



UNIVERSITY  
OF THE PEOPLE  
Tuition-Free Online University



# UNDERGRADUATE STUDENT HANDBOOK

**2016-17 © University of the People**  
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## About the Undergraduate Student Handbook

Dear UoPeople Students—

The A-Z Undergraduate Student Handbook is designed to be used as an additional resource throughout your undergraduate studies. We know that 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!

Please utilize the UoPeople Catalog and Addenda published during the 2016-17 academic year as a reference in conjunction with the Undergraduate Student Handbook and let us know if there are topics that you'd like to see covered in the next edition. Note that the information in handbook is relevant for undergraduate studies at University of the People.

Best wishes for your continued success throughout your studies at UoPeople.

L. Ariella Zeller, Ph.D.  
Dean of Student Affairs  
[student.affairs@uopeople.edu](mailto:student.affairs@uopeople.edu)



## About the Undergraduate 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 However, courses may be altered or withdrawn at any time, and University of the People shall not be liable in any manner if the academic courses and facilities described in the Student Handbook, or any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](http://www.bppe.ca.gov), phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.



## 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:**

1. Utilizing the internet to provide distance education
2. Offering programs at minimal costs
3. Providing a wide range of financial assistance options
4. Promoting the University's programs in underserved regions of the world

**To offer quality programs that:**

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

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

11. Engaging in a constant process of continual improvement
12. Utilizing technology and automation to improve service and accuracy



**To assist students in developing, evaluating, and implementing employment decisions and plans by:**

13. Helping students develop self-knowledge related to career choice and work preferences
14. Providing educational and occupational information to guide students' career and educational planning and to develop their understanding of the world of work
15. 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:**

16. Utilizing volunteers for leadership, academic and administrative work
17. Maintaining highly efficient processes
18. 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.



## Academic Calendar 2016-17

Academic Calendar 2016-2017 <sup>1</sup>	Term 1	Term 2	Term 3	Term 4	Term 5
Course registration opens <sup>2</sup>	July 14, 2016	Sep 29, 2016	Dec 8, 2016	Feb 23, 2017	May 4, 2017
Course registration closes	Aug 3, 2016	Oct 19, 2016	Dec 28, 2016	Mar 15, 2017	May 24, 2017
Late course registration opens <sup>3</sup>	Aug 19, 2016	Nov 4, 2016	Jan 13, 2017	Mar 31, 2017	June 9, 2017
Late course registration closes	Aug 21, 2016	Nov 6, 2016	Jan 15, 2017	Apr 2, 2017	June 11, 2017
<b>First day of Term</b>	<b>Sep 1, 2016</b>	<b>Nov 10, 2016</b>	<b>Jan 26, 2017</b>	<b>Apr 6, 2017</b>	<b>June 15, 2017</b>
Last day - course drop	Sep 7, 2016	Nov 16, 2016	Feb 1, 2017	Apr 12, 2017	June 21, 2017
Last day - course withdrawal	Sep 28, 2016	Dec 7, 2016	Feb 22, 2017	May 3, 2017	July 12, 2017
Final exam period starts	Oct 27, 2016	Jan 5, 2017	Mar 23, 2017	June 1, 2017	Aug 10, 2017
Final exam period ends	Oct 30, 2016	Jan 8, 2017	Mar 26, 2017	Jun 4, 2017	Aug 13, 2017
<b>Last day of Term</b>	<b>Nov 2, 2016</b>	<b>Jan 11, 2017</b>	<b>Mar 29, 2017</b>	<b>Jun 7, 2017</b>	<b>Aug 16, 2017</b>
Grades published by <sup>4</sup>	Nov 9, 2016	Jan 18, 2017	Apr 5, 2017	Jun 14, 2017	Aug 23, 2017

The 2016-17 UoPeople Academic Calendar can be found online at <http://www.uopeople.edu/become-student/academic-calendar/academic-calendar-2016-2017-2/>.

<sup>1</sup> University of the People reserves the right to make changes to this calendar at any time.

<sup>2</sup> Personal Program Advisors are available during registration periods and throughout the academic year, and Course Instructors are available by email throughout the academic year.

<sup>3</sup> Course availability during late registration is limited. For proctored courses, students must complete all required steps to arrange for a proctor during the registration period.

<sup>4</sup> Grades may be published earlier; students are advised to check for 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 University. In some cases, and at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee, Degree Seeking Students only may instead be placed on Probation Continued status or Academic Suspension.

Academic Dismissal is a permanent separation from the University, and means a student may not enroll in any succeeding term unless given permission by the Student Affairs Committee pursuant to the appeals process.

## Academic Honors

Academic Honors for overall achievement at UoPeople are noted on the official transcript and diploma to UoPeople graduates.

For the Bachelor's Degree:

- 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)

For the Associate's Degree:

- 3.80 – 4.0 *High Honors*
- 3.50 – 3.79 *Honors*

UoPeople does not have an Honors Society.

## Academic Integrity

University of the People fosters a spirit of honesty and integrity fundamental to a university community. As an academic community whose fundamental purpose is learning and pursuing



knowledge, every individual at UoPeople is responsible for following accepted standards of academic integrity and for sharing a commitment to uphold these values in all academic pursuits.

University of the People students are expected to work diligently to ensure that all assignments, exams or other course work submitted represents the student's original work and follows acceptable academic practices. Students are encouraged to work together, as group efforts and study groups are a wonderful tool to facilitate learning and foster a deeper understanding of material in a course. However, students must submit their own individual work at all times unless instructed to participate in group work as part of a course requirement. In the rare instance of a very advanced class that is cumulative in nature, there may be occasions when the Course Instructor may assign work that requires students to submit pieces of their own work that had been previously submitted in this or another UoPeople course; unless specifically so advised by one's Course Instructor, students should assume that the practice is prohibited.

Sources must be documented through acceptable scholarly references and citations, and the extent to which the sources have been used must be apparent to the reader. Even indirect quotations, paraphrasing, etc., can be considered plagiarism unless sources are properly cited. Plagiarism will not be tolerated at any time; students are required to learn and be personally responsible for educating themselves about plagiarism and the appropriate forms of citation and referencing sources. Students who need assistance and/or have questions concerning use of outside resources or collaboration on assignments should contact their Course Instructors and/or the Office of Academic Affairs at [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu).

All student work and scholarship must be free of fraud and deception including:

- Plagiarism—the unintentional or intentional representation of the words or ideas of another as one's own work in any academic exercise. This includes failing to properly identify direct quotations with both a proper citation and with quotation marks, submitting a paper that was the result of someone else's efforts but is represented as one's own work, paraphrasing bodies of work without proper citation, and copying so many words or ideas from a source that it makes up majority significant portion of one's own work even while attempting to paraphrase and change the text. Plagiarism also includes giving incorrect information about the source of a quotation and submitting academic work multiple times without informing the Course Instructor and receiving approval.

When Course Instructors or University personnel suspect plagiarism, both special programs and the Internet will be used to identify the sources of intellectual property suspected of being used or cited inappropriately.

- Fabrication—falsifying documents, changing or inventing data, citing sources not consulted, and misrepresenting citations.
- Unauthorized Assistance—completion of an academic exercise or exam by someone other than the student or collaborating without acknowledging the collaboration. While collaboration is a



key element to a positive University of the People learning experience, it is critical that students acknowledge any collaboration and its extent in all submitted course work.

- Misrepresentation—lying or misrepresenting a student’s personal situation to a University member in an attempt to receive special circumstances, permissions, or extensions.
- Collusion—assisting another student in committing an act of academic dishonesty.

All members of the academic community, including instructional personnel, students, and University administrators are expected to assist in maintaining the highest level of integrity and to report all incidents that violate academic honesty. Students encountering suspected cases of cheating should discreetly report the violator to their Course Instructor. Specifically, if academic misconduct is suspected in a discussion forum posting, students should contact their Course Instructor and should not assign the student a grade as part of the peer assessment process. However, if academic misconduct is suspected in a written assignment, students are encouraged to leave specific feedback in their evaluation; questions should be directed to the Office of Academic Affairs.

The Disciplinary process is described in the Undergraduate Catalog and you are encouraged to review this section in full.

## Academic Probation

Students who had been on Academic Warning in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are placed on Academic Probation. Students on Academic Probation that meet or exceed a 2.00 cumulative GPA during the subsequent term return to good standing.

Students on Academic Probation are encouraged to be in contact with their personal Program Advisor with the goal of making an academic plan to return to good standing.

## Academic Suspension

*Academic Suspensions are available only for Degree Seeking Students.*

Degree Seeking Students who are on Academic Probation or Probation Continued whose term achievements show substantial improvement but whose cumulative GPA is close but not yet a 2.00 and would be subject to Academic Dismissal, 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.



Degree Seeking Students on Academic Suspension 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 as a Degree Seeking Student. They will be required to sign and complete a contract for Improved Academic Performance with the Program Advising Office by the first day of the term of reinstatement or will not be permitted to return to their studies.

Degree Seeking Students returning from Academic Suspension are placed on Probation Continued, may enroll in one course per term, and are required to achieve a minimum term GPA of 2.00 at the end of every term until they meet or exceed a 2.00 cumulative GPA and return to good standing. Students on Probation Continued who do not achieve a minimum term GPA of 2.00 at the end of every term are dismissed from the University. In highly specialized cases, Probation Continued may be extended at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee.

Degree Seeking Students who fail to return from an academic or a disciplinary suspension at the beginning of the term immediately following the period of the suspension, who do not submit a leave of absence request or submit a request to withdraw from the university, are administratively withdrawn from the university as of the beginning of that term.

## **Academic Warning**

Students who had been in good standing in the previous term and whose minimum cumulative GPA drops to below 2.00 at the end of the current term are placed on Academic Warning. Students on Academic Warning who meet or exceed a 2.00 cumulative GPA during the subsequent term return to good standing.

