeople for financial reasons.

As a non-profit academic institution, UoPeople has worked hard to control expenses and has succeeded in reducing much of the cost of a higher education. In order to remain sustainable, it does charge small fees for application and examination processing and reserves the right to change the cost of the Application Processing Fee or the Examination Processing Fee. All fees remain the responsibility
of the student. The University accepts no responsibility for credit card, bank, money transfer, check or other fees or charges incurred by the student in paying his or her fees to the University.

**Application Processing Fee**

- Applicants to the University are required to pay a non-refundable Application Processing Fee of $50.
- The Application Processing Fee is subject to change as of September 1 and will apply to applications that are in process.
- University Grants for the Application Processing Fee may be available to applicants based upon their country of residence. This list can be found at [https://applicants.uopeople.edu/pdf/enrollmentagreement.pdf](https://applicants.uopeople.edu/pdf/enrollmentagreement.pdf)
- The Application Processing Fee must be submitted by the applicant along with his or her application for enrollment.

Applicants unable to pay the Application Processing Fee must contact the Payments Office to explain why they cannot pay the Application Processing Fee. UoPeople may request clarification and 'proof of circumstance' regarding the inability to pay this fee. **Proof of circumstance may include:**

- A signed and notarized declaration testifying to the applicant’s inability to pay the requested fee. This declaration must be signed by either the applicant and/or a local authority figure designated by UoPeople.
- Standardized form signed by the applicant
- Financial statements
- Other documentation required by UoPeople

In certain circumstances, UoPeople may be able to award an applicant an additional grant to further reduce their Application Processing Fee.

**Examination Processing Fees**

- All applicants who began their application to University of the People on or after August 27, 2012 are required to pay Examination Processing Fees.

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9 The determination of fees and University Grants to assist with the Application Processing Fee is at the sole discretion of UoPeople. University Grants are currently determined using publicly available data from the World Bank and the CIA World Fact Book. Inclusion of a country on this list does not imply any legal position of the University of the People regarding its status.
• All applicants and students applying for Academic Renewal, including students who began their application to University of the People before August 27, 2012, are required to pay Examination Processing Fees.

• Students in the University are required to pay an Examination Processing Fee of $100 for every end-of-course exam.

• The Examination Processing Fees will apply to both Degree Seeking Students and to Non-degree Special Students in the Division for Continuing Education.

**Total Estimated Fees**

Total estimated fees for a degree program of study, taking into account University Grants to help with the Application Processing Fee, are listed below.

*The University reserves the right to charge optional or special fees, upon reasonable notice to students, in future terms. There are no optional or special fees at present.*

<table>
<thead>
<tr>
<th>Total Estimated Fees</th>
<th>Application Processing Fee (one time)</th>
<th>Examination Processing Fee (per course)</th>
<th>Number of A.S. Courses</th>
<th>Number of B.S. Courses</th>
<th>Total A.S. Fees</th>
<th>Total B.S. Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>No University Grant</td>
<td>$50</td>
<td>$100</td>
<td>20</td>
<td>40</td>
<td>$2,050</td>
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</tr>
<tr>
<td>30% University Grant</td>
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</tr>
<tr>
<td>60% University Grant</td>
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<td>40</td>
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</tr>
<tr>
<td>80% University Grant</td>
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<td>$100</td>
<td>20</td>
<td>40</td>
<td>$2,010</td>
<td>$4,010</td>
</tr>
</tbody>
</table>

Note: The above estimated fees are based on the successful (one-time) completion of all courses. Students who are required to repeat courses will incur an additional Examination Processing Fee for each additional course taken.

The University reserves the right to change the cost of the Application Processing Fee and the Examination Processing Fee. The amount of the Examination Processing Fee will be reviewed annually, and any change to the fee amount will be effective as of September 1. Students will be notified of the change in fees no later than June 1st.
Degree program refers to the undergraduate program of study that the student has elected to pursue and to which they have been admitted. It does not include ENGL 0101 English Composition 1 nor MATH 0101 Developmental Algebra which apply to Non-degree Special Students only. Non-degree Special Students are required to pay a $100 Examination Processing Fee for every course that they take as a Non-degree Special Student.

For additional information about processing fees, please refer to the University Catalog.