Students on Academic Warning are encouraged to be in contact with their personal Program Advisor or the Program Advising Office at [advising@uopeople.edu](mailto: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 Syllabi Repository (OSR) 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.



Students should be aware that University of the People does not provide access to courses, including students' own contributions to their courses, beyond the current term. Following the first week after unofficial grades are posted within Moodle, access to the previous term's courses is discontinued. Students are advised to save all of their work on their computers in case they want to access it at a later date. To request access to a course syllabus for a course they have completed, students may contact the Office of Academic Affairs at [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu).

## Accreditation

University of the People has been continuously accredited by the Distance Education Accrediting Commission (DEAC) since January 2014. Contact information for DEAC: 1101 17<sup>th</sup> Street NW, Suite 808, Washington, D.C. 20036, phone number: (202) 234-5100, fax number (202) 332-1386, [www.deac.org](http://www.deac.org). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

## 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.

UoPeople allows students to be inactive for up to three (3) consecutive terms **but** not inactive for more than three (3) terms in a given academic year (September to August)<sup>5</sup>. 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:

- with an approved leave of absence (LOA)

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<sup>5</sup> 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 4<sup>th</sup> 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.



- when dropping and/or withdrawing and/or being granted an administrative course withdrawal from all classes

Time granted for a student's inactivity will not count against the total time allowed to complete the degree at the undergraduate level.

## Administrative Holidays

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

**Note that classes will continue as scheduled.**

### Administrative Holidays

Labor Day	Sep 5, 2016
Veterans Day	Nov 11, 2016
Thanksgiving Day	Nov 24, 2016
Christmas Day	Dec 25, 2016
New Year's Day	Jan 1, 2017
Martin Luther King Day	Jan 16, 2017
Presidents Day	Feb 20, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017



## Administrative Withdrawals

Students will be administratively withdrawn from UoPeople if they fail to comply with University policies and procedures.

Students have until one week before the term begins to apply for a Leave of Absence (LOA). Students who fail to apply for a LOA by the required deadline, and/or do not register for classes, and/or exceed the maximum number of inactive terms either consecutively or in an academic year, will be administratively withdrawn from UoPeople. In highly specialized cases, the University may consider granting administrative leave to the student; it is counted as an inactive term.

- On the first occasion that students are administratively withdrawn, students will have the option to appeal within thirty (30) days by sending a formal appeal request to their personal Program Advisor or the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu).
- On the second occasion that students are administratively withdrawn, they will be required to apply for re-enrollment, reinstatement or academic renewal depending on the number of consecutive terms out of residence from the University.
- Students who are administratively withdrawn on more than two occasions will not be allowed to return to their studies for a minimum of five (5) terms.

## Appeal Process for Dismissals and Suspensions

*Dismissal and suspension appeals are available only for Degree Seeking Students.*

Students who have encountered unexpected or extenuating circumstances that significantly prevented them from completing their academic requirements are eligible to request reconsideration of the decision by submitting a written appeal to the Student Affairs Committee no later than thirty days from the suspension or dismissal notice. Students who do not request an appeal within the 30-day deadline forfeit their right to appeal.

The appeal should include a clear description of the basis of the appeal, students' reflections about their own academic difficulties at the University, and evidence of probable academic success if permitted to return to the University. Students should also submit any documentation of mitigating circumstances contributing to their poor academic performance.

All appeals should be sent to the Office of Student Services at [student.services@uopeople.edu](mailto: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 and a final decision about the appeal within six weeks of their submission of the appeal. Decisions rendered by the Committee are final and binding.



When an appeal is granted or when the specified suspension period had ended, students may apply for reinstatement as a Degree Seeking Student by emailing the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu). If reinstated, students will be required to sign a contract for Improved Academic Performance with the Program Advising Office by the first day of the term of reinstatement or will not be permitted to return to their studies.

Reinstated students will be placed on Probation Continued and permitted to enroll in one course per term with the expectation to achieve good standing within one term. In highly specialized cases, Probation Continued may be extended at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee for more than one term.

Dismissed students whose appeals are denied and who wish to return to their studies at UoPeople are required to apply for Academic Renewal after being out of residence from the University for a minimum of fifteen consecutive terms. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms.

## Applying to UoPeople

The Office of Admissions ([admissions@uopeople.edu](mailto:admissions@uopeople.edu)) oversees the admissions process for prospective and current applicants to the University, including the processing of all applications for admission to University of the People. Please consult the UoPeople Catalog or Addendum for further information on admissions at UoPeople.

## Associate of Science Degree

The Associate of Science requires the completion of at least 60 semester hour credits for Business Administration and Computer Science, and at least 62 semester hour credits in Community and Public Health, including general education courses and all courses listed as prerequisites, and course requirements in the major.

- Complete a minimum of 60 approved semester hour credits for Business Administration and Computer Science, or at least 62 approved semester hour credits in Community and Public Health.
- 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 hour credits for Business Administration and Computer Science, and at least 122 semester hour credits in Community and Public Health, including general education courses and all courses listed as prerequisites, and course requirements in the major.

- Complete a minimum of 120 approved semester hour credits for Business Administration and Computer Science, or at least 122 approved semester hour credits in Community and Public Health.
- 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**

The Associate of Science in Business Administration (AS-BA) program is built on a strong liberal arts foundation and provides a broad understanding of business and business fundamentals. Students learn how to apply appropriate business models in decision-making situations, perform effectively within a team environment, and apply ethical reasoning to business situations. The Associate's program introduces students to the basic tenets of the field and also provides a foundation for continued study towards a Bachelor of Science Degree.

Students pursuing an Associate of Science degree in Business Administration must complete all required courses in their chosen major as outlined below.



*PREREQUISITES*

BUS 1101 Principles of Business Management

To be considered for admission to the major, all prerequisite courses must be completed with no grade below D- (0.67).

*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.*

Course Code	Course Title	Prerequisite
BUS 1101	Principles of Business Management	None
BUS 1102	Basic Accounting	BUS 1101
BUS 1103	Microeconomics	BUS 1101
BUS 1104	Macroeconomics	BUS 1101
BUS 1105	Business Communications	None
BUS 2201	Principles of Marketing (proctored course)	BUS 1101
BUS 2202	E-Commerce (proctored course)	BUS 1101
BUS 2203	Principles of Finance 1	BUS 1102
BUS 2204	Personal Finance	BUS 1101
BUS 2207	Multinational Management	BUS 2201

## Business Administration Course Requirements – Bachelor’s Degree

The Bachelor of Science in Business Administration (BS-BA) program provides students with comprehensive knowledge of business theories and models and their application to real-world problems. In particular, leadership, entrepreneurship, and analysis of business problems and opportunities are emphasized. The BS-BA program connects business to the role of work in a global society, offering broad preparation for whatever career pathway a student might elect, as well as providing solid preparation for graduate study in this and related fields.

Students pursuing a Bachelor of Science degree in Business Administration must complete all required courses in their chosen major as outlined below.

*PREREQUISITES*

BUS 1101 Principles of Business Management



To be considered for admission to the major, all prerequisite courses must be completed with no grade below D- (0.67).

*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.*

Course Code	Course Title	Prerequisite
BUS 1101	Principles of Business Management	None
BUS 1102	Basic Accounting	BUS 1101
BUS 1103	Microeconomics	BUS 1101
BUS 1104	Macroeconomics	BUS 1101
BUS 1105	Business Communications	None
BUS 2201	Principles of Marketing (proctored course)	BUS 1101
BUS 2202	E-Commerce (proctored course)	BUS 1101
BUS 2203	Principles of Finance 1	BUS 1102
BUS 2204	Personal Finance	BUS 1101
BUS 2207	Multinational Management	BUS 2201
BUS 3301	Financial Accounting (proctored course)	BUS 2203
BUS 3302	Consumer Behavior	BUS 2201
BUS 3303	Entrepreneurship 1 (proctored course)	BUS 2201
BUS 3304	Managerial Accounting	BUS 3301
BUS 3305	Business Law and Ethics (proctored course)	BUS 2201
BUS 3306	Business and Society	BUS 2207
BUS 4401	Entrepreneurship 2	BUS 3303
BUS 4402	Organizational Behavior (proctored course)	BUS 3302
BUS 4403	Business Policy and Strategy (proctored course)	BUS 3306 and BUS 2207
BUS 4404	Principles of Finance 2	BUS 2203
BUS 4405	Leadership (proctored course)	BUS 3303
BUS 4406	Quality Management	BUS 4402
BUS 4407	Strategic Management	BUS 4402

## 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, go to the Student Portal to cancel your course(s).



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 by the required deadlines at <https://students.uopeople.edu/login.aspx>.

## Career Service Center

University of the People's Career Service Center offers career guidance and advising for professional discovery and success both during and following the completion of a UoPeople degree. The University of the People Career Service Center offers students' comprehensive, expert guidance as well as tools to improve vital professional skills pertinent to the business world, including:

- Resume building and cover letter writing
- Job searching skills
- Interviewing techniques
- Professional networking skills
- Career planning in the area of one's major

The Career Service Center is accessible to students throughout the course of their studies, as well as after they graduate. Whether students are thinking about their first professional job in the workplace, wish to enhance their skills in their current field, or are considering a career change, the Career Service Center offers vital tools to help them succeed. Students enrolled at UoPeople may access UoPeople's career development services at <http://www.uopeople.edu/student-experience/quality/career-development>.

Note that select Career Service Center initiatives are still being designed and are not yet available.

## Catalog and Addenda

The UoPeople Catalog contains key information for your studies at UoPeople. The Catalog is updated once a year and is available online; Catalog Addenda are published with further updates throughout the year and are available in the Student Portal and on the UoPeople website at <http://www.uopeople.edu/about/uopeople/essential-uopeople-documents/current-university-catalog/>.

All University students are responsible for knowing and meeting all degree requirements outlined in the University Catalog at the time they commenced their studies at the University of the People. They may elect instead to complete the requirements in the most recent Catalog.



## Changing Degree Levels

Degree Seeking Students may request to change degree levels by completing an online form in the Student Portal in accord with the following conditions:

- Students are required to be in good standing with a CGPA of 2.00 or higher to switch degree level from the Associate's Degree to the Bachelor's Degree.
- Students whose CGPA is below a 2.00 may switch degree level from the Bachelor's Degree to the Associate's Degree.

## Changing Majors

It is possible to change one's major even after having completed the formal major declaration process. Degree Seeking Students may request to change majors<sup>6</sup> by completing an online form in the Student Portal with the following condition:

- Students are required to be in good standing to request to change majors, and must pass all prerequisites listed in the requirements section of that program of study before being eligible to make the change.

Students who are not successful in completing the prerequisite courses to change their major are encouraged to be in contact with their personal Program Advisor.

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<sup>6</sup> Students who began their studies before Term 1 of the 2012-13 academic year are not eligible to elect an Associate or Bachelor's Degree in Community and Public Health.



## Class Standing

Class standing is determined by the number of credits earned toward a degree.<sup>7</sup>

Class Standing	Credits
First Year	Fewer than 30 credits
Sophomore	30 through 59 credits
Junior	60 through 89 credits
Senior	90 credits or more

## Community and Public Health Requirements — Associate's Degree

The Associate of Science in Community and Public Health (AS-CPH) is built on a strong liberal arts foundation and provides students with a broad understanding of community and public health theories and models and their application to real-world situations. It introduces them to the biological, behavioral, social and cultural dimensions of promoting and protecting individual and societal health and well-being. The program is appropriate for those considering entry-level opportunities in government, private and non-profit organizations as well as for those considering study towards a Bachelor of Science Degree.

The program requires a minimum of 62 semester hour credits. Students must complete a minimum of 20 courses. Each course is 9 weeks in length. Students earn 3 credit hours in all courses with two exceptions: BIOL 1121 Biology 1 for Health Studies Majors and BIOL 1122 Biology 2 for Health Studies Majors carry 4 credit hours each.

Students pursuing an Associate of Science degree in Community and Public Health must complete all required courses in their chosen major as outlined below.

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<sup>7</sup> Students who began their studies at UoPeople prior to Term 1 of the 2012-13 academic year are awarded course credit based on the quarter hour system. First year standing is fewer than 45 quarter credits; sophomore standing 46-89 quarter credits; junior standing 90 through 134 quarter credits; senior standing 135 quarter credits or more.



*PREREQUISITES*

Students must pass the following three prerequisites before they can begin taking courses in the major:

- BIOL 1121      Biology 1 for Health Studies Majors
- PSYC 1111     Introduction to Human Psychology
- SOC 1502      Introduction to Sociology

To be considered for admission to the major, all prerequisite courses must be completed with no grade below D- (0.67).

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

Course Code	Course Title	Type of Requirement	Prerequisite
BIOL 1122	Biology 2 or Health Studies Majors	Required Course	BIOL 1121
CPH 2211	Human Anatomy & Physiology (proctored course)	Required Course	BIOL 1122
CPH 2212	Infectious Diseases (proctored course)	Required Course	BIOL 1122
CPH 2611	Nutrition	Required Course	BIOL 1122
CPH 2711	Community and Public Health 1 (proctored course)	Required Course	BIOL 1122
CPH 2712	Community and Public Health 2	Required Course	CPH 2711
CPH 3210	Human Diseases	Program Elective	CPH 2211
CPH 3814	Community Health	Program Elective	CPH 2712

**Community and Public Health Requirements — Bachelor’s Degree**

The Bachelor of Science in Community and Public Health (BS- CPH) is a rigorous program of study that provides a multi-disciplinary grounding in factors influencing the prevention of disease and the improvement of societal health. It provides an understanding of the social and biological causes of health and illness; covers the knowledge and skills needed to work in areas of disease prevention and promotion of health; and explores the role of policy, ethics and resources in the management of prevention programming and health service delivery. Opportunities for employment in this field are expanding, and graduates will also be equipped for continued study at the graduate level.



The program requires 122 semester hour credits. Students must complete a minimum of 39 courses. Each course is 9 weeks in length. Students earn 3 credit hours in all courses with three exceptions. BIOL 1121 Biology 1 for Health Studies Majors and BIOL 1122 Biology 2 for Health Studies Majors carry 4 credit hours each; the Internship (CMPH 3995) is 6 credit hours.

Students pursuing a Bachelor of Science degree in Community and Public Health must complete all required courses in their chosen major as outlined below.

*PREREQUISITES*

Students must pass the following three prerequisites before they can begin taking courses in the major:

- BIOL 1121      Biology 1 for Health Studies Majors
- PSYC 1111    Introduction to Human Psychology
- SOC 1502      Introduction to Sociology

To be considered for admission to the major, all prerequisite courses must be completed with no grade below D- (0.67).

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

Course Code	Course Title	Type of Requirement	Prerequisite
BIOL 1122	Biology 2 or Health Studies Majors	Required Course	BIOL 1121
CPH 2211	Human Anatomy & Physiology (proctored course)	Required Course	BIOL 1122
CPH 2212	Infectious Diseases (proctored course)	Required Course	BIOL 1122
CPH 2611	Nutrition	Required Course	BIOL 1122
CPH 2711	Community and Public Health 1 (proctored course)	Required Course	BIOL 1122
CPH 2712	Community and Public Health 2	Required Course	CPH 2711
CPH 3311	Epidemiology (proctored course)	Required Course	CPH 2211
CPH 3610	Human Development in a Global Perspective (proctored course)	Required Course	CPH 2712
CPH 3995	Internship (6 credits)	Required Course	By permission only for CPH majors with over 100 credits
CPH 4212	Genetics	Required Course	CPH 3311



CPH 4241	Psychopathology and Mental Health (proctored course)	Required Course	CPH 3610 and PSYC 1111
CPH 4510	Biostatistics (proctored course)	Required Course	MATH 1280 and CPH 3311
CPH 4810	Health Policy and Management (proctored course)	Required Course	CPH 3610
CPH 4812	Bioethics	Required Course	CPH 3610
CPH 3210	Human Diseases	Program Elective	CPH 2211
CPH 3810	Health Systems and Structures	Program Elective	CPH 2712
CPH 3814	Community Health	Program Elective	CPH 2712

## 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 or PDF format, not the default Libre Office format. This is the preferred free option.
  - Use an online office suite such as Office Online from Microsoft or Google Apps from Google to view and edit basic Word, PowerPoint, and Excel files in a web browser. To create an Office Online account, please go to [www.outlook.com](http://www.outlook.com) or [www.hotmail.com](http://www.hotmail.com) and create your account. To create a Google Apps account, please go to [www.gmail.com](http://www.gmail.com) and create your account. Note that whatever system students choose to use, all files shared with



Course Instructors and classmates must be saved in either Microsoft-compatible formats or PDF format.

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.

## Computer Science Course Requirements — Associate’s Degree

The Associate of Science in Computer Science (AS-CS) program is built on a strong liberal arts base and enables students to explore the field from a range of perspectives, gaining a fundamental understanding of the mathematical and scientific principles underlying computing and information technology and of their application in the field. Students learn how to apply strategies for the effective design of computing systems; analyze problems using multiple perspectives, methods, and tools; and develop their critical thinking in respect to computer ethics. The Associate’s program introduces students to the field, grounds them in the techniques of computing, and also equips them for continued study towards a Bachelor of Science Degree.

Students pursuing an Associate of Science degree in Computer Science must complete all required courses in their chosen major as outlined below.

### *PREREQUISITES*

Students must pass the following prerequisites before they can begin taking courses in the major:

MATH 1201	College Algebra
MATH 1280	Introduction to Statistics
CS 1101	Programming Fundamentals
CS 1102	Programming 1

To be considered for admission to the major, all prerequisite courses must be completed with no grade below D- (0.67).

*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.*



Course Code	Course Title	Prerequisite
CS 1101	Programming Fundamentals	None
CS 1102	Programming 1	CS 1101
CS 1103	Programming 2	CS 1102
CS 1104	Computer Systems	CS 1103
CS 2203	Databases 1	CS 1102
CS 2204	Communications and Networking	CS 1104
CS 2205	Web Programming 1 (proctored course)	CS 1103
CS 2301	Operating Systems 1 (proctored course)	CS 1103
CS 2401	Software Engineering 1	CS 1103

## Computer Science Course Requirements — Bachelor’s Degree

The Bachelor of Science in Computer Science (BS-CS) program provides students with in-depth knowledge and analytical skills associated with the design, development, testing and documentation of a range of operating systems; database management; and programming languages. With computers found in every aspect of today’s society, students completing the Bachelor of Science Degree are prepared for a range of options, including continued study in the field at the graduate level.

Students pursuing a Bachelor of Science degree in Computer Science must complete all required courses in their chosen major as outlined below.

### PREREQUISITES

Students must pass the following prerequisites before they can begin taking courses in the major:

MATH 1201	College Algebra
MATH 1280	Introduction to Statistics
CS 1101	Programming Fundamentals
CS 1102	Programming 1

To be considered for admission to the major, all prerequisite courses must be completed with no grade below D- (0.67).

*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.*



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

## Contact Information Updates

The primary form of official communication from University of the People is through e-mail. Students are required to main active e-mail addresses and are responsible for keeping their contact information accurate and current.

Students should note that the email address they used to apply to the University of the People is the one maintained by the Office of Student Services unless they have subsequently submitted a request to change their email address. Students wishing to update any of their contact information should contact their personal Program Advisor with the following information: the student's full name including both the first and last name, the student's ID number, and any details to be updated.