**Proctored Exams**

University of the People students are required to successfully complete the required number of proctored exams prior to graduation according to their degree program; it is a condition of awarding a degree and diploma and students cannot graduate unless all required proctored exams are successfully completed. All University policies including the Code of Academic Integrity apply to proctored exams and the University reserves the right to verify a proctor at any time.

- Associate’s Degree students beginning their studies at UoPeople in Term 2 of the 2011-2012 academic year are required to complete at least five course final exams under the supervision of an approved proctor.
- Bachelor’s Degree students beginning their studies at UoPeople in Term 2 of the 2011-2012 academic year are required to complete at least eleven course final exams under the supervision of an approved proctor.

If you do not take a proctored exam at the end of a course, you will be issued a failing grade in the course regardless of your prior performance in the course.

It is your responsibility to select your own proctors who must meet several requirements.

- be responsible adults, such as a local official, supervisor at work, librarian, or a religious figure, and be at least 21 years old;
- be willing to comply with policies and procedures to ensure the integrity of the exam process;
- have adequate and reliable access to the Internet, including email services;
- be available to be physically present with the student throughout the entire proctored exam.

The proctor cannot be a relative of the student, a student at UoPeople or an applicant, nor can the proctor have a conflict of interest or have any vested interest in the student’s grade or performance on his/her exam. Students are strictly prohibited from offering the proctor any payment or other benefit in return for the proctor’s willingness to supervise the exam.
You may arrange for a proctor through a third party company or organization offering proctoring services, but you should be aware that you would be responsible for any fees incurred for this service. The hiring of a third party proctor is not required by UoPeople.

More information on Proctors can be found in the Student Portal and in the University Catalog. Additional questions on proctors may be directed to the Office of Student Services at student.services@uopeople.edu.

**Progress Toward Degree (PTD) Checklist**

The PTD Checklist is an unofficial list of requirements needed for graduating from at the University of the People. Before graduation, you will still need to request an official graduation audit from the Office of Student Services which will list any outstanding degree requirements determined by your starting term at UoPeople. All requirements listed on the official graduation audit must be completed before your degree is conferred and overrides the use of the PTD checklist.

To begin completing your Progress toward Degree (PTD) checklist, please review your unofficial academic record in the Student Portal. This will help you both determine which courses you have already completed and also plan accordingly in making your course selections for an upcoming registration period.

Don’t forget that some courses require that prerequisites are first satisfied before your registration is confirmed. A prerequisite is required coursework that must be completed prior to enrolling in another class. If a prerequisite is listed, this means that you have to complete that class (the prerequisite) before your registration is confirmed.

The PTD checklists can be found in Yammer and the Student Portal.

**Registration**

UoPeople opens course registration for students during a 3-week period every term and these dates can be found in the UoPeople Academic Calendar. UoPeople endeavors to fulfill all registration requests, but registration is available on a first come, first served basis. Therefore, you are encouraged to register early in the Student portal at: https://students.uopeople.edu/login.aspx.

Full-time Degree Seeking Students may enroll in up to 2-3 courses per term, and Part-time students may enroll in 1 course per term. The following registration restrictions apply:
- Students who maintain a cumulative grade point average (CGPA) of ≥ 3.00 may register for up to three (3) courses per term.
- Students on Academic Warning, Academic Probation, and Probation Continued may only register for one (1) course per term.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for a 2nd or 3rd course for the next term, will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5th week of the following term to register for the additional number of courses allowed according to the stated policy above.

**Returning to UoPeople**

There are three ways for a student who has left UoPeople to return to their studies: (1) applying for Re-enrollment, (2) applying for Reinstatement, and (3) applying for Academic Renewal.

Note that if you have been dismissed from UoPeople for disciplinary reasons, it may not always be possible to return to your studies.

For all questions about returning to UoPeople, please contact the Office of Student Services at student.services@uopeople.edu.

**Re-Enrollment**

Re-enrollment is a process that allows Degree Seeking Students who had formally withdrawn from UoPeople, had the minimum or higher cumulative GPA required at the time they left, and are in good disciplinary standing with UoPeople to re-enroll after being out of residence for 5 or fewer consecutive terms.

Students applying for re-enrollment are required to be in good standing. However, the Student Affairs Committee will review re-enrollment requests for students with a cumulative GPA below a 2.00.

Re-enrollment requests should be initiated to the Office of Student Services (student.services@uopeople.edu) at least fifty days before the first day of the term in which re-enrollment is sought.