Finally, note that any change of contact information on Moodle at <http://my.uopeople.edu> is not considered a formal change of contact information. Finally, to ensure receipt of important announcements from the University, students should check that spam filters are set to receive email from University of the People.

## Course Assessment Fees

Course Assessment Fees apply to all students studying at the University.

All Degree Seeking Students and all non-degree students<sup>8</sup> are required to pay a Course Assessment Fee of \$100 for every end of course assessment taken at the undergraduate level.

All applicants and/or students applying for academic renewal, including students who began their initial application to University of the People before August 27, 2012, are required to pay Course Assessment Fees.

## 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 at the end of the Catalog and/or the course descriptions in the Student Portal when you register. There 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 Syllabi Repository (OSR) 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 can be addressed by contacting your personal Program Advisor.

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<sup>8</sup> Non-degree students include all students studying in UoPeople Foundations, students enrolled in ENGL 0101 English Composition 1 to demonstrate English proficiency, students taking prerequisites to be admitted for graduate study, and any other student who is not in a degree program.



## 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.

## 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. Course withdrawal requests must be sent from the Online Forms area in the Student Portal. Students are advised to refer to the Academic Calendar to verify the last day to withdraw from a course without penalty. 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”.



A course withdrawal differs from a course drop in that the course is listed on the student's official transcript. Withdrawing from a course does not assume withdrawal from the University.

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, please contact your personal Program Advisor 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<sup>9</sup> earn 3 semester credits per course. Students are required to complete at least 60 semester credits to earn the Associate's Degree in Business Administration and Computer Science, 62 semester credits to earn the Associate's Degree in Community and Public Health, 120 semester credits to earn the Bachelor's Degree in Business Administration and Computer Science, and 122 semester credits to earn the Bachelor's Degree in Community and Public Health.

You are advised to check either your Unofficial Academic Record or the Degree Audit Report in the Student Portal if you are unsure how many credits you have completed at UoPeople.

## 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.

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<sup>9</sup> 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.



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.

## Degrees and Majors at UoPeople

Students who are admitted to the University of the People as Degree Seeking Students must select their degree level and major program of study at the time they apply.

Degree Seeking Students may choose from two degree levels and three major programs of study: an Associate's Degree in Computer Science, a Bachelor's Degree in Computer Science; an Associate's Degree in Business Administration, a Bachelor's Degree in Business Administration; an Associate's Degree in Community and Public Health, a Bachelor's Degree in Community and Public Health.<sup>10</sup>

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 under certain circumstances apply to complete the Bachelor's Degree in their major field of study. Requests for further information should be sent to your personal Program Advisor or the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu).

## Degree Audit Report

Students may process a degree audit report in the Student Portal to assist you in tracking your academic progress and planning your studies. The report, as an unofficial working copy of a student's progress toward an academic degree at UoPeople, may not consider all requirements for graduation and certification of degree requirements for graduation is subject to the approval of the Office of the University Registrar and overrides the use of the audit tool.

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<sup>10</sup> Students who began their studies before Term 1 of the 2012-13 academic year are not eligible to elect an Associate or Bachelor's Degree in Community and Public Health.



Questions about the degree audit report should be directed to the student's Program Advisor or to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu).

## Directory Information

Under FERPA, sections of a student's educational record are defined as Directory Information and is considered public information; it may be shared without a student's consent unless a student has blocked disclosure of their directory information.

Directory Information at UoPeople includes a student's name, address (local, permanent or email), telephone number, date and place of birth, major field of study, enrollment status (undergraduate or graduate, full or part-time) and dates of attendance at UoPeople, degrees and honors received, expected graduation date, previous educational institutions attended, and photographs.

Currently enrolled students may block disclosure of their Directory Information by completing a form in the Student Portal. This request is permanent until a request is otherwise submitted in the Student Portal to unblock the disclosure of Directory Information. Students who are no longer studying at UoPeople, and whose Directory Information was not restricted during their last term of study, cannot restrict the release of the Directory Information until re-enrolled at UoPeople.

UoPeople has the right to share student information with administrators and university officials who have a legitimate educational interests or as directed by the Dean of Student Affairs in an emergency if the information is necessary to protect the health or safety of the student or other persons.

## 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. Students with a disability requiring reasonable academic adjustments should contact their Program Advisor to request a Disability Accommodation application. Medical documentation submitted should not be any older than five years.

Completed applications should be returned to their Program Advisor or the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu), and students will receive written notification of accommodations offered and/or denied within eight weeks.



UoPeople is committed to maintaining the confidentiality of all student records related to requests for disability accommodations.

## Division of Arts and Sciences – General Education Courses

General Education requirements expose students to the breadth of human knowledge and to the methods employed for studying it. Students focus on developing critical thinking, analysis, and communication skills; acquiring quantitative and scientific literacy; and understanding the basic tenets of civic engagement, citizenship, and the ethical dimensions of behavior. These requirements introduce students to the methods and concerns of traditional branches of knowledge — the arts and humanities, the social and behavioral sciences, and the natural sciences — and offer an historical perspective and appreciation of diversity across time, culture and national boundaries. They open opportunities to make interdisciplinary connections between concepts and ideas, and provide an environment to contemplate their meaning and significance. As a common learning experience, general education requirements foster communication among students and create linkages both with the alumni who went before and with the cohorts of students who will follow. Finally, general education requirements provide an intellectual foundation for both the completion of a major program of study and a lifetime of learning.

Students complete the general education requirement by taking both required and elective courses. The required courses ensure that all students acquire a set of critical foundational skills. Guided electives provide the flexibility to explore in areas of interest while ensuring that primary academic skills are being developed. Most students complete their general education courses by the end of their third year of study.

### ASSOCIATE OF SCIENCE CURRICULAR REQUIREMENTS

Students pursuing an Associate of Science degree must complete the following 9 courses to fulfill the General Education requirements.

#### **Foundational Requirements** – 3 courses required

- Learning & Research Fundamentals – 1 course required

UNIV 1001 Online Education Strategies

- Mathematical Sciences – 2 courses required

MATH 1201 College Algebra

MATH 1280 Introduction to Statistics



**Writing Requirement** – 1 course required

- ENGL 1102 English Composition 2

**Values and Ethical Reasoning** – 1 course required

- PHIL 1404 Ethics and Social Responsibility

**Civilization Studies, Culture and Belief** – 1 course required

- HIST 1421 Greek and Roman Civilization

**Disciplinary Areas of Knowledge Requirement** – 3 courses required including 1 course in each of the following areas: Humanities (HU), Social and Behavioral Sciences (SBS), Natural Sciences and Technology (NST). Prerequisites for the major in Community and Public Health may satisfy disciplinary area of knowledge requirements.

## **BACHELOR OF SCIENCE CURRICULAR REQUIREMENTS**

Students pursuing a Bachelor of Science degree must complete the following 11 courses to fulfill the General Education requirements.

**Foundational Requirements** – 3 courses required

- Learning & Research Fundamentals – 1 course required

UNIV 1001 Online Education Strategies

- Mathematical Sciences – 2 courses required

MATH 1201 College Algebra

MATH 1280 Introduction to Statistics

**Writing Requirement** – 1 course required

- ENGL 1102 English Composition 2

**Values and Ethical Reasoning** – 1 course required

- PHIL 1404 Ethics and Social Responsibility

**Civilization Studies, Culture and Belief** – 1 course required

- HIST 1421 Greek and Roman Civilization

**Disciplinary Areas of Knowledge Requirement** – 5 courses required including 2 courses in Humanities (HU), 2 courses in Social and Behavioral Sciences (SBS), and 1 course in Natural



Sciences and Technology (NST). Prerequisites for the major in Community and Public Health may satisfy disciplinary area of knowledge requirements.

The following courses are approved to meet the requirement for study in the three disciplinary areas.

Area	Course Title	Course Code	Prerequisites
Natural Sciences and Technology	Introduction to Biology	BIOL 1301	None
	Biology 1 for Health Studies Majors	BIOL 1121	None
	Introduction to Environmental Sciences	ENVS 1301	None
Social and Behavioral Sciences	Introduction to Economics	ECON 1580	None
	Globalization	POLS 1503	None
	Introduction to Human Psychology	PSYC 1111	None
	Emotional Intelligence	PSYC 1205	None
	Introduction to Psychology	PSYC 1504	None
	Introduction to Sociology	SOC 1502	None
Humanities	Art History	AHIST 1401	None
	World Literature	ENGL 1405	None
	Introduction to Philosophy	PHIL 1402	None

*Note: Any course listed with the department of a student's major may not be used to satisfy a disciplinary area of knowledge requirement.*

## Enrollment Cancellation

Once admitted to the University, applicants must confirm their enrollment within seven days of being informed of their admission. Admitted applicants are required to sign and submit an enrollment agreement to the University as part of their enrollment confirmation. Enrollment agreements are then signed by a UoPeople official administrator on behalf of the University. Applicants who fail to confirm their enrollment within the required timeframe will be assumed to have declined the offer of admission and the application will be closed.

Students who wish to defer their enrollment after signing the enrollment agreement may email their Admissions Advisor up to one week before the start of the term. Admissions deferrals are allowed for up to one term only. Special circumstances requiring deferral for longer than one term will be considered on a case-by-case basis.

Enrollment in UoPeople Foundations does not constitute admission as a Degree Seeking Student at UoPeople nor does it ensure preference for admission to the University at a later date.



## Financial Assistance and Scholarships

UoPeople offers a number of options to help those in need of financial assistance. Students and admitted applicants who anticipate needing financial assistance with Course Assessment Fees are directed to the Financial Aid Office and may apply for a full or partial Scholarship once admitted to UoPeople as a student, or at a later date during their studies. Scholarships for Course Assessment Fees are not automatically awarded.

Students are encouraged to familiarize themselves 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. Students are encouraged to check the UoPeople website for updates on scholarship opportunities. Further information about these opportunities can be found at <http://www.uopeople.edu/tuition-free/our-scholarships/>.

### SCHOLARSHIPS

There are different types of scholarships available at UoPeople; students are eligible to apply for one scholarship at a time and may reapply for a scholarship if previously denied.

Students who accept any of the Scholarship options should refer to the particular terms and conditions pertaining to their scholarship for further information. Preference in awarding financial assistance may be granted to students pursuing an Associate's Degree at UoPeople.

### NOTES ABOUT SCHOLARSHIPS

- UoPeople does not generally award scholarships to admitted applicants or students who have previously earned a degree from any post-secondary college or university.
- Students are expected to maintain good academic standing with a minimum 2.00 to retain their scholarship support. Students whose CGPA falls below a 2.00 and are placed on Academic Warning, Academic Probation, or Probation Continued will be allowed to retain their scholarship support.
- Scholarships will be revoked for students who are suspended from UoPeople, but will be held and made available if they return to good standing within two terms of being reinstated to UoPeople.
- Students dismissed from UoPeople forfeit all previously awarded scholarship funds. Those who return to the University at a later date, by requesting reinstatement or applying for academic renewal, and who require financial assistance, will be required to reapply for financial assistance.
- Students who had scholarship support at the time that they were administratively withdrawn from the University and who request re-enrollment within two terms will be entitled to request



reactivation of their scholarship. The term of withdrawal from the University will count as one of the two terms. Students who are administratively withdrawn from the University more than once will be required to reapply for financial assistance when they return to the Institution.

- Students who have voluntarily withdrawn from UoPeople relinquish all claims to any scholarship support that had been previously awarded to them.

## General Code of Conduct

University of the People has adopted the General Code of Conduct in order to maintain the quality of the learning experience and the cooperative standards of the University's educational mission. Students are required to follow the General Code of Conduct and act in accordance with it at all times, including complying with the requests of UoPeople officials acting within the scope of their employment responsibilities. All members of the University community are expected to engage in socially responsible behavior, upholding these principles in all areas of academic life, including electronic and other communications.

University of the People strongly values freedom of expression, and encourages diverse viewpoints in an environment where every individual is treated with civility and respect. No member of the UoPeople community is permitted to behave in a way that may be perceived as harassing, offensive or hostile; all members 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 tolerated and will be considered to be a violation of the General Code of Conduct and grounds for disciplinary action, which may include immediate removal from the course 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 General Code of Conduct and also grounds for disciplinary action. The Disciplinary process is described in the Undergraduate Catalog and you are encouraged to review this section in full.

## Good Standing

Students maintaining a minimum CGPA of 2.00 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 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 their personal Program Advisor and the completed form must be submitted to the Office of Academic Affairs at [academic.affairs@uopeople.edu](mailto:academic.affairs@uopeople.edu) no later than 30 days after the last day of the term. Late appeals will not be accepted.

Submitted Grade Appeals will be reviewed by the Office of Academic Affairs and processed by the Office of Student Services.

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 courses and receives grades of A-, C+, and F, then the GPA for the term equals the total grade points  $(3.67 \times 3) + (2.33 \times 3) + (0 \times 3) = 18$  divided by the total course units (9). The resulting GPA is 2.00.



Grade Point Equivalents can be found in the Grading System chart below. Students are required to be in good academic standing and must earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople and earn an overall grade point average of at least 2.00 in all courses taken in the major area of study in order to graduate from University of the People.

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 personal Program Advisor or [advising@uopeople.edu](mailto:advising@uopeople.edu).

## Grading System

At the end of each course, a letter grade will be given by the Course Instructor for the course, based on the student's performance.

- The minimum passing grade for a course is a D-.

The University has established the following grading scale. All instructional personnel are expected to comply with this scale:

Grade	Grade Scale	Grade Points
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	88-89	3.33
B	83-87	3.0
B-	80-82	2.67
C+	78-79	2.33
C	73-77	2.00
C-	70-72	1.67
D+	68-69	1.33
D	63-67	1.00
D-	60-62	0.67
F	Under 60*	0.00
CR	N/A	N/A
NC	N/A	N/A
NF	N/A	N/A
W	N/A	N/A



## Graduation Process

*UoPeople does hold a graduation ceremony.*

1. Students utilize the Degree Audit Report in the Student Portal to verify that they are on track for graduation.
2. Note that students enrolled in a Bachelor's Degree may request to first earn an Associate's Degree and run the Degree Audit Report for both the Associate and Bachelor's degree levels. It is not possible to request retroactive awarding of the Associate's Degree once the Bachelor's Degree has been conferred.
3. After completing the Degree Audit Report, a Graduation Application in the Student Portal will be enabled for students who have satisfied all the requirements for graduation.
4. Students may submit their Graduation Applications during the first four weeks of the term; those requests will be processed between the fifth and eighth weeks. Graduation Applications received after the fourth week of the term will be processed during the subsequent term.
5. The student's name on the Graduation Application must be identical to the way it appears in the University's student information system. Requests for a name change must be accompanied by legal documentation and sent to [student.services@uopeople.edu](mailto:student.services@uopeople.edu).
6. Official transcripts and diplomas are sent by regular mail; students may request on the Graduation Application to have their documents sent registered and will incur an extra fee.
7. Graduation documents will be automatically sent to the student's address on file unless specified that they should be sent to another address on the Graduation Application.

All questions regarding the Graduation Process should be addressed to your personal Program Advisor.

## 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. Statements and written materials that are relevant to classroom subject matter are excluded from the prohibitions contained in this policy.

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](mailto:student.affairs@uopeople.edu).

## 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.

## 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 are available to students via email throughout the academic year.

## Intellectual Property

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 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).

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 provides access to a number of different internship opportunities offered by internationally recognized corporations and organizations. Participating in online internships in a variety of sectors, students gain invaluable work experience and networking opportunities.

All internship opportunities consist of defined projects within the host's organization, creating valuable learning opportunities for the student. Internships opportunities are available to all current UoPeople students and are announced by email over the course of their studies.

For more information about internship opportunities, contact the Internship Office at [internships@uopeople.edu](mailto:internships@uopeople.edu).

## Late Registration

A few days before each academic term begins, UoPeople opens a late registration period. Students should be aware that a limited number of courses are offered during late registration. As a general rule, it's best not to rely on the late registration period to register for courses.

Late Course Registration dates are listed on the University of the People Academic Calendar; registration takes place in the Student Portal with the same guidelines and procedures as during the regular registration period.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for a 2<sup>nd</sup> or 3<sup>rd</sup> 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 5<sup>th</sup> week of the following term to register for the additional number of courses.

## Late Work

Late work is not permitted at UoPeople unless there is an exceptional personal circumstance/illness (clear, documented proof is required), or a systematic Moodle site technical error. Documented proof of an exceptional, extended systematic city/region wide power outage is required to be considered for late work to be considered. Extensions are not guaranteed for students experiencing random power outages or lapses in computer/Internet access prior to assignment deadlines.

Students are strongly encouraged to submit their work as early as possible to avoid such unfortunate circumstances.



## Learning Week

Courses take place over a nine-week term. Each term has eight weekly learning units and a four-day period during the ninth week for preparing for and taking the final exam. Students are advised to check their course syllabus and the UoPeople Academic Calendar for the final exam schedule each term.

The University terms are divided into Learning Weeks and all work for a particular unit must be completed within that Learning Week except the Learning Journals, which are due at 11:55pm UoPeople Time (GMT-5 time zone) on Thursday the following week they are assigned. Students decide for themselves when to complete their work during the seven-day period of a given Learning Week. There are no specific times when a student must be logged on to study, nor are students obligated to attend a course session at any specific time during the study week.

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 11:55pm UoPeople Time (GMT-5 time zone). The weekly study units are made available one week at a time at the start of the new Learning Week and students always have access to the completed units. Note that all reference to time in the study process and schedule is according to University of the People Time (GMT-5 time zone).

## 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.

Students cannot apply for a leave of absence after the term begins, and do not need to apply for a leave of absence if they drop and/or withdraw and/or are granted an administrative course withdrawal from all courses during a term; it will be counted as an inactive term for the student.

Students 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 Resources and Services

UoPeople belongs to the Library and Information Resource Network (LIRN), a consortium of institutions that makes available to its members a rich and powerful collection of resources including over 60



million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. Students gain access to the ProQuest online data bases and GALE databases through LIRN.

UoPeople also subscribes to JSTOR giving students online access to a wide array of journals to support research, writing and learning activities. JSTOR too can be accessed directly within Moodle and includes access to more than 2,300 academic journals and more than 50 million digitized pages.

All University of the People instructional personnel and enrolled students may use these resources free of charge. Additionally, students are provided at no charge with other open education resources including textbooks and course materials.

For questions or suggestions regarding the University of the People Library and Resource Center, including LIRN or open educational resources, students may contact UoPeople's Director of Library Services at [library@uopeople.edu](mailto:library@uopeople.edu).

## 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. Neither students nor instructional personnel should assume privacy when communicating in the Virtual Learning Environment. The University may access and observe communications conducted in the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the General Code of Conduct, including investigating allegations of misconduct, suspected misconduct or other complaints. Additionally, 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 your personal Program Advisor or the Support Office at [support@uopeople.edu](mailto:support@uopeople.edu).

## Non-Discrimination Policy

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.

## 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, Academic Affairs provides guidance and leadership to assist students in solving academic-related problems within their courses, including such things as peer assessment issues, communication with Course Instructors, and other general course-related issues.

UoPeople Course Instructors are available to students via email throughout the academic year and students who have academic-related questions should contact their Course Instructor first. Instructors respond to students within 72 hours and usually sooner, but there may be technical difficulties. Students who have not heard back from their Course Instructor within 48 hours should contact their personal Program Advisor for additional support.