**Reinstatement**

Reinstatement is a procedure that allows former Degree Seeking Students the opportunity to return to the University who have been suspended for disciplinary reasons, who have formally withdrawn or
administratively withdrawn from the University and have been out of residence for more than five (5) but fewer than fifteen (15) consecutive terms. Students applying for Reinstatement are required to have been in good standing when they left the University. However, the Student Affairs Committee will review reinstatement requests for students with a cumulative GPA below a 2.00.

Reinstatement requests should be initiated to the Office of Student Services (student.services@uopeople.edu) at least fifty days before the first day of the term in which reinstatement is sought.

**Academic Renewal**

Former students who have been out of residence from the University for a minimum of fifteen (15) consecutive terms, or who had formally withdrawn from the University or may been academically dismissed, may apply for Academic Renewal by contacting the Office of Student Services at student.services@uopeople.edu. Also, former students who have been academically dismissed from UoPeople and wish to return to their studies are required to apply for Academic Renewal after being away from UoPeople for a minimum of fifteen (15) terms.

Academic Renewal requests should be initiated to the Office of Student Services at least fifty days before the first day of the term in which academic renewal is sought.

Students who are readmitted and/or granted Academic Renewal are required to satisfy all graduation requirements and follow all the University rules and regulations listed in the Catalog during the academic year in which they resume their studies. Individuals may be granted only one academic renewal and the University has the sole discretion at the time of the Academic Renewal to determine which, if any, credits previously earned will be applied toward a University degree.

**Satisfactory Academic Progress (SAP)**

The University of the People monitors your academic performance to ensure that you are making satisfactory academic progress. Both Non-degree Special Students and Degree Seeking Students at the University of the People are required to maintain a minimum cumulative GPA of 2.00.

If you are on a leave of absence, or you have dropped or withdrawn from all of your courses during a term, your academic progress will not be evaluated that term. However, for every term in which you are enrolled and taking courses, at the conclusion of the term you will receive a letter from the Office of Student Affairs that assigns you an academic status of Good Standing, Academic Warning, Academic Probation, Probation Continued, Academic Suspension, or Academic Dismissal; see each of these sections in the Student Handbook.
Scholarships

The Scholarship Office (scholarships@uopeople.edu) receives and processes scholarship requests from admitted applicants and current students who are unable to pay part or all of the exam processing fees; they also provide scholarship information to prospective students and are available to answer any questions or concerns. Preference in awarding financial assistance may be granted to students pursuing an Associate’s Degree at UoPeople.

You are encouraged to familiarize yourself with the scholarships that are available. Note that the availability and conditions of the scholarships may be subject to change and other scholarships may become available throughout the academic year. Other scholarships may become available throughout the academic year so you are advised to continue to check for updates on scholarship opportunities at http://uopeople.edu/groups/dedicated_scholarships

Student Portal

As a UoPeople student, you have access to your personal information and online forms for canceling dropping, or withdrawing from a course, applying for a Leave of Absence (LOA), applying to change majors or degree programs, and accessing your unofficial academic record via the Student Portal. The Office of Student Services also posts important announcements and has a FAQ (Frequently Asked Questions) area in the Student Portal which you are encouraged to review.

To log into the Student Portal go to https://students.uopeople.edu/login.aspx. You will need your student number and password to log in. If you cannot get into the Student Portal, please email the Office of Student Services at student.services@uopeople.edu for assistance.

Student Verification

University does not offer enrolled student ID cards to enrolled students at UoPeople.

The process of verifying a student’s identity begins during the application process. The Office of Admissions requires that all academic documents must either be original or notarized. Notarizations are accepted if authenticated by a notary public, the Ministry of Education, or by the issuing institution. In cases where there are inconsistencies with documentation, applicants are asked to supply additional information.

UoPeople levies no charges associated with verifying student identity.
Study Hours in a Course

As you begin to plan how many courses to take each term as you take into consideration time commitments outside of your academic studies at UoPeople, note that each course requires a minimum of 15 weekly hours. You should expect to spend a minimum of 135-150 hours of effort for a 3-credit course.

We advise you to carefully read the course syllabus at the beginning of the term and to contact your Course Instructor with any questions about course requirements.

If you would like to plan a course schedule based on the total number of hours available to you, please contact our Academic Advising team at advising@uopeople.edu.