## Office of Admissions

You may have relatives and friends interested in studying at UoPeople. The Office of Admissions 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. Providing assistance and guidance regarding all admissions requirements, the Office of Admissions answers questions regarding prospective students' applications and provides updates on their applicant status.

More information about the admissions process can be found in Chapter 3 of the Undergraduate Catalog; interested parties can reach the Office of Admissions at [admissions@uopeople.edu](mailto:admissions@uopeople.edu).



## Office of Student Affairs

The Dean's Office in the Office of Student Affairs ([student.affairs@uopeople.edu](mailto:student.affairs@uopeople.edu)) oversees the review of Satisfactory Academic Progress, the naming of students to the President's, Dean's and Honor's List, UoPeople Partnership nominations, and supports students who may be encountering or anticipating academic difficulties, or may require special assistance in completing their requirements for graduation.

## Office of Student Services

The Office of Student Services ([student.services@uopeople.edu](mailto:student.services@uopeople.edu)) forms part of a comprehensive network of services at the University designed to support and help students throughout their studies. Student Services maintains all student records and supports students with both administrative and academic services in consultation with other offices in the University, responsibly implementing university policies and procedures, degree audits, and the conferment of university degrees.

## Orientation – UoPeople Undergraduate Preview UNIV 0001

The University's student orientation program, UNIV 0001 UoPeople Undergraduate Preview, introduces new students to UoPeople's Learning Management System (LMS), Moodle, as well as the opportunities, responsibilities and resources for all students at the University. Set up as a mini-course, students gain an advanced understanding of UoPeople's academic setting and study process, as well as its support services, with the goal of making a successful transition to the start of their undergraduate studies.

Participation in orientation is strongly encouraged, but not required; students who are admitted to the University and/or sign their enrollment agreement within the three-week period before their first term of study at UoPeople are not guaranteed an opportunity to participate in orientation.

## Out of Residence

Out of residence refers to the number of terms that a student has been inactive at the University—either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms.



## Partnerships – Nomination Process

UoPeople is proud to partner with University of California, Berkeley and New York University to identify UoPeople Degree Seeking Students who are eligible to apply for admission and transfer to these institutions. Admission to both programs is highly competitive and selective.

Prospects for nomination by UoPeople to transfer to Berkeley's College of Letters and Science are top-performing UoPeople Associate's degree graduates, with priority given to residents of California. UoPeople students admitted to transfer to Berkeley continue their undergraduate studies at Berkeley and are responsible for all tuition payments due to Berkeley; students are eligible to apply to Berkeley for financial aid.

Prospects for nomination by UoPeople for admission to New York University - Abu Dhabi are high-performing UoPeople students who have studied full-time at UoPeople for at least one year, with a preference given to international students. Students admitted to NYU Abu Dhabi move to the United Arab Emirates to begin their undergraduate studies anew; courses from UoPeople are not transferrable. Students are responsible for all tuition payments due to NYU Abu Dhabi; students are eligible to apply to NYU for financial aid.

All questions about eligibility and admissions should be directed to the attention of the Office of Student Affairs at [student.affairs@uopeople.edu](mailto:student.affairs@uopeople.edu). Eligible students interested in being nominated by UoPeople may request a UoPeople Partnership Nomination Application; students may submit a nomination application no more than one time for each program.

Completed UoPeople Partnership Nomination Applications will be reviewed by the Office of Student Affairs, and applicants will be notified as to whether they will continue to the next stage of consideration by the University. Those continuing in the nomination process will work directly with the Office of Student Affairs, but at any point may be updated that their nomination application has been denied; appeals are not available.

Finalists selected for UoPeople's nomination to UC Berkeley and NYU Abu Dhabi will work under the guidance of the Dean of Student Affairs in submitting their applications for admission.

## Pass/Fail (P/F)

Pass/Fail (P/F) graded courses are available for Degree Seeking Students only; P/F is not computed in GPA calculations.

- Pass (P) indicates completion of the course with academic work equivalent to a D- or above.
- Fail (F) indicates completion of the course with academic work earning below a D-.



## Password and Login Problems

If you experience technical issues with your assigned username and password in the **Student Portal**, please email your personal Program Advisor or the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu).

Each student is assigned a designated username and password to log into the University of the People Online Learning Platform (Moodle) and courses. UoPeople students with technical issues related to Moodle should contact Moodle Support at [support@uopeople.edu](mailto:support@uopeople.edu) for assistance with login problems. Please include the following information in your e-mail: 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.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Please ensure you keep your password secret and do not give it to anyone else.

## Payment of Course Assessment Fees

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, Western Union Global Pay or cashier's check. All questions regarding payment options should be directed to [payments@uopeople.edu](mailto:payments@uopeople.edu).

Students pay for their Course Assessment Fees when the drop/withdrawal period is over. All outstanding balances for Course Assessment Fees must be paid by the end of the final exam period.

If a student takes the final exam and the Course Assessment Fees 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 and the hold is removed. If all outstanding balances for Course Assessment Fees are paid before the end of late registration, students may be able to register themselves for courses during late registration and continue with their studies.

Students may be on a financial hold for up to three terms; by the start of the fourth term if any outstanding payment is still due, the student will be administratively withdrawn from UoPeople. A



student may request re-enrollment or reinstatement to the University, or apply for academic renewal, but only after any overdue payments are made in full.

Students are encouraged to plan, anticipate, and budget for all Course Assessment Fees payments to avoid interruption of their academic schedule. Students unable to pay the Course Assessment Fees may request financial aid or be required to put their studies on hold while they secure additional funding. In this case, students should apply for a leave of absence (LOA) from the University.

Students may review outstanding balances and payments due to the University inside the Student Portal. All clarifications, questions, and requests for assistance regarding how to make payments should be directed to the Payments Office at [payments@uopeople.edu](mailto:payments@uopeople.edu).

## Payments Office

The Payment Office oversees the processing of payments for both Application and Course Assessment Fees at UoPeople. Also working in conjunction with the Financial Aid Office, the Payments Office processes and reconciles scholarship payments for students unable to pay Course Assessment Fees.

For questions regarding payments including payment methods, amounts payable, and payment deadlines, applicants and students may contact the Payments Office at [payments@uopeople.edu](mailto:payments@uopeople.edu).

## Peer-to-Peer Learning and Assessment

Peer-to-peer learning, a hallmark of the UoPeople program, is central to the learning process at UoPeople. In critiquing the work of peers, students consolidate their own knowledge and skills even as they are contributing to the growth and learning experience of others. Students whose work is being discussed has the benefit of input from multiple sources, which extends their understanding of the concepts. It fosters deeper learning on the part of the students doing the assessing because students must first consolidate their own level of knowledge and skill before they can do an assessment. Assessing the work of others also helps to develop higher order thinking, communication, and evaluation skills. Students are taught about the evaluation process and, as they progress through their studies, learn how to assess the work of their fellow students with increasing insight and precision.

The Learning Week after submitting an assignment, students are given anonymous assignments from other students in the classroom for peer assessment. A student's final grade is determined both by the work he or she submits and by the quality of his or her peer assessments. Giving unjustifiably poor or exaggeratedly positive reviews of the work of others brings down a student's grade as it is a sign that the student has not learned to evaluate the material properly according to the criteria. Students must



therefore correctly apply the assessment elements set forth in the rubrics established for a given assignment.

Peer assessment is under the supervision of Course Instructors who review peer reviews for anomalies. Because the student's assignment is assessed three times, Course Instructors identify discrepancies in grading in reviewing the scores of the assessments and adjust the scoring as appropriate, overriding and re-grade a student's work where necessary.

## Petition for Late Withdrawal

Students are responsible to complete all courses after the withdrawal deadline, and only the most serious circumstances warrant withdrawing from a course after the last day of the withdrawal deadline listed in the University of the People Academic Calendar. However, in the event of a documented emergency after the Course Withdrawal deadline, students may petition the Student Affairs Committee for a late withdrawal.

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. Evidence that the student's academic performance has been satisfactory up until to the point of the disruptive event will be an important consideration in the deliberations of the Student Affairs Committee.

To petition, students must first contact their personal Program Advisor 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 submit all supporting documentation with the late withdrawal request to the Office of Student Services up until and including the last day of a term.

Late petitions will be considered by the Committee only in the case of extraordinary circumstances. 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.



If 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.

## 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)

The Family Educational Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings. While the FERPA Act does not apply to University of the People since it is not a federally-funded institution, University of the People nonetheless strives to meet the Act's provisions to the greatest extent possible.

The University will not disclose a student's education record without obtaining the student's prior written consent, except in certain instances where a student's educational records may be disclosed to school administrators with a legitimate educational interest. These individuals may include a person whom the University has employed, contracted or partnered with, and with whom it has an official relationship that justifies access to the educational record (or part thereof) for educational, administrative and research functions, and/or to perform his/her designated job including faculty, administration, clerical and professional employees, and other individuals who manage student records.

Students may inspect and review their own records pertaining to academic standing and financial information at any time. Students may also seek amendment of inaccurate or misleading information in their education records.

University of the People depends on the accuracy of the records submitted by its students. False information on an application as well as any act to intentionally mislead or misinform instructional personnel or administrators is grounds for disciplinary action, including dismissal from the University.



Students seeking access or amendment of their educational records should contact the Office of Student Services.

## Probation Continued

*The Probation Continued status is available only for Degree Seeking Students.*

Degree Seeking Students who are on Academic Probation and whose term achievements show substantial improvement but whose cumulative GPA is still just below a 2.00 and would be subject to Academic Dismissal, may instead be placed on Probation Continued status at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee. Probation Continued status allows the student another term to achieve good standing; those who 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.

Degree Seeking Students on Probation Continued are encouraged to be in contact with their personal Program Advisor.

## Processing Fees

The University of the People is a tuition-free, non-profit institution, and 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 works 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 course assessment fees and reserves the right to change the cost of the Application Processing Fee or the Course Assessment 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<sup>11</sup>

- Applicants to the University are required to pay a non-refundable Application Processing Fee of \$60.
- The Application Processing Fee is subject to change and will apply to applications that are in process.
- The Application Processing Fee must be paid by the applicant along with his or her application for study at all undergraduate and graduate levels at UoPeople.
- The Application Processing Fee does not include any additional fees that may be required for third party evaluation.
- Individuals who apply for readmission and/or academic renewal must pay the Application Fee in effect at the time they reapply to the University.

Applicants unable to pay the Application Processing Fee may contact the Financial Aid 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 declaration testifying to the applicant's inability to pay the requested fee.
- Standardized form signed by the applicant
- Financial statements
- Other documentation required by UoPeople

In certain circumstances, UoPeople may be able to award an applicant a grant to help reduce their Application Processing Fee. Applicants eligible for a scholarship upon admittance may be awarded a University Grant to waive the Application Processing Fee. The availability and award of University Grants shall be determined by UoPeople.

## COURSE ASSESSMENT FEES<sup>12</sup>

- Course Assessment Fees apply to all students studying at the University.

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<sup>11</sup> 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 reviewed by the Financial Aid Office.

<sup>12</sup> Course Assessment Fee includes references to all fees previously named as Examination Processing Fees in previous editions of the UoPeople Catalog and Addenda. UoPeople is in the process of changing the name of the Examination Processing Fee to Course Assessment Fee and will be completing this update over the 2016-17 academic year.



- All Degree Seeking Students and all non-degree students<sup>13</sup> are required to pay a Course Assessment Fee of \$100 for every end of course assessment taken at the undergraduate level.
- All applicants and/or students applying for academic renewal, including students who began their initial application to University of the People before August 27, 2012, are required to pay Course Assessment Fees.

### Total Estimated Fees - Undergraduate

Total estimated fees for a degree program of study 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 for student at the undergraduate level at present.**

Program	Application Processing Fee	Course Assessment Fee (per course)	Number of Courses	Total Estimated Fees
Business Administration – A.S. Degree	\$60	\$100	20	\$2,060
Business Administration – B.S. Degree	\$60	\$100	40	\$4,060
Computer Science – A.S. Degree	\$60	\$100	20	\$2,060
Computer Science – B.S. Degree	\$60	\$100	40	\$4,060
Community and Public Health– A.S. Degree	\$60	\$100	20	\$2,060
Community and Public Health– B.S. Degree	\$60	\$100	39	\$3,960

These estimated fees are based on the successful completion of all courses for an undergraduate degree at UoPeople and do not include:

- Fees incurred for repeating courses: students who are required to repeat courses will incur an additional Course Assessment Fee for each course taken.

<sup>13</sup> Non-degree students include all students studying in UoPeople Foundations, students enrolled in ENGL 0101 English Composition 1 to demonstrate English proficiency, students taking prerequisites to be admitted for graduate study, and any other student who is not in a degree program.



- Course Assessment Fees for courses numbered below the 1000-level; e.g., ENGL 0101 English Composition 1.
- Course Assessment Fees for non-degree students who applied for admission to a graduate level degree program and are completing prerequisite courses. Students who are required to complete one or more of the eight MBA prerequisites are required to pay a \$100 Course Processing Fee for every MBA prerequisite taken; the maximum cost for the MBA prerequisite courses is \$800 (\$100 X 8 courses) if no course is repeated.
- Any additional fees that may be required for third party evaluation.

The University reserves the right to change the cost of the Application Processing Fee and the Course Assessment Fee. The amount of the Course Assessment 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 to the Course Assessment Fees no later than June 1<sup>st</sup>.

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

## Proctored Courses

The following courses have final examinations which must be taken under the supervision of a proctor.

### Proctored Courses Required for Demonstrating English Proficiency

ENGL 0101 English Composition 1

### Proctored Courses for Students Majoring in Business Administration

ENGL 1102: English Composition 2

MATH 1201: College Algebra

MATH 1280: Introduction to Statistics

BUS 2201: Principles of Marketing

BUS 2202: E-Commerce

BUS 3301: Financial Accounting

BUS 3303: Entrepreneurship 1

BUS 3305: Business Law and Ethics

BUS 4402: Organizational Behavior

BUS 4403: Business Policy and Strategy

BUS 4405: Leadership



*Proctored Courses for Students Majoring in Health Sciences – Community and Public Health*

ENGL 1102 English Composition 2  
MATH 1201 College Algebra  
MATH 1280 Introduction to Statistics  
CPH 2211 Human Anatomy and Physiology  
CPH 2711 Community and Public Health 1: Health Education and Behavior  
CPH 3210 Human Diseases  
CPH 3311 Epidemiology  
CPH 3610 Human Development in a Global Perspective  
CPH 4241 Psychopathology and Mental Health  
CPH 4510 Biostatistics  
CPH 4810 Health Policy & Management

*Proctored Courses for Students Majoring in Computer Science*

ENGL 1102: English Composition 2  
MATH 1201: College Algebra  
MATH 1280: Introduction to Statistics  
CS 2205: Web Programming 1  
CS 2301: Operating Systems 1  
CS 3305: Web Programming 2  
CS 3306: Databases 2  
CS 3308: Information Retrieval  
CS 4406: Computer Graphics  
CS 4407: Data Mining and Machine Learning  
CS 4408: Artificial Intelligence

## **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.

- 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.

Students who do not take a proctored exam at the end of a course will be issued a failing grade in the course regardless of the student's prior performance in the course.<sup>14</sup> All University policies, including the Code of Academic Integrity, apply to proctored exams.

## PROCTOR REQUIREMENTS

It is the student's sole responsibility to choose a proctor, and proctors 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.

Students may elect to pay ProctorU directly for its services or they may select an approved third-party individual or organization offering proctoring services, but students should be aware that they will be responsible for any fees incurred for this service. The hiring of a third-party proctor is not required by UoPeople.

The University reserves the right to verify a proctor at any time.

## REGULATIONS FOR THE EXAM

- Students must identify a proctor during online registration for courses that require a proctor by entering the proctor's first and last name, email address, telephone number, occupation, and place of residence. It is the student's sole responsibility to inform the Office of Student Services of any changes to the proctor's contact information.

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<sup>14</sup> In the event that UoPeople implements the No Final (NF) grade during the 2016-17 academic year, students who do not take their final exams will be granted a NF (No Final) grade on their transcript for the course, and will be required to repeat the course and take the final examination within one year of receiving the NF grade.



- UoPeople reserves the right to verify a proctor at any time by contacting the proctor directly in order to validate his/her identity and to assure that the proctor meets all the requirements. If UoPeople rejects a proctor, the student will be notified accordingly and it will be the student's sole responsibility to provide another proctor. Rejecting a proctor is at the sole discretion of UoPeople, and the University has no obligation to provide reasons for the decision.
- It is the student's sole responsibility to coordinate the date, time, and location of the final exam with the proctor. The final exam period starts on Thursday, Week 9 of the term at 12:05 am UoPeople Time (GMT-5 time zone) and ends the following Sunday at 11:55 pm UoPeople Time (GMT-5 time zone). The proctored exam must be taken within this time period. UoPeople will send the proctor a reminder a week before the exam.
- Students are advised not to schedule an exam too close to the end of the final exam period in case there are technical problems or other unexpected issues. This will ensure that there is sufficient time to receive support if needed.
- A student will not be allowed to start a proctored exam without the presence of the proctor. Prior to starting the proctored exam, students must present to the proctor a government issued ID which will be used to identify the student. Once the student is identified, the proctor must enter the exam code in the exam password field after the student has logged into the course area. The code will be provided to the proctor by the Office of Student Services a week prior to the beginning of the exam.
- It is the student's sole responsibility to make sure that the proctor is available during the final exam period. A scheduling problem with the proctor will not be considered a legitimate reason for extending the exam or requesting a makeup exam.

## Program Advisors

*UoPeople does not offer counseling services.*

Personal Program Advisors are available to guide you through your academic studies at UoPeople, helping you think through any sources of academic difficulties you may be having, with the goal of making a successful academic plan together with you throughout your studies at UoPeople. You are encouraged to touch base with your personal Program advisor or the Program Advising Office at least once a year at [advising@uopeople.edu](mailto:advising@uopeople.edu).



## Refunds

Students who drop or withdraw from a course within the required deadline are not required to pay the Course Assessment Fee.

The Application Processing Fee is nonrefundable except in instances when applicants withdraw their application for admission before an admissions decision is made. Applicants may write a formal request for a refund of the Application Processing Fee to their personal Program Advisor. If approved, refunds will be available to the applicant within 30 days of the submission of the formal request and the refund will be issued using the same payment method used by the applicant to pay the fee.

The Course Assessment Fee is only refundable in instances where the student has not completed the final assessment activity (e.g., final exam, final project, etc.) and/or the University has canceled a student's course. The University will not refund Course Assessment Fees paid for final assessments that have been submitted for grading. If a student does not submit the final assessment for grading and has paid the Course Assessment Fee, the student will be awarded a refund upon request, provided this request is made in writing to [payments@uopeople.edu](mailto:payments@uopeople.edu) within thirty (30) days of the end of that Final Exam period.

If a student who has not taken a final examination does not request a refund, the monies are kept on their account record and can be used to pay future Course Assessment Fees.

## Registration

University of the People opens course registration for students over a 3-week period every term, and students are notified by the Office of Student Services when the registration portal will be opened for their group based on their class standing which is determined by the total number of credits they have completed at the University (e.g., seniors 90 credits or more, juniors 60 credits or more etc.) Course registration takes place in the Student portal at <https://students.uopeople.edu/login.aspx> and seats are filled on a first-come, first-served basis.

With the exception of a student's first term at UoPeople, students themselves register for their courses using the online course registration system, and registration must be completed by the dates listed in the Academic Calendar. <http://www.uopeople.edu/become-student/academic-calendar/academic-calendar-2016-2017-2/>.