Time Management

Each term as you begin your studies, we recommend pausing to map out your schedule. We know that most of you are juggling your academic coursework with both jobs and familial commitments. Time management, in our experience, is a never ending life process, but it is also a skill you can learn and utilize to your advantage.

It is important as you progress with your educational journey to remain organized with regards to your time in order to optimize success. We therefore want to share with you some suggestions for your consideration.

1. Account for the number of classes you’re taking at the University this term, and make sure to budget the right number of hours for all the required course components

   - Each UoPeople course requires a minimum of 15 weekly hours of studying reading assignments, discussion forum questions, written assignments— and just studying!
   - Make sure to build in your class hours for each day of the week.
   - You are going to want to budget around 2.5 hours a day per class, on average.
   - On some days you’ll end up with more time for your academic studies, and on some days less. In either case, mark those hours down to keep them available in case you will need to use them all.

2. Plan your schedule to include the hours you work in your job and your other familial obligations— both of which usually have fairly fixed hours of the day. Mark those hours down.
3. Count up the hours in the day, and see if there is any way you can possibility block off 8 hours of sleep. We know — not usually possible, but always ideal.

4. Put together the map of each day, and the whole week of what you will be doing during each hour of the day. Include some time for “you” even if there appears to be no time left.

5. Mark down a few key UoPeople dates on your calendar such as the first day of the new term, the last day for dropping a course, the last for withdrawing from a course, the dates that registration begins and end, the dates for your final exams, the first day of the next term.

6. Make sure to post your schedule, in a highly visible place, so you are able to see it all the time and use it as a guide. Remember, the schedule you’ve designed is not necessarily set. Changes arise, and your schedule will need adjusting and changing. However, having a schedule that you’re thinking about and working with is better than being completely without one at all.

7. Once you have your schedule, it is up to you to study, review your course materials, and comply fully with the instructions in your course syllabus.

**Time-to-Degree**

You may wish to begin estimating how long it will take you to graduate.

Please note these two rules:

(1) Students must complete all requirements for the Associate’s degree in no more than 25 terms of active enrollment excluding any periods of separation from the University.

(2) Students must complete all requirements for the Bachelor’s degree in no more than 50 terms of active enrollment excluding any periods of separation from the University.

Extensions to the time to complete your degree will be considered on an exceptional basis, upon proof of extenuating circumstances, and will be reviewed on a case by case basis by appealing for reinstatement within 30 days of the withdrawal notice.

How long it will take you to complete your degree is based on a number of factors:

- Students who enroll full-time for all five terms in the year can complete the A.S. degree in two academic years and the B.S. degree in four years.
- Students who enroll full-time, but follow the more universal pattern of postsecondary study and annually take 1 term out of residence, can complete the A.S. degree in two and a half academic years and the B.S degree in five years.
If you take classes on a part-time basis (1 course a term) or need to take any extended leaves, it will take you longer to graduate.

**Time Zone at UoPeople**

All references to time are according to University of the People Time (GMT-5 time zone). A UoPeople clock can be found in Moodle at the top left corner of the screen.

**Transcripts and Accessing your Unofficial Academic Record**

Your unofficial academic record is available to you through the Student Portal and lists all of your courses and grades since you began studying at UoPeople.

An official University of the People transcript will be provided to you when you complete your degree program. If you wish to receive an official transcript showing your degree progress before you graduate, please email student.services@uopeople.edu and the Office of Student Services will send you an official transcript request form. Once both the completed form and the $15 USD transcript processing fee payment are received, an official copy of the transcript will be processed and sent out within 14 – 21 business days.

If you need to have an official transcript mailed to another institution, be sure to complete the third-party request section of the transcript request form.

**Transferability of Credits and Credentials Earned at UoPeople**

The transferability of credits you earn at University of the People is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at University of the People is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending University of the People to determine if your credits or degree will be transferable.

Additionally at this time, the University has no articulation or transfer agreements with any other college or university and does not accept transfer credit from other colleges and universities. The
University of the People also does not award credit for prior experiential learning, challenge examinations or achievement tests.

All questions about applying to the University of the People should be directed to admissions@uopeople.edu. Applicants may be accepted as a Degree Seeking Student to complete a prescribed course of study and earn a degree, or may be accepted as Non-Degree Special Students to study Accelerated English Students in the Division of Continuing Education. Students may study at the University as part-time or full-time students.