For further information regarding registration, please contact the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu).



## Returning to Study at 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 your personal Program Advisor or the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu).

### Re-Enrollment

Students who have interrupted their otherwise continuous enrollment at the University; who, at the time they left the institution, had a minimum 2.00 or higher cumulative GPA and were in good disciplinary standing; and who have only been out of residence for five (5) or fewer consecutive terms may contact the Office of Student Services to request re-enrollment. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms.

Once re-enrolled, students will be eligible to register for courses in the subsequent term.

1. 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. Under very unusual circumstances, students with a cumulative GPA below a 2.00 will be accepted for re-enrollment under the supervision of the Program Advising Office. These students will be permitted to register for one (1) course per term until returning to good academic standing. The Office of Student Services will inform students whether their request has been approved or denied, and students may only begin registering for courses during the course registration period after their re-enrollment has been approved.
2. Students who were on approved leaves of absence, had the minimum or higher cumulative GPA at the time their leave began, and are in good disciplinary standing with UoPeople after being out of residence for five or fewer consecutive terms, may register for classes in the term immediately following the end of their leave, effectively serving to re-enroll themselves into the University. These students therefore are not required to contact the Office of Student Services in order to re-enroll in the University.

Students interested in requesting re-enrollment should contact the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu). Requests for re-enrollment should be initiated at least fifty (50) days



before the first day of the term in which re-enrollment is sought to allow sufficient opportunity for students to register for classes for the subsequent term.

## Reinstatement

Reinstatement is a procedure that allows former students the opportunity to return to the University.

- Students who had been suspended from University of the People for academic or disciplinary reasons for five (5) or fewer terms must apply for reinstatement and return to their studies in the term immediately following the end of the suspension period.
- Students 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, may apply for reinstatement. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at UoPeople without completing any course work.
- Students applying for reinstatement must be in good standing. However, students with a cumulative GPA below a 2.00 may request that the Student Affairs Committee review their reinstatement request. Under very unusual circumstances, students with a cumulative GPA below a 2.00 will be accepted for reinstatement under the supervision of the Dean of Student Affairs. These students will be permitted to register for one (1) course per term until returning to good academic standing.
- The Office of Student Services will inform students about whether their request has been approved or denied, and students may only begin registering for courses during the open registration period after their re-reinstatement has been approved.
- Once reinstated, students are required to maintain good standing, and are encouraged to be in contact with their personal Program Advisor.

Students interested in applying for reinstatement should contact the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu). Requests for reinstatement should be initiated at least fifty (50) days before the first day of the term in which reinstatement is sought to allow sufficient opportunity for students to register for classes for the subsequent term.

## 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 be academically



dismissed, may apply for Academic Renewal by contacting the Office of Student Services at [student.services@uopeople.edu](mailto: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 out of residence for a minimum of fifteen (15) terms and pay the Application Fee in effect at the time they apply to the University.

Out of residence refers to the number of terms that a student has been inactive at the University—either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms.

Academic renewal requests should be initiated at least fifty (50) days before the first day of the term in which academic renewal is sought. Former students applying for academic renewal will be required to complete a new application for admission and to pay the Application Processing Fee and Course Assessment Fees then in effect. If readmitted, the former student will be notified by the Office of Admissions and will be required to sign and submit an enrollment agreement to the University as part of their enrollment confirmation, after which the relevant University official will sign the agreement on behalf of the University.

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.

At the start of Academic Renewal, a notation is added to the student's previous UoPeople transcript listing the student's academic renewal status. Additionally, the student's cumulative grade point average and cumulative credits start anew with their return to the University.

Students may only begin registering for courses during the course registration period after their academic renewal has been approved. Students who are approved for Academic Renewal are strongly encouraged to enroll in only one course under the advisement of their personal Program Advisor, and are required to maintain good standing at the University.

## **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 Students and Degree Seeking Students at the University of the People are required to maintain a minimum cumulative GPA of 2.00; further information about SAP can be found in the UoPeople Catalog and Addenda.



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 complete at least one course, you will receive a letter from the Dean of Student Affairs assigning you an academic status at the end of the term after your CGPA is recalculated.

## 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, accessing your unofficial academic record, requesting a degree audit report 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 your Personal Program Advisor or the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) for assistance.

## Student Verification

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 the issuing institution, a notary public, or the Ministry of Education.

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 students are generally expected to spend 2-3 hours of preparation for every hour spent in active engagement. Thus, for a 9-week, 3-credit course, students should expect to spend approximately 15-17 hours a week engaged in course



work (about 10-11 hours of independent work, 5-6 hours of active engagement) over the course of a term, for a total of 135-150 hours.

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

## 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 your success, and we offer 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
  - o Each UoPeople course requires a minimum of 15-17 weekly hours of studying reading assignments, discussion forum questions, written assignments— and just studying!
  - o Make sure to build in your class hours for each day of the week.
  - o On average, you are going to want to budget a few hours a day for each class.
  - o 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 Requirement

You may wish to begin estimating how long it will take you to graduate. First note that University of the People has five terms in its academic year, each ten weeks in length.

Next note these two rules:

- (1) Degree Seeking 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) Degree Seeking 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.

A period of separation includes any time a student is out of residence – that is, not studying at UoPeople/inactive at the University— which includes being either unenrolled from the institution, and/or enrolled at UoPeople without completing any course work in the intervening terms, and/or on a Leave of Absence.

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. For example, students who complete two courses a term over the course of five terms in a year would complete ten courses each year; twenty courses are required for completion of the A.S. degree and forty courses are required for completion of the B.S. degree.
- 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. For example, students who complete two courses a term over the course of four terms in a year would complete eight courses after 1



year, sixteen courses after 2 years, twenty courses after two and a half academic years, etc; twenty courses are required for completion of the A.S. degree and forty courses are required for completion of the B.S. degree.

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 with the day of the week, date, and time can be found in Moodle at the top left corner of the screen on the main/cover page of each UoPeople course.

## 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.

If you wish to receive an official transcript to receive an official transcript showing progress to date may submit this request via email to the Office of Student Services at [student.services@uopeople.edu](mailto:student.services@uopeople.edu) at which time the Office of Student Services will send the student an official transcript request form. Once both the completed form and payment of the \$15 USD transcript processing fee are received, an official copy of the student's transcript will be processed and sent within 14 – 21 business days.

One official University of the People transcript will be provided at no cost to the student upon completion of the degree program. Students who wish to receive a second copy of their transcript upon graduation will need to pay a \$15 UDS transcript processing fee for each additional transcript.

If you wish to have their official transcripts mailed to another institution, you must be sure to complete the third-party request section of the form.

## Transferability of Credits and Credentials Earned at UoPeople

The transferability of credits and acceptance of a UoPeople educational program are at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree that a student earns at this institution are not accepted at the institution to which the student seeks to transfer, the individual may be required to repeat some or all of the course work at that institution. For



this reason, students should make certain that their attendance at UoPeople will meet their educational goals. This may include contacting an institution to which they may seek to transfer before attending University of the People to determine if the courses and/or degree will transfer.

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.

### TRANSFER CREDIT FOR COURSES COMPLETED AS A UOPEOPLE FOUNDATIONS STUDENT

UoPeople does not accept transfer credit for courses taken at other institutions, but does allow its own Degree Seeking Students to transfer certain credits previously completed at UoPeople while studying as a student in UoPeople Foundations. Transfer credit will be awarded only:

- for a maximum of 5 courses in UoPeople Foundations, or 15 semester hours
- for courses at the 1000-level or above
- where a grade of C (2.00) or higher was earned in the course

Transfer credit will not be recorded on the transcript until Degree Seeking Students have completed at least one graded course after being admitted to the University for degree study.

Students who take a break after their studies in UoPeople Foundations but later return to pursue a degree, will be awarded transfer credit only for UoPeople courses taken in the 7 years preceding matriculation as a Degree Seeking Student.

## 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.

**Alumni Office**  
**Career Service Center**  
**Financial Aid Office**

[alumni@uopeople.edu](mailto:alumni@uopeople.edu)  
[career.services@uopeople.edu](mailto:career.services@uopeople.edu)  
[financial.aid@uopeople.edu](mailto:financial.aid@uopeople.edu)



<b>Internship Office:</b>	<a href="mailto:internships@uopeople.edu">internships@uopeople.edu</a>
<b>Library Services:</b>	<a href="mailto:library@uopeople.edu">library@uopeople.edu</a>
<b>Office of Academic Affairs:</b>	<a href="mailto:academic.affairs@uopeople.edu">academic.affairs@uopeople.edu</a>
<b>Office of Admissions:</b>	<a href="mailto:admissions@uopeople.edu">admissions@uopeople.edu</a>
<b>Office of Student Affairs:</b>	<a href="mailto:student.affairs@uopeople.edu">student.affairs@uopeople.edu</a>
<b>Office of Student Services:</b>	<a href="mailto:student.services@uopeople.edu">student.services@uopeople.edu</a>
<b>Outreach Office</b>	<a href="mailto:outreach@uopeople.edu">outreach@uopeople.edu</a>
<b>Payments Office:</b>	<a href="mailto:payments@uopeople.edu">payments@uopeople.edu</a>
<b>Program Advising Office:</b>	<a href="mailto:advising@uopeople.edu">advising@uopeople.edu</a>
<b>Moodle Support</b>	<a href="mailto:support@uopeople.edu">support@uopeople.edu</a>

## Withdrawing from the University

If you wish to withdraw from the university, you may make this request using an online form 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 your personal Program Advisor or the Program Advising Office at [advising@uopeople.edu](mailto:advising@uopeople.edu).

## Yammer

The UoPeople Yammer Network was established to provide a virtual 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 is an opportunity to meet other students and members of the University community outside of 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](mailto:outreach@uopeople.edu).