**University Contact Information**

To reach the University of People, please call +1 626 264-8880, Monday to Friday between 9:00 am – 5:00 pm PST.

UoPeople Course Instructors in the Office of Academic Affairs are available to students via email throughout the academic year.

- **Internship Office**: internships@uopeople.edu
- **Library Services**: library@uopeople.edu
- **Mentorship Office**: mentorship@uopeople.edu
- **Office of Academic Advising**: advising@uopeople.edu
- **Office of Academic Affairs**: academic.affairs@uopeople.edu
- **Office of Admissions**: admissions@uopeople.edu
- **Office of Alumni Affairs**: alumni@uopeople.edu
- **Office of Scholarships**: scholarships@uopeople.edu
- **Office of Student Affairs**: student.affairs@uopeople.edu
- **Office of Student Services**: student.services@uopeople.edu
- **Payments Office**: payments@uopeople.edu
- **Technical Support**: support@uopeople.edu
Vision, Mission, Goals, Objectives, Values

OUR VISION

The University of the People believes that access to higher education is a key ingredient in the promotion of world peace and global economic development. It views higher education as a basic right, and believes that it can both transform the lives of individuals and be an important force for societal change. It believes that education plays a fundamental role in strengthening respect for human rights and fundamental freedoms, and in promoting understanding and tolerance.

OUR MISSION

The mission of University of the People is to offer affordable, quality, online, degree-granting educational programs to any qualified student.

OUR GOALS

To provide the opportunity for higher education to students from diverse backgrounds through:

- Utilizing the internet to provide distance education
- Offering programs at minimal costs
- Providing a wide range of financial assistance options
- Promoting the University’s programs in underserved regions of the world

To offer quality programs that:

- Maintain high academic standards
- Include core components to foster critical thinking, communication, and commitment to lifelong learning
- Focus on competencies and skills required for success in the global economy
- Are continually assessed and improved through regular outcome assessment and external reviews
- Promote a culture of shared learning through collaboration, interaction and peer-to-peer teaching and assessment
- Are designed around open educational resources (OER)

To provide students with services that contribute to the achievement of the desired learning outcomes by:

- Engaging in a constant process of continual improvement
- Utilizing technology and automation to improve service and accuracy
To assist students in developing, evaluating, and implementing employment decisions and plans by:

- Helping students develop self-knowledge related to career choice and work preferences
- Providing educational and occupational information to guide students’ career and educational planning and to develop their understanding of the world of work
- Linking students with alumni, employers, and professional organizations that can provide opportunities to integrate academic learning with the work environment and explore future career possibilities

To ensure institutional financial stability and growth through:

- Utilizing volunteers for leadership, academic and administrative work
- Maintaining highly efficient processes
- Developing a community of supporters

OUR VALUES

Opportunity

UoPeople is based on the belief that education at a minimal cost is a basic right for all qualified applicants, not just for a privileged few. The University works to open the gates of higher education to qualified students anywhere in the world by offering its programs through distance learning and by making this opportunity affordable.

Community

UoPeople creates a global community by making its academic programs, educational services, and employment opportunities available to qualified individuals from all over the world, and by providing learning opportunities that engage students and faculty from diverse backgrounds.

Integrity

UoPeople grounds its institutional culture in candor, transparency and best professional practices, and expects all students, faculty, staff, and administrators to uphold the highest standards of personal integrity, honesty and responsibility. Additionally, the University expects its students to take responsibility for their education, and to pursue their studies diligently and with seriousness of purpose.

Quality

UoPeople provides a high-quality, online liberal arts education suitable in scope and depth to the challenges of the 21st century. The University assesses and evaluates all aspects of its academic model on an ongoing basis.
**Withdrawing from the University**

If you wish to withdraw from the university, you may make this request in the Student Portal. If you would like to discuss your decision to withdraw, or would like to first weigh your options about what to do, please email the Office of Student Affairs at student.affairs@uopeople.edu.

**Yammer**

The UoPeople Yammer Network was established to provide a collaborative environment for UoPeople students, faculty, alumni, staff and volunteers from across the globe to connect and share meaningful information, questions, and ideas with one another; it’s an opportunity to meet other students and members of the University community outside the Moodle classroom!

Participation in Yammer is optional; those who join the UoPeople Yammer Network must agree to the Yammer Terms of Use.

All questions about Yammer should be directed to outreach@uopeople.edu